

Herscher High School

2026-2027

2026-2027
HERSCHER HIGH SCHOOL

Property of:

220 W. State Route 115
P.O. Box 504
Herscher, IL 60941

Phone: (815) 426-2103
FAX: (815) 426-2957
www.hcusd2.org

"HOME OF THE TIGERS"

HHS SCHOOL SONG

Cheer cheer for old Herscher High
Wake up the echoes cheering her name
Send those volley cheers on high
Shake down the thunder from the sky
What though the odds be great or small
Old Herscher High will win overall
While her loyal sons are marching onward to victory
T-I-G-E-R-S, Herscher Tigers we're the best

WELCOME TO HERSCHER HIGH SCHOOL

Dear Students and Parents:

We would like to welcome you to the 2026-2027 school year at Herscher High School.

The faculty, staff, and Administration share the goal of making Herscher High School one of the best schools in Illinois. HHS has an excellent academic reputation and will provide students with a strong foundation for future endeavors. The high school years are yet another period of change: physically, mentally, and emotionally. Our curricular and extra-curricular programs have been coordinated to encourage and support individual development in all of these important areas. The efforts made by our students will be rewarded two ways: first, by our recognition of their achievements, and secondly, and more importantly, by the individual's self-realization of worth and the ultimate feeling of success. Let's all work together to make this year part of the solid foundation necessary to achieve this goal.

It is our hope that the positive approach with which this handbook is presented is reflective of past and, hopefully, future successes. Although many topics regarding the operation of HHS are included, there may be additional information that you may desire. Parents please do not hesitate to visit or call the school at (815)426-2103. This handbook is not a contract and is subject to changes and additions as deemed necessary by the Administration. Students, please direct your questions and comments to faculty and Administration immediately.

Best of luck to you this school year. We are all excited about making your years at Herscher High School as successful as possible.

Brett Miller
Principal

Kyle Boudreau
Assistant Principal

General School Information – This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board office, located at: 501 N Main Street, Herscher, Illinois 60941.

The School Board governs the school district, and is elected by the community.

Current School Board members are:

Patrick Daly
Jason Hastings
Kamber Johnston
Jacki Reick
Mark Regis
Dustin Wright
Sally Sullivan

BELL SCHEDULE

Students should not arrive before 7:45 a.m. and should not stay after 3:20 p.m. unless they are participating in a before- or after-school activity.

REGULAR BELL SCHEDULE

Class Period	Time
1	8:00-8:48

2	8:53-9:41
3	9:46-10:34
4	10:39-11:27
5	11:32-12:20
6	Lunch: 12:20-12:50 Class: 12:55 - 1:43
6	Class: 12:25 - 1:13 Lunch: 1:13-1:43
7	1:48 - 2:36
Advisory	2:41 - 3:05

Parent/school communication

Developing students mentally, emotionally, and physically requires the school and parents to communicate and work together. With this in mind, Herscher High School encourages parents to communicate with the school in matters involving their children. Likewise, the school will initiate communication with parents to keep them informed about their child's education.

ATTENDANCE POLICY

ATTENDANCE ASSISTANCE PROGRAM

Students who experience attendance problems will be referred to the Attendance Assistance Program. Counselors, working through the Regional Superintendent's Office, work with students and their families to resolve problems in the home that directly affect the student's ability to attend school on a regular basis.

ATTENDANCE COMMUNICATION

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 an effort to keep parent/guardian informed, as well as enlist their support in resolving attendance problems, the school will make every effort to disseminate timely information concerning attendance records. Parents/guardians are encouraged to call the school at any time to check on the attendance of their son or daughter.

Philosophy

Herscher High School's educational program is built on the premise that regular attendance is vital to a student's success in school. Insuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. The student who is frequently absent misses social interaction, class instruction and discussions; even though written work may be made up if the absence is excused.

Herscher High School expects the parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Herscher High School will monitor each student's attendance and inform parents or guardians of any attendance problems.

Herscher High School has a 24-hour answering service and students should have their parent/guardian contact the High School Office at 426-2103 by 10:00 AM every day of an absence to report the reason for the absence. If the office is not notified of the absence by noon, the student is in jeopardy of having that absence unexcused (see excused – unexcused absences).

Any student who has been absent and whose parent/guardian has not been contacted by the office must report to the office with a note from his/her parent/guardian explaining the reason for the absence.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00.

NOTE: Students returning to school during their school day from a partial day's absence must report to the High School Office and SIGN IN. They will be given a pass to class. The students should have their parent/guardian contact the High School Office or send a note explaining the reason for the absence. Likewise, if it is necessary for a student to leave school before the end of the regular school day, he/she must report to the office to SIGN OUT. The student must have a note from his/her parent/guardian explaining the reason for leaving school. Administrative permission is required before a student will be allowed to sign out. Failure to sign in or sign out will result in disciplinary action.

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.

COLLEGE DAYS

Seniors who find it necessary to visit a college may be granted two days for this purpose. A written request from a parent/guardian should be submitted to the Guidance Office for approval at least one day in advance. The student must also submit proof that he/she is meeting that particular college's entrance requirements. Students will be given a visitation form, which must be signed by a college official and returned to their guidance counselor following the visit. Failure to return the form to their guidance counselor will result in an unexcused absence.

EXCESSIVE ABSENCES

Students with excessive absences may be required to acquire a doctor's note for each day absent. Excessively absent students often have people around them who help or enable their absences to continue. Enabling is the process through which a parent or guardian fails to take some action or series of actions that could help a student with an attendance problem experience the consequences of his/her absenteeism.

Parent enabling is often an aspect of the larger issue of effective discipline or gaining some control over a student's behavior and obtaining some student cooperation in the matter of regular school attendance.

Excessively absent students will continue to miss school until it becomes too uncomfortable to continue to do so. Consequences are a beginning. Consequences can create the discomfort necessary to set the stage for behavioral changes that will result in improved attendance.

EXCUSED - UNEXCUSED ABSENCES

Absences will fall in either excused or unexcused categories. If the absence is excused, the teacher is obligated to allow the student to make up any work or tests that are missed. Generally, students will have as many days as they were absent to make up missed work. It is the responsibility of the student to make up the work. If the absence is unexcused, the student will be allowed to make up missed work for credit in a reasonable amount of time. This includes, but is not limited to, quizzes, projects, and exams.

The High School Office must receive either a written note or phone call from a parent or guardian to excuse a student's absence.

The following is a list of various absences. Section I-A should be prearranged, if possible. Circumstances may be such that this would not be possible. The absence would still be excused. Section I-B are types of absences that require prearranging at least one day before the absence occurs.

I-A. - **Excused absences**

1. Illness of student.
2. Illness in family.
3. Funerals.
4. Acts of God that prevent the student from coming to school. (Floods, snowstorms, etc.)
5. Circumstances that cause reasonable concern to the parent/guardian for the student's safety, health and student's mental, emotional, or physical safety or health or safety,
6. Attending a military honors funeral to sound TAPS, or other reason as approved by the principal.
7. Mental or behavioral health of the student.

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

I-B. - **Excused absences that should be prearranged**

Prearranging a student absence allows teachers to prepare their lesson plans accordingly. If an absence is anticipated, all consideration into letting the teacher(s) and support staff know at least a day in advance is appreciated. A prearranged absence made on the day of the absence is excused as long as proper notification is made prior to 12 p.m.

1. **School-related activities.**
2. **Junior and senior college visitation days.** (1 day for juniors, 2 days for seniors excused)
3. **Educationally relevant activities**
   a. Church
   b. Community
   c. Political
4. **Court appearances**: Time spent in court needs to be verified in writing by an officer of the court and must be returned to HHS Administration for verification.
5. **Medical and dental appointments**: Medical and dental appointments should be limited to times when school is not in session. If it becomes necessary for a student to be absent for a medical or dental appointment, the absence should be pre-arranged. In such situations, the parent should contact the High School Office at least one day prior to the absence. However, due to circumstances beyond parent/student control, early notification is not always an option. In such cases, notification will be accepted until 12 p.m. the day of the actual absence. A student will not be excused to provide transportation for another student. All-day doctor/dentist appointments will be unexcused unless verified as necessary by the doctor or dentist.
6. **Attend a civic event.**

II - **Student Disciplinary Referrals**

A. Students referred to the Administration for disciplinary reasons during class will have the opportunity to make up their assignments.
B. Failure by the student to submit the assignments upon returning to class earns a zero grade.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

Truancy

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

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

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

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

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.

DISCIPLINE PROCEDURES/DEFINITIONS

STUDENT DISCIPLINE

Herscher Community School District #2 has on file a School Board Policy regarding Student Discipline. The following information explains and elaborates on HCUSD #2's policies.

AFTER SCHOOL DETENTION (ASD)

Students can be assigned a two (2) hour After School Detention for inappropriate behavior. Students will be notified of the detention assignment in person by an administrator and written notification will be mailed home to the parents/guardian. Students will be given one week's notice prior to the assigned ASD, so unless there has been previous discipline action, he/she will have two Wednesdays or Fridays to serve the assigned discipline.

After School Detention will be held each Wednesday and Friday from 3:20 until 5:20 p.m. Students are expected to bring school work or something to read the entire time. If a student refuses to work or is disruptive, he/she will be asked to leave. Students arriving late will not be allowed to attend and any student who does not attend or is asked to leave for any reason will be assigned a Friday Detention.

Participation in after school activities or work is not an excused absence from a detention. If the student has an excused absence on the day of the assigned detention or a doctor/dentist appointment (a doctor's note must be brought in), the detention will be scheduled for the following Wednesday. Examples for which ASDs can be assigned: Cheating, Class Dismissals, Inappropriate Language, Dress Code violation, Inappropriate use of electronic devices, Pop / Food in Lockers/Hallway.

FRIDAY DETENTION

Friday Detention may be used to discipline students in relation to offenses such as truancy, tardiness, class cut, presenting forged parental/guardian notes, and other offenses deemed worthy by the Administration. Also, students having chronic discipline problems may be issued Friday Detentions. Friday Detentions will run from 3:20 p.m. to 7:20 p.m. If the student has an excused absence on the day of the assigned Friday Detention or a doctor/dentist appointment (a doctor's note must be brought in), the detention will be scheduled for the following Friday. Participation in after school activities or work is not an excused absence from a Friday Detention. The consequence for failing to report for Friday Detention is as follows:

1st Offense - One additional Friday Detention will be assigned plus the original Friday Detention will be reassigned

2nd Offense and all subsequent offenses – Suspension

JUST CAUSE FOR SUSPENSION / EXPULSION

Herscher Community Unit School District No. 2 Board Policy #7:190 states as follows:

DISCIPLINE---Suspension - According to state and federal law, the Superintendent or designee shall be authorized to suspend a student from school for a period of up to ten (10) days for gross disobedience or misconduct, threatening school safety or disrupting the learning of other students. A suspended student may not be on school grounds or attend school activities. If a school closing were to take place during a suspension the day(s) would not count towards the suspension. The student would be suspended for the total number of school days in attendance. Example: If a student were suspended for three days and during the suspension a snow day occurred that snow day does not count as a suspension day. The student would still have to serve three attendance days of suspension.

Gross disobedience or misconduct providing just cause for suspension shall include, but are not limited to the following:

1. Willful disobedience of reasonable directives of members of the staff or administration.
2. 1st offense – possession, distribution or use of drugs, look-a-like drugs, alcohol, or tobacco.
3. Willful injury or threat of injury to a staff member or another student.
4. Willful and/or repeated destruction or defacement of the school building or other school property.
5. Use of profanity directed toward a staff member.
6. Possession of a dangerous or potentially dangerous weapon or "look-alike weapon".
7. Such other behavior as the principal deems to seriously disrupt the maintenance of a constructive instructional climate.

Note- Any student who receives an out-of-school suspension must have a reinstatement conference with the parent/guardian, student, and administrator present.

Short Suspensions 1-3 days

- Threat to school safety
- Disruption of other students' learning

Long Suspension 4-10 days

- Threat to school safety
- Disruption of other students' learning
    - Specific reasons will be documented
    - Appropriate Interventions will be provided
    - Integration plan will be provided prior to student's return.

DISCIPLINE---Expulsion - Herscher Community Unit School District No. 2 Board Policy #7:190 states as follows:

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for up to two years or a shorter period of time as determined by the Board. Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. 2nd offense - possession, use, distribution, purchase, sale, or found to be under the influence of illicit drugs or "look-alike drugs", and/or alcoholic beverages.
3. Injury or threat to any school district employee, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use, or distribution of a dangerous weapon or "look-alike weapon".
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

Due Process shall be afforded to all students.

DISCIPLINE—Suspension Credit

A student externally suspended will be allowed a reasonable opportunity to make up work for full credit. **Any student expelled WILL NOT receive credit for assignments and/or tests missed.**

STUDENT CONDUCT AND DISPOSITIONS

ALTERNATIVE PROBATION

Alternative Probation is used at Herscher High School for students that commit acts of gross misconduct. Students that are placed on Alternative Probation are not allowed to participate in any athletics or activities and are restricted from being on school grounds outside the normal school day. The period of time that a student is placed on Alternative Probation is at the discretion of the Herscher High School administration. A contract stating the terms of the Alternative Probation will be signed during a meeting with the student, parent/guardian, and administration. Students in violation of the Alternative Probation agreement are subject to further discipline up to and including a discipline hearing with the Board of Education with an administrative recommendation for expulsion.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles which are hazardous to the safety of others or interfere, in some way, with school procedure and the educational process. Such items include, but are not limited to: dangerous weapons, any type of article designed to cause bodily harm, water pistols, laser lights, illicit literature, matches, lighters, and fireworks. These items will be taken from the student and returned upon parent/guardian request. Additional disciplinary action may result which could include after school detention, Saturday detention, external suspension, and referral to the School Board for expulsion.

BREATHALYZERS / ALCOHOL SENSORS

Based on prior incidents of students under the influence of controlled substances/alcohol on school grounds and school events, students and/or visitors to school or school events may be randomly, or with reasonable suspicion, searched by using a breathalyzer or PAS III Passive Alcohol Sensor or a combination of both. A positive test for a controlled substance will incur disciplinary consequences and/or police contact.

BULLYING/CYBERBULLYING

Bullying may be defined as using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct and occurs more than one time. Bullying is not a single act of teasing. Cyberbullying, which is the use of information and communication technologies such as e-mails, cell phones, text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites to torment, threaten, harass, embarrass, or otherwise target another student, may also be subject a student to discipline.

Generally, there are three distinguishing features of bullying; it is deliberate/intentional, it happens more than once, and there is marked imbalance of power, which may be physical, intellectual, emotional, or social between the individuals involved. A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Bullying is NOT a single act of teasing. In addition, it is distinct from the normal conflicts of childhood. It is NOT bullying when two students choose to engage each other physically or verbally. Thus, while all acts of bullying are aggressive, not all aggressive acts are bullying.

Accusations of bullying and cyberbullying will be investigated, and based upon the findings disciplinary actions may be taken. Any act or involvement/knowledge that creates a disruption to the learning environment may also be disciplined.

Possible discipline includes: **the student serving an after school detention. Assistant principal will contact the parents.**

All Subsequent Offenses may result in a meeting with the parents. Consequences may include additional Friday detentions, or external suspensions.

Depending on the nature of the situation, the administration reserves the right to adjust the above consequences and interventions.

Student behaviors can be influenced at home and ultimately determine the amount and degree of bullying in any school. With that in mind, Herscher High School will continue to provide services for all those involved in bullying incidents through our Guidance Department. HHS will also continue to develop and apply expectations which advocate civil and appropriate interactions among students. We thank you for you involvement in your child's education, and hope that you address situations with your child at home.

In addition, Illinois law specifically addresses cyberbullying giving school districts throughout the state the ability to suspend or expel students that:

> *"have made an explicit threat on an internet website 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 reasonably be interpreted as threatening..."*

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 school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying:. (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying:. and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of

the effects enumerated in the definition of bullying.

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

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

it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Dr. Rich Decman

501 N Main St. Herscher, IL 60941

(815) 426-2162

DecmanR@hcusd2.org

Complaint Managers:

Jill Fulton	Dr. Pete Falk
(815) 421-5021	(815) 426-2162
FultonJ@hcusd2.org	FalkP@hcusd2.org

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation

or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.4

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

CARELESS DESTRUCTION OF SCHOOL PROPERTY

Students, who through the careless/misuse of school property damage or destroy school property, will be required to pay for the replacement/repair of the property.

CELLULAR/ELECTRONIC DEVICES POLICY

The use of cellular/electronic devices is a privilege, not a right, at Herscher High School. Students may use cellular/electronic devices before school, after school, during the passing periods, and during the students' assigned lunch period. However, the administration may revoke the privilege of using cellular/electronic devices for any student due to inappropriate use or repeated violations of the cellular/electronic devices policy. Examples of electronic devices include, but are not limited to smartphones, cellular phones/devices, mp3 players, portable gaming devices, tablets, laptops, netbooks, digital cameras, digital recording devices, and/or any device with an on/off switch or a battery. Students may be in possession of their cellular/electronic device during the school day with the expectation that the device will not be a distraction to the learning environment. The device must be turned off or placed on silent mode (turning the device on vibrate only is not acceptable.) Cellular/electronic devices may be used in the classroom for educational purposes if deemed appropriate by the classroom teacher. Phones are not permitted in the locker room and cannot be used to record a teacher or another student. Students are not permitted to wear headphones or earbuds. Students that are disruptive to the learning environment are in violation of the cellular/electronic devices policy and are subject to the following discipline:

Classroom Cell Phone / Earbuds / Headphones Violations:

1st offense – warning

2nd offense- warning and parent contact from teacher

3rd offense- office referral, Administrator contact parent, ASD

4th offense- loss of cell phone privilege and 4 HR Friday.

NOTE: If it is determined that the device is being used in an unlawful activity (see bullying above), the student will face suspension with a possible recommendation for expulsion.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

CHEATING (per school year)

Examples of cheating include but are not limited to the following:

1. Copying from another student's test or helping another student during a test.
2. Providing other students with information regarding a test.
3. Submitting another's work as one's own.
4. Stealing copies of tests or answer keys.
5. Copying another student's homework, test, quiz, project, book report, assignment, or take home test.
6. Allowing another student to copy the work in #5 above.
7. Plagiarizing or presenting material taken from another source without appropriate documentation.
8. Changing answers on a test, assignment, project, etc.
9. Altering any educational records of the school electronically.
10. Using electronic devices to access information in a manner not specified by the teacher.

All people who are a party to cheating or plagiaristic activities will receive the following:

1st Offense zero for the assignment and student sent to the office

2nd Offense zero for the assignment and Friday detention
3rd Offense class removal and loss of credit in the class in which the offense took place

CIVIL DISOBEDIENCE

Any student either individually or in a peer group who displays conduct that causes disruption of the educational process will be given a choice between returning to his/her assigned class or being suspended with a parent/guardian conference being necessary before or if the student is permitted to return to school. Future incidents will result in the possibility of expulsion.

CLASSROOM CONDUCT

Each teacher has behavior expectations for the students in their classroom in order to maintain an environment conducive for learning by all students. Teachers will do their best to curtail negative behavior within the classroom that may jeopardize that environment. If a student continues to exhibit negative behavior that becomes a disruption to the other students in the class, the student may be dismissed from the class. By following classroom rules it allows our faculty to teach, thus creating a productive classroom environment.

Classroom Misconduct Procedures (per semester)

A student may be withdrawn from a class due to continued disruptive behavior following the procedure below.

1st Offense - Office referral, any resulting discipline, and the classroom teacher will contact the parents/guardians

2nd Offense - Office referral, any resulting discipline, and the Assistant Principal/Dean of Students will contact the parents

3rd Offense - Office referral, any resulting discipline, and a conference will be required between the student, student's parent/guardian, classroom teacher, and school administration.

4th Offense - Office referral, any resulting discipline, student withdrawn from the class, assigned Learning Lab, and given a "zero."

LEARNING LAB – Students sent to the office from Learning Lab will be treated in the same fashion for the first two offenses, as stated above. However, a third and fourth offense will result in the assigning of a Friday Detention and returning to Learning Lab. If the disruptive behavior continues, the student may be externally suspended for each subsequent offense.

Failure to report to the office when sent by the instructor will result in a Friday Detention. Leaving an instructor's classroom without permission is defiance and will result in a Friday Detention. The Administration reserves the right to proceed immediately to step four for flagrant violations of misconduct (such as vandalism or gross insubordination) and use any other reasonable disciplinary measures in order to protect the learning atmosphere in a particular classroom.

CLOSED CAMPUS POLICY

When students arrive on school grounds to begin the school day, they may not leave without receiving permission in the High School Office and signing out.

1st offense may result in Friday detentions

All Subsequent Offenses may result in a meeting with the parents and may include additional Friday detentions, or external suspensions.

DOG SEARCHES

The use of trained drug sniffing canines in the search of the school and parking lots is intended to help deter individuals from bringing and using illegal substances on school grounds. It is also a proactive means to demonstrate that Herscher High School is committed to a drug free school environment for the students, faculty, and staff.

DRINKING AND DRUGS

Students shall not possess, transport, consume, distribute, or be under the influence of alcoholic beverages, unauthorized drugs or look-a-likes on school premises or field trips. Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription or a current note from the student's parent/guardian authorizing the taking of the drug for medical purposes. No student may have possession of a greater amount of the medicine than is required for the day. Medical marijuana use is prohibited by students while at school.

Possession is defined as, but not limited to, having drugs or alcohol on the person, in lockers, concealed in carrying equipment, or in vehicles while on school grounds.

Students shall not possess, transport, consume, distribute, or be under the influence of any mood altering or controlled substance as defined by applicable federal, state, or municipal rule or regulation. This includes paraphernalia.

This policy is in effect at all school-sponsored and/or supervised functions or activities where students are present as spectators or participants. This district shall comply with all applicable federal, state, and/or municipal rules or regulations governing the illegal possession, transportation, consumption, or distribution of controlled substances or look-a-likes.

Suspension or expulsion from school and extra-curricular activities may result if students fail to comply with the above policies.

FAMILY LIFE AND SEX EDUCATION

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

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

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction must be developmentally and age appropriate, evidence-based, and medically accurate and complete. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

FIGHTING

Fighting between students in the school, on the school grounds, at a school activity, or to and from school, results in a suspension for all of the students involved in the altercation. The Administration will determine the days of the suspension for each student.

First offense of fighting will result in a short term suspension with the possibility of police referral. The length of the suspension will be determined by the Administration after events surrounding the altercation have been investigated and weighed. Additionally, a parent conference with the student in attendance may be required before the student will be admitted back to school.

If a police referral is made and arrest of the student warranted, reasonable attempts to contact a parent or guardian will be made before that student is removed from school.

Consequences for the first offense may be modified if an aggressor is identified. A student acting in self-defense of him or herself may be exempt from suspension at the discretion of the Administration. Self-defense is considered to be protection of one's self and not physical retaliation towards another individual.

FORGERY

Altering or forging school documents (i.e. passes, absentee slips, I.D.'s, etc.); forging parent/guardian signatures; falsifying parent/guardian phone contacts; fraudulently representing forged parent/guardian notes or school documents as authentic will result in:

1st offense - 1 Friday detention / parent notification.

2nd and all Subsequent Offenses may result in a meeting with the parents. Consequences may include additional Friday detentions, or external suspensions.

GANG / OCCULT ACTIVITIES

Illinois School Code strictly prohibits secret societies or organizations that chooses its membership rather than upon the free choice of any student who is qualified by the rules of the school. This School Code strictly prohibits the membership or soliciting or any person to join any of these prohibited organizations.

Herscher High School will prohibit gang or occult activities both on school grounds and also at school activities. Prohibitions include:

* Wearing, using, processing, or selling of gang clothing, jewelry, symbols, or signs.
* Any gang gestures, signals, or hand signs.
* Wearing clothing or jewelry in such a manner as to indicate gang/occult activity.
* Asking anyone to join a gang/occult.
* Committing any illegal act.
* Pamphlets or books relating to occult and satanic activities.
* Intimidation by two (2) or more people is considered gang activity.

Disciplinary action may include an ASD, Friday Detention, external suspension, and possible expulsion.

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

HAZING

Hazing is forbidden. Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects a student or other person to extreme stress, including extended deprivation of sleep or rest or extended isolation. Hazing can include exaggerated or excessive teasing in some instances. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does change or lighten the responsibility of one who is doing the hazing. It may even be that the person who does the hazing or teasing may say or feel that they "didn't mean to harm anyone." Hazing is still wrong.

The following would be considered participants in hazing: any person or persons doing the hazing; any person or persons being hazed; or any person or persons who witnessed or knew about the hazing. Unauthorized initiation or hazing of students is prohibited by an act of the State Legislature (Chapter 720, Act 120, Section 5 of Illinois Compiled Statute) and is punishable in the Courts of Illinois with a fine of $500, or imprisonment in the county jail not exceeding six months, or both.

INSUBORDINATION

The willful failure to respond or carry out a reasonable request by authorized school personnel. This includes disrespect / defiance toward a teacher and/or employee of the district.

Disciplinary action may include ASDs, Friday Detention, Out-of-School Suspension, and Expulsion.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY – See Registration packet

Students that violate the Herscher CUSD #2 Acceptable Use Policy may be subject to the following discipline:

1st Offense – ASD

2nd Offense – Friday Detention

3rd Offense – 2-week loss of computer/network privileges

4th Offense – loss of computer privileges for the remainder of the school year

The administration reserves the right to modify any school related discipline in the event that extenuating circumstances dictate a more severe consequence up to and including a discipline hearing with the Herscher CUSD #2 Board of Education with an administrative recommendation for expulsion.

INTIMIDATION/THREATS

Intimidation by students of any kind shall not be tolerated. Disciplinary action will result in any situation of intimidation, harassment, or threats. Discipline may include referrals, Friday Detention, out-of-school suspension, and referral to the Board of Education for action, including expulsion. Groups/Organizations that advocate hate, violence, or racial intolerance are banned.

METAL DETECTORS

Students and visitors to Herscher High School may be subject to search with metal detectors.

PUBLIC DISPLAY OF AFFECTION

PDA is considered acts of physical display of affection, such as kissing of any type, any type of intimate embrace, prolonged hugs, etc. will be treated as a disciplinary matter. Discipline may include ASD, Friday Detentions or Suspensions.

Racial/Ethnic/Homosexual/Derogatory Slurs

Racial, ethnic, homosexual, or derogatory slurs are not tolerated at Herscher High School. Students that are proven to have used any slur toward or in reference to another person will be disciplined accordingly. The discipline response may include ASD, Friday detention, out-of-school suspension, or a discipline hearing by the board of education with an administrative recommendation for expulsion.

Search and Seizure

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

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

Has the purpose or effect of: Substantially interfering with a student's educational environment

1. Creating an intimidating, hostile, or offensive educational environment;
2. Depriving a student of educational aid, benefits, services, or treatment; or
3. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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 Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Sexual Abuse Response and Prevention Resource Guide

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

SOCIAL ACTIVITIES

The following rules are in force for all dances at HHS:

1. Each Herscher student is limited to one guest who must be escorted by a Herscher student, and pre-registered in the High School Office.
2. Each student is responsible for his/her guest's conduct. Make certain that the guest understands and follows Herscher rules.
3. All dances will have a specific end time. The building must be cleared within 10 minutes of the activity's end time. Arrangements for transportation home must be made before arriving at the activity.
4. Tickets will be sold in the manner announced by the sponsoring organization.
5. If the student leaves the building without permission before an activity has ended, he/she will not be re-admitted.
6. If a student acts as if he/she is under the influence of alcohol or drugs, his/her parent/guardian will be called and asked to pick up their son/daughter. Normal school consequences will apply.

At all after school activities, normal school expectations will apply. Consequences for inappropriate behavior may include suspension from attending after school activities, out-of-school suspension, and possible expulsion.

STUDENT DRESS

PERSONAL APPEARANCES - The Board of Education asks that all parents/guardians cooperate with building administrators in seeing that students are dressed appropriately for the educational setting. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The Herscher CUSD#2 Board of Education recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The Herscher CUSD#2 Board of Education recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The purpose of the student dress policy is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process.

The Board authorizes the Administration to enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her educational objectives.
- Any apparel determined to be too revealing or draw undue attention to itself in style, fabric, or length is not acceptable.
- Excessively large (width and length) or extremely loose-fitting pant/shorts will not be permitted. Pant/shorts must cover undergarments and stay above the hip at all times.
- Torn, ripped, or disheveled clothing above the knees is prohibited. Tights, shorts, leggings, and tape over holes are not an acceptable solution for inappropriate attire.
- Shorts, skirts, tops, and dresses must extend to mid-thigh. Leggings, tights, or other tight legging like undergarments are not to be used as a substitute for pants. When wearing leggings and tights under shorts, skirts, or tops, the shorts, skirts, or tops must still extend to mid-thigh length. Any holes in pants must not be higher than above the knee.
- Shoes must be worn at all times. Students must wear shoes that are safe and appropriate for the learning environment. Footwear requirements may change depending on the safety requirements of the individual classroom teacher.
- Obscene language or symbols, drug and/or alcohol symbols, satanic symbols, or suggestive/obscene materials on clothing are expressly prohibited. Shirts advertising bars, pubs, or places off-limits to minors are prohibited.
- Outerwear (coats, jackets, warm-ups, gloves, sunglasses, hats, bandannas, and other headwear) are not to be worn in the building. Carrying these items in the building is also prohibited, unless the student is directly entering or leaving the building.
- Bare midriffs, halter-tops, tube tops, spaghetti straps (straps must be 2" in width), revealing necklines, off-the-shoulder straps, and open-back clothing are prohibited. Also, attire with see-through, sheer, knitted, or fishnet materials are prohibited. Shirts must cover undergarments including bra and camisole straps.
- Wallet chains, studded belts, collars, and wristbands are not allowed.

Students, who have courses that require safety equipment or special dress codes, must adhere to wearing the proper equipment and/or clothing.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, inflammatory, or inappropriate messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Disciplinary Action

Students that are in violation of the Herscher High School dress code will be asked to change into clothes that are appropriate for school. If a change of clothes is not available, the student will be allowed to wear their P.E. uniform. If the student chooses not to make the dress code alteration, the student will be sent home with an unexcused absence for the remainder of the day. In addition, on a student's first offense, the student will be given a written warning from the office. If a student violates the dress code for a second time during the school year, the student will be assigned an After School Detention. Continued violations of the student dress code may result in more severe consequences including Friday Detention and Out-of-school Suspension.

STUDENT DRIVING AND AUTO REGULATIONS

Driving to school is a privilege and not a right. Students may choose to drive to school but must understand it is their choice to do so. Bus service is provided to most students within the district. Being late to school due to car trouble, delays, traffic, etc. are still considered tardies or unexcused absences. If inclement weather is expected, students should seek to take the bus. It is a safer alternative than trying to navigate the district roads in inclement weather.

Students who drive will be assessed a non-refundable $50.00 driving fee. Students who desire to drive to school are to secure a driving request from the office, which will be filled out and signed by the parent/guardian. After the fee and driving request are turned in to the office with verification of current auto insurance, it may be approved by the Principal or Assistant Principal and be kept on file in the office. The student will be permitted to drive to school as long as he/she observes the following:

1. There will be no reckless driving to or from school, on or near school property, near school buses, near school children, or with other students in or on the motor vehicles. No riding outside the passenger compartment, the bed of a pickup, on the hood, bumper or in the trunk of a vehicle.
2. The student will park in a reserved area in the parking lot north of the high school cafeteria. No parking will be permitted in any other area. If the north lot is full, students will be instructed to park in the football stadium parking lot immediately off of Elm Street.
3. Driving from the school grounds during the school hours or during the noon hour is not permitted unless prior special permission has been obtained from the office.
4. Sitting in parked cars or riding in cars during the school day or during the noon hour is not permitted.

In addition,

- Students are not to enter the student parking area during the school day or during the noon hour.
- Students are asked not to arrive before 7:45 a.m. unless participating in a scheduled before school activity i.e. weights, club meetings, music practices, etc. Upon arriving, students should leave their cars immediately.

Any vehicle entering school property is subject to search. The search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked, in or upon the vehicle.

Students who violate the above guidelines or are involved in moving violations are subject to disciplinary action. Students cited or witnessed speeding, not wearing safety belts, reckless driving, etc. at any point in time, either before or after school, on the weekends, etc. will be subject to the following possible disciplinary actions

Consequences include:

1st Offense: Parent/guardian conference or call, and loss of driving privileges for up to two weeks.

2nd Offense: Parent/guardian conference or call, and loss of driving privileges for up to eight weeks.

3rd Offense: Parent/guardian conference or call, and loss of driving privileges for remainder of the school year.

Students will not incur any refund of the $50 parking fee for a suspension or loss of driving privileges. The fee is non-refundable.

Any student found driving to school while on a loss of driving privileges will incur additional loss of driving privileges. This includes driving to school but parking elsewhere other than the school i.e. side streets, private driveways, etc. The loss of driving privileges is done to help cement the partnership between school and parent and be used as a time for our parents to address safe driving practices with their son/daughter.

Administration reserves the right to suspend or revoke a student's driving privileges when they feel a student's driving may jeopardize their own safety or the safety of others.

TARDINESS (Per Semester)

If a student is tardy:

A. Students that are late to school must report to the High School Office. Students that arrive between 8:00a.m.-8:30a.m. will be issued a tardy. After 8:30a.m. the student will be issued a tardy and an unexcused absence to the hour(s) that they were late for or missed. A parent contact must be made or the student will be considered truant.
B. During any other period, the student should report to class. DO NOT come to the High School Office for a pass.
C. Students late to class up to 10 minutes will receive one (1) tardy. Any tardy over ten (10) minutes will be considered a class cut.

Students that accumulate tardies are subject to the following consequences:

5th Tardy – After School Detention

10th Tardy – Friday Detention

Every 5 Tardies after 10 - Two (2) Friday Detention

THEFT

Students found to be in possession of or who take possession of other people's property without permission may receive an out-of-school suspension up to ten days. In some cases, the police may be contacted. Further incidents may result in a referral to the Board of Education for action, including expulsion

TOBACCO

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    - 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's 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's 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's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    - 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.

The possession or use of tobacco (chewing/smoking/nicotine delivery device) on school property is not permitted. Students may not use tobacco at extracurricular activities, whether it be a home event or away from Herscher.

First Offense - two (2) Friday detentions and parent/guardian notification.

Second Offense - Short term suspension.

Third Offense and all subsequent offenses Long term suspensions or possible expulsion.

Students are not permitted to use tobacco in front of the school. The Herscher Unit School District #2 assumes the responsibility for the sidewalks in front of its building. Therefore, any smoking on the sidewalks in front of the school building will result in the usual disciplinary action being taken for smoking.

TRANSPORTATION POLICIES
(Daily Route Buses)

Students are asked to observe the following rules while riding buses at any time:

1. Do not smoke.
2. Do not be destructive.
3. Stay in your seat.
4. Be courteous and cooperative with the bus driver.
5. Do not use profane language.
6. Keep the bus clean.
7. Keep hands, head, and feet inside the bus.
8. Do not eat or drink on the bus.
9. Balloons are not allowed on the bus.
10. Observe the same conduct as in the classroom.
11. The bus driver is authorized to assign seats and write a referral for misbehavior on the bus.
12. If seats are assigned, students are responsible for their seat.
13. Bus passes require a note from home.
14. No public display of affection on the bus or extracurricular trips.
15. Visitors may not ride on the bus.

If any of the above rules cannot be maintained by a student, disciplinary action will be taken by the bus driver and/or the administration. This action can include individual conferences with the student, parent/guardian notification, assigned seating, after school detention, Friday detention, bus suspension, and out-of-school suspension.

For gross misbehavior, insubordination, and/or vandalism, a student will be referred immediately to the High School Office. The Administration reserves the right to suspend student's bus riding privileges immediately for any of the above misbehaviors. In the case of bus vandalism, the student will also be required to make restitution for any damages.

VANDALISM

The intentional destruction, mutilation, and/or defacement of school property or private property shall not be tolerated. Charges will be filed with police authorities. Students will be required to pay full replacement cost for any damages.

VIDEO SURVEILLANCE

In the interest of the safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of the HHS campus, along with bus transportation. It will be understood that there is no reasonable expectation of privacy in these areas.

GENERAL SCHOOL PROCEDURES/POLICIES

ACADEMIC PROMOTION / RETENTION / REMEDIATION

Because it is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades and course work before being promoted and/or graduated, students that are found to be below the level of academic standards set by the Herscher C.U.S.D. #2 Board of Education will be required to participate in a remediation process to improve their academic abilities. The academic standards that students are measured against include, but are not limited to:

- Successful completion of curriculum (grade level & specific course work) and Individual classroom work and performance

Failure to meet expectations in any one or a combination of these standards could require remediation. The form of the required remediation includes, but is not limited to:

- increased classroom time
- extended school day (after school)
- extended school week (Saturday)
- extended school year (Summer School)
- grade retention
- non-graduation

Alternative School Placements

Students that are attending school in an alternative educational setting are not allowed on school grounds or at any Herscher High School event or activity for any reason during the time that they are assigned to the alternative school. Students that violate this policy will be asked to leave school grounds and will be subject to arrest for trespassing.

ASSEMBLIES

A number of school assemblies and special programs have been scheduled throughout the school year. Upon occasion, assemblies are held to help motivate or honor our athletic teams and other extracurricular activities. Other programs are scheduled with the intent that the entire student body may benefit from the presentation. During a pep assembly, students are asked to sit in the gymnasium in the following manner: Seniors – northeast side, Juniors – southeast side, Sophomores – southwest side, and Freshmen – northwest side. During a special program, all students are asked to sit on the north side of the gymnasium in the following manner: Seniors – east side, Juniors – center, Sophomores – west side, and Freshmen – balcony/mezzanine. Students will not be released from school during assemblies. Those students who choose not to attend the assembly are to report to Learning Lab.

BEHAVIORAL INTERVENTION POLICY

Purpose - The purpose of this policy is to describe the procedures authorized by the Board of Education of Herscher Community Unit District #2 relative to the use of behavioral interventions for students with disabilities. Herscher CUSD #2 insists that students with identified disabilities should be held, as much as possible & reasonable, to the same behavioral and social expectations & consequences as students without disabilities. Where a student's disability prevents him or her from conforming to school rules and expectations, special consideration & procedures will be employed. A fundamental principle of this policy is that "non-restrictive interventions--positive interventions designed to develop and strengthen desirable behaviors--shall be emphasized, and are preferable to use of "restrictive" interventions.

Procedures - It is the requirement of the Board of Education of Herscher CUSD #2 that employees charged with the implementation of this policy should incorporate procedures and methods consistent with generally accepted practice in the field of behavior intervention. Whenever a "change in placement" is being considered for a special education student for behavioral reasons, an IEP (Individualized Education Program) meeting will be convened to determine whether behavior is related to a child's disability (a "manifestations determination"). The IEP can only be revised and an IEP meeting can only be convened with proper notification to parents and appropriate staff.

Requirements for the Creation of a Behavioral Intervention Plan - Any student receiving special education services will require a behavior management plan as part of the IEP (Individualized Education Program) when his or her disability causes the student difficulty behaving appropriately. The IEP team will decide which behavior intervention strategies are most appropriate for the student. Unless the IEP team specifically devises a behavior management plan that differs from the school's customary discipline policies, those policies shall apply, and may include the use of "restrictive" and/or "non-restrictive" interventions.

Monitoring the Use of Restrictive Behavioral Interventions - The use of "restrictive" behavioral interventions shall be monitored as follows:

1. When expulsion is the intervention under consideration, the Board of Education shall monitor each such intervention;
2. When the intervention under consideration is: being dropped from a course, in-school, or out-of-school suspension, the Building Principal shall ensure that the intervention shall not constitute a change in placement, unless its use is preceded by a "manifestation determination", as described above.
3. When the intervention under consideration is: inhibiting devices, manual restraints, search of the student's person, time-outs (isolation/quiet room), or mechanical restraints (excluding restraint prescribed by physician or used as a safety procedure for transportation), the teacher or Building Principal shall ensure that the intervention is administered in such a fashion such as to ensure the student's right to placement in the least restrictive educational environment; and considers the student's physical freedom and social interaction.
4. See "Behavioral Intervention Policy Committee" below.

Emergency Situations - If a situation occurs in which immediate intervention is needed to protect students, staff, other individuals or the physical site from harm, school personnel may impose an intervention that has not been delineated in the behavioral management plan, as reflected in an IEP. When such an emergency intervention has been utilized, the parents of the student shall be notified as soon as possible. A description of the intervention applied shall be documented and placed in the student's temporary file.

Procedural Protection - All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

Behavioral Intervention Policy Committee - Herscher CUSD #2 shall maintain a Behavioral Intervention Policy Committee to monitor, review and make recommendations regarding the policy to the Board of Education. This committee shall meet on a regular basis and shall consist of parents of students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

ISBE Guidelines - This policy has been developed based on a review of the document entitled Behavioral Intervention in Schools: Guidelines for Development of District Policies for Students with Disabilities. Copies of these guidelines may be requested from the Illinois State Board of Education, 100 N. First Street, Springfield, Illinois 62777-0001.

DEFINITIONS

Behavioral Intervention - Interventions by which Herscher CUSD #2 school personnel attempt to alter inappropriate student behavior.

Change in Placement - Change in placement occurs when an IEP is altered so that a "substantial programmatic modification" is made, or when the new educational program is not comparable to the existing program. Placement does *not* change where slight modifications are made in the program. Thus, the introduction of new activities and change of classroom location or building, generally do not constitute placement changes. Likewise, suspensions in aggregate of 10 days or less do not constitute a change in placement.

Non-Restrictive Behavior Interventions - "Non-Restrictive" Behavioral Interventions are techniques which do not restrict a student from access to the regular school day, the regular school program, or to the same educational opportunities enjoyed by the student body at-large. Non-Restrictive behavioral interventions may include, but are not limited to, individual student counseling, rewards systems (behavioral modification techniques), formal behavioral reports to parents, peer mentoring, in-school suspensions or time-out sessions in which the student is permitted to continue with his/her regular school work, and detentions which do not prevent the student from access to before-school, after-school, or Saturday school activities.

Restrictive Behavioral Interventions - "Restrictive" Behavioral Interventions are techniques which restrict a student from access to the regular school day, the regular school program, or restrict the student from the same education opportunities enjoyed by the student body at-large. Restrictive Behavioral Interventions would include, but are not limited to: out-of school suspension, in-school suspension or time-out sessions in which the student is not permitted to continue his/her schoolwork, and detentions which prevent the participating student from access to before-school, after-school or Saturday school activities.

CAREER CENTER

Permission to Drive: If there is reason you need to drive, it must be approved at least 3 days before the date requested to drive, by the High School Office and no one is permitted to ride with you. If you come late to school, you may not drive to Career Center.

Attendance: If 1st and/or 2nd class period is missed without an excused absence, the student will not be permitted to attend Career Center.

Internships: Contracts must be signed by parent, student and employer. Internship students must sign out in the office each day. No one rides with you. Students must be back by 12:50 p.m.

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.

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

services.

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

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

For further information, please contact:
Jill Fulton (815) 426-2103
Herscher High School

Education of Homeless Children

Herscher High School shall comply with all state policies regarding the education of homeless students. Please contact HCUSD #2 with any questions regarding the education of homeless children.

ENGLISH LEARNERS

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

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

For questions related to this program or to express input in the school’s English Learners program, contact Pete Faulk at (815) 426-2103.

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.

FERPA NOTICE

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.
   The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
   These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to 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.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.
   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. 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
5. 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 addresses, 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, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study and 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.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building

principal.

7. 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.
8. 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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605

FEES

Textbook/Materials Fee	$210.00
Hot Lunch prices (per day)	$3.25/Student & $3.20/Adult
Spectator Fee per event	$3.00/Student & $5.00/Adult
Driver / Parking Fee	$50.00
Driver's Education	$150.00
Career Center	$200.00
Individual Courses	Prices Vary

Applications for fee waivers may be submitted by a parent or guardian of a student.

Students with unpaid registration/school fees will not be allowed to participate in any organized school activity that is not a requirement of an academic class or program. This policy will be in effect until the balance is paid in full. Parents/guardians may contact the High School Office to make arrangements for an 'acceptable payment plan' that will be reviewed by district administrators.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal few meals program; or

2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

The Curriculum Director will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

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

FIELD TRIPS

Students attending field trips must have 90% or better attendance for school and passing all classes (D or better) in order to be considered to attend the field trip. A student's participation with all field trips will be at the school administration and teacher's discretion based on academic standing, completed work, and/or class attendance. In addition, a student's responsibility includes pre-arranging make-up work and being responsible for assignments, such as tests and homework, on the day following the field trip.

After seven days of absence without a doctor's note, per semester, from school or from any particular period, students may not go on field trips lasting more than one period for the rest of that semester. Participation in a field trip is subject to teacher/administrator discretion.

General school information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board Office, located at: 501 North Main Street, Herscher, Il 60941

GRADING POLICY

Grade reports will be issued to students two times a year at the conclusion of each eighteen (18) week semester. Progress reports will also be issued three times per semester, which is approximately every four and a half (4 ½) weeks. A student must pass 60 percent of the work for the semester in order to pass the semester. All grades will be calculated using a straight percentage calculation.

First 18 weeks	80 percent
Final Exam	20 percent

A	=	5 points
B	=	4 points
C	=	3 points
D	=	2 points
F	=	1 point

The names of any students who average 4.0 or above will be listed on the Honor Roll. However, any student who earns a D or less in any subject during a particular grading period will not be eligible for this honor. The high school does not have a set grading scale, but does have a recommended one, although teachers are not required

to use it.

GRADUATION REQUIREMENTS

Physical education and music classes receive the same credit as all academic classes currently do. Please read the requirement for your class, which can be found in on-line in the high school curriculum guide.

Graduates from Herscher High School will have attained a minimum of (22) credits upon completion of their course work while in attendance at Herscher High School. Students must adhere to full-time enrollment requirements.

High School Graduation Requirements

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

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

State Mandated Graduation Requirements

(a) Four years of language arts.
(b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
(c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
(d) For students entering high school through the 2023-24 school year, two years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science.
(e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
(f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) career and technical education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
(g) One semester of health education.
(h) Physical education classes.3
(i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
(j) Nine weeks of consumer education.
(k) For students entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Assistance with FAFSA Application

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

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

FAFSA Contact Person: Darthy Bisaillon (815) 426-2103 ext. 6812

EARLY GRADUATION- Students may apply to the high school principal for early graduation by March 1 of their junior year.

Applicants must meet the following minimum requirements: complete seven semesters of school attendance, meet all graduation requirements, must have attended Herscher High School for at least one full year, submit letter to building principal.

Career Center is a yearlong program; therefore early graduates will not be allowed to attend KACC their senior year. A student electing early graduation will no longer be considered a student after the end of the first semester of his/her senior year, and therefore, will no longer be eligible to participate in any school-related activities as a student. including the graduation ceremony.

HALLWAY CONDUCT

Students are expected to conduct themselves in a respectful manner at all times. Each teacher will establish classroom rules and consequences and review them with

students at the beginning of each term.

Student conduct in the halls, stairwells, etc. should conform to all school rules and regulations. Noise levels should be kept to a minimum. Students should use the passing period to go to lockers, use the restroom, get water, etc. Students must not congregate to the point of blocking passage on the stairs, in the halls, or doorways. If/when students are asked to move on to class full cooperation is expected.

Acceptable behavior in the halls before school, during lunch and between classes is as follows:

- Speak softly - No shouting, yelling, or horseplay in the halls.
- Do not block the halls, stairs, doorways, or entry/exit points.
- Avoid standing in groups and blocking other students and staff from proceeding to class

HEALTH POLICY

IMMUNIZATION CLINIC: All parents/guardians of children in our school district, kindergarten through grade twelve, who were notified by letter saying their child is in need of some of the required immunizations, must have the requirements completed with proof of completion by October 15 of the current school year. If your child has not met these requirements, he/she will not be allowed to enter school this fall.

PHYSICAL AND DENTAL: Illinois law requires that all ninth graders have a physical examination and dental check-up before they can be admitted to school. Therefore, all freshmen should contact their family doctor and dentist, who have the necessary forms and bring them to us when you register. You will not be allowed to enter school until these examinations and immunizations are completed and turned in.

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.

HEAD LICE-

The school will observe the following procedures recommendations regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.

2. Infested students will be sent home following notification of the parent or guardian.

3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

STUDENT MEDICATION POLICY: The Board of Education recognizes that the Administration of medication to students during the school day is necessary in some instances to enable students to attend school during normal school hours. The Board of Education further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school-sponsored activities. The Board of Education hereby states its intention to comply with the laws of Illinois concerning the Administration of student medication and treatment of student medical emergencies. The Administration may promulgate regulations consistent with this policy to facilitate its implementation.

ADMINISTERING MEDICATION TO STUDENTS: When a student requires daily or regular medication such as insulin shots or medication for diseases that are kept under control by such medication, the responsibility for administering such medication rests solely upon the parent/guardian. Asthma inhalers may be carried by the student during the day provided the student's physician has indicated on the Medication Consent Form that the student is capable of self-administering the medication. School employees should not undertake to administer such medication as a matter of policy.

Because of increased demands upon the school and the primary responsibility of parent/guardian in this matter, the school will administer medication for less serious medical situations on a very limited basis according to the guidelines listed below. Medications prescribed to be taken 3 or 4 times a day can be given to students by their parent/guardian outside of school if the parent/guardian carefully plans a schedule such as before school, after school, meal time, and bed time.

1. Written orders are to be provided to the school on the district's MEDICATION CONSENT FORM. The physician will fill out and sign the lower portion of the form detailing the following:
   - type of illness or disease
   - necessity for the medication
   - benefits of the medication
   - time interval in which the medication is to be taken
   - physician(s) phone number(s) - office hours and emergency
   - side effects
   - name of drug
   - dosage

   The parent/guardian is to complete and sign the upper portion of the MEDICATION CONSENT FORM and submit the form to the school.
2. The completed and signed MEDICATION CONSENT FORM as completed by the physician and the parent/guardian shall be placed in the pupil's file. These orders are to be renewed periodically. Copies of the MEDICATION CONSENT FORM can be obtained by students and/or parent/guardian from each building office.
3. Medication must be brought to the school office. Medication must be in a container appropriately labeled by the pharmacy or physician.
4. A locked cabinet in the office will be provided for storage of the medication.
5. Opportunities should be provided for communication with the pupil, parent/guardian, and physician regarding efficacy of the medication administered during school hours.

PLEASE NOTE: THE PRECEDING INFORMATION MUST ACCOMPANY ANY MEDICATION BROUGHT TO SCHOOL.

The school has no alternative but to reject requests for administering medication until the information is provided to the school.

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 a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and

school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

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

Emergency Aid to Students

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

Prevention of Anaphylaxis

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

HERSCHER HIGH SCHOOL POLICY FOR ACCEPTANCE OF OUTSIDE CREDIT

HERSCHER HIGH SCHOOL POLICY FOR ACCEPTANCE OF OUTSIDE CREDIT

Credit may be earned to make up a failure at Herscher High School in a required course through counselor-approved correspondence courses, BBCHS summer school, Kankakee summer school, or KCC Continuing Education night classes at BBCHS.

Only two credits (4-semester classes) can be accepted outside of Herscher classes for graduation. This rule does not apply to transfer students or students who are older than 19 years old and have had their class already graduate.

HERSCHER HIGH SCHOOL POLICY FOR PARTICIPATION IN COLLEGE/UNIVERSITY EARLY COLLEGE PROGRAM

Students must have 14 HHS credits or more to apply.

Students must be signed up for the program with the participating College/University by March 1 in preparation for the following Fall.

A maximum of five students can attend, with a $500/semester contribution being made by HHS.

Applicants must be in good standing in regards to grades, attendance, school fees, along with having a clean discipline record.

Good standing:

- less than 7 absences in the prior school year,
- students must have and maintain a cumulative "B" average for at least 3 semesters prior to admittance in the program,
- all school fees must be paid to be eligible for the program, and
- discipline record must have no discipline-related suspensions.

Students must also meet college requirements. For instance, KCC requires admissions testing in math and English. This can be done by taking the SAT, or their ALEKS and Accuplacer exams. Students will be responsible for paying all bills and fees charged by KCC, in addition to HHS registration fees. The HHS contribution will be sent directly to the college/university

In order to remain in the program, students must maintain a 2.5 GPA at the college/university and be enrolled in 12 credit hours. If more than five students sign up, GPA will be considered first, and if needed, SAT/ACT composite scores will be used as a tie-breaker, followed by attendance.

Participating students can participate in HHS extra-curricular activities by signing the Activities Policy during registration

Payments for first semester are due October/November/December. Payments for second semester are due February/March/April.

Credit may be earned to make up a failure at Herscher High School in a required course through counselor-approved correspondence courses, BBCHS summer school, Kankakee summer school, or KCC Continuing Education night classes at BBCHS. Only two credits (4 semester classes) can be accepted outside of Herscher classes for graduation. This rule does not apply to transfer students or students who are older than 19 years old and have had their class already graduate.

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

HOME AND HOSPITAL INSTRUCTION

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

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

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

For information on home or hospital instruction, contact Mr. Miller.

ILLNESS/INJURY DURING SCHOOL HOURS

Students who become ill or who suffer accidental injury must report to the High School Office. Students should obtain a pass from their teacher to report to the High School Office. Do not go to the restroom or your car, but report directly to the High School Office. Students are reminded to keep an emergency phone number, other than their parent/guardian, on file in the office.

LIBRARY MEDIA CENTER GUIDELINES & PROCEDURES

Students are welcome to come and use the Library Media Center (LMC) as part of a class or on an individual basis for quiet study, research, or reading. Use of the LMC should be an integral part of the students' academic program. When using the LMC, please remember to be considerate of others. The following general guidelines and procedures apply to all students:

1. The LMC is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. All school rules regarding behavior apply while the library is open.
2. All library materials that leave the LMC should be checked out. Most books may be checked out for three weeks. Reference books may be checked out for overnight use.
4. Current and back issues of periodicals are available for use in the LMC.
5. Library materials become the responsibility of the student who checked them out. Because of this, students should not lend library materials to anyone else. Lost, damaged, or destroyed materials must be paid for by the student who has checked them out.
6. Overdue notices are sent to the English teachers of any student with overdue materials. Fines are charged at the rate of $.10 per day.
7. Use of LMC computers for Internet research or word processing is subject to the guidelines established by the Herscher CUSD #2 Computer and Internet Acceptable Use Policy.

Students who check into the LMC from Learning Lab will need to follow these additional guidelines:

1. Students should sit at tables or study carrels (one person per table).
2. Students should be on time and sign in (for themselves only) at the front desk upon arrival. It is expected that students who come to the LMC from Learning Lab will remain in the LMC for the entire period.
3. Scheduled classes in the library have priority for use of materials and computers, and there may be days when the number of Learning Lab students who may come to the library will be limited.
4. Except in emergency cases, passes to restrooms, lockers, etc. will not be issued.

LOCKERS

Each student has been assigned a locker. To protect valuables and textbooks, the student must observe the following:

- Keep your locker locked.
- Do not share combination numbers with other students.
- Use only your own locker.

In addition:

1. Report lock and locker problems to the High School Office so that they may be corrected.
2. Any misuse or tampering with lockers will be referred to the High School Office for action. Students may be charged for damaged lockers. Lockers are the property of the school district and may be inspected by school officials at any time. Students do not have absolute right to privacy.
3. Please do not affix objects such as stickers or mirrors to the locker.
4. A locker check may be held each semester to ensure that the above rules are observed. Locker checks may be announced or done randomly.
5. Locker searches may be held on a random basis. School District officials reserve the right to use law enforcement authorities and trained dogs to assist in searches of lockers and desks.
6. **Do not keep money or valuables in locker**.

The student is held responsible for his locker being locked and will be held responsible for lost books, etc.

LOITERING IN RESTROOMS

Restrooms are made for specific purposes. They are not to be used as a place to loiter. Students who are found loitering in the restroom may be disciplined. Discipline may include after school detentions or Friday detentions.

LOST AND FOUND

Lost and found articles are kept in the Main Office. Articles found should be immediately turned in to the office. Unclaimed articles will be donated to charitable organizations.

LUNCHROOM/CAFETERIA

All students must report to the cafeteria during their assigned lunch period whether eating a lunch or not. Students will remain in the cafeteria until the bell rings to end their lunch period. Students are not allowed to be in any other part of the building or school grounds during their assigned lunch period.

MAKE-UP WORK

It is the responsibility of the student to see the classroom teacher for makeup work. Students will be allowed a reasonable opportunity to make up work for full credit.

Previously announced tests, quizzes, and assignments due or given on the day of an absence will be due on the day the student returns. Exceptions may be made for student absences of more than one (1) day.

PASSES

Each student must have a pass/handbook when outside the classroom while classes are in session. The only exception will be for those students passing from Learning Lab to the library. Failure to comply with the above may result in an after school detention issued.

PESTICIDE APPLICATION NOTICE

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PHYSICAL EDUCATION PARTICIPATION

Students that fail to dress for Physical Education will be subject to the following school discipline:

1st Offense - "Zero" for the day

2nd Offense - "Zero" for the day, ASD, the teacher will contact a parent/guardian

3rd Offense - "Zero" for the day, ASD, the Assistant Principal will contact parent/guardian

4th Offense - "Zero" for the day, Friday detention, parental contact by teacher and Assistant Principal

5th Offense - "Zero" for the day, Friday Detention, the student be withdrawn from the class, assigned Learning Lab, and given a "zero"

Students ill or injured may be excused from physical education for one (1) day with parents/guardian's request and explanation of problem. A doctor's note is required for any problems of a medical nature which would keep the student from participating in physical education for more than one (1) day. All exposed jewelry and other similar items are considered hazardous to wearer and other participants and will have to be removed prior to participating in physical education activities. Refusal to comply will result in a no dress. Students have the option of renting a PE uniform in place of receiving a No Dress.

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

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

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

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

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students who have been excused from physical education shall return to the course as soon as practical.

PICTURE RELEASE

At various times photographs will be taken of students while they are in instructional settings at school. These pictures may be used in district publications including electronic formats and may also be released to the local news media. Parents should notify the school in writing if they do NOT want their child's photograph used for such purposes.

PLAGIARISM

Plagiarism is defined as representing another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another's work and the incorporation of a substantial or essential portion thereof without appropriate citation. Other examples of plagiarism are the acts of appropriating the creative works in such fields as art, music, and technology, or portions thereof, and presenting them as one's own.

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements which are paraphrased, summarizations of the work of another and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most teachers require certain forms of acknowledgement or references and may evaluate a paper or project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.

Some rules to follow when writing:

1. Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin.
2. Enclose within quotation marks all quoted material.
3. Make certain that paraphrased material is rewritten into your own style and language. The simple rearrangement of sentence patterns is unacceptable. Do not alter the essential idea of the source.
4. Provide specific in-text documentation for each borrowed item.
5. Provide a reference entry for every source cited in the paper.
6. Omit sources consulted but not used.

Lester, J.D. (1993), Writing Research Papers: A Complete Guide. New York: Harper Collins College Publishers, p. 130.

POSTERS

All posters, artwork, club-meeting advertisements, etc. to be hung in the school must be approved by an administrator.

PRIVATE PROPERTY

Students may not congregate nor loiter on private property around the school campus. Students found violating this policy will receive consequences including, but not limited to, ASDs, ISSR, Saturday detention, or external suspension.

PUBLICATION - DISTRIBUTION OF MATERIALS

Materials of any kind not directly related to class work or school organizations will not be distributed or posted on the school premises. All materials must be removed as soon as possible after the activity has taken place.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;

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

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

PUNS (Prioritization of Urgency of need for services)

DATABASE INFORMATION FOR STUDENTS AND PARENTS/GUARDIANS

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

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

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

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

You may also contact the following District employee for assistance: Jill Fulton (815)426-2103

REPORT CARDS

All grades may be checked online using Power School. Report cards can be mailed home at the end of each semester if grades are not followed online.

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.

SCHEDULE CHANGE POLICY

SCHEDULE CHANGE POLICY - The decisions that students made last spring have already been taken into account for the planning of this year's class schedules The change policy allows a student to change his/her schedule at the following times:

1. At the end of the spring term.
2. At the summer scheduled change dates.

All other changes must be initiated by administrators, teachers, or counselors because of conflicts, errors, balancing of classes, or failure to meet prerequisites. This also applies to second-semester changes. All schedule changes must be requested before school begins.

Students can request changes in their schedules for either semester during a week in June when schedules are finalized for the following school year. Administrators, counselors, or teachers must initiate any changes after that date and generally only due to course conflicts, balancing of classes, or failure to meet prerequisites. Students will not be allowed to schedule or withdraw from a class based on teacher preference or teacher conflict.

SCHOOL BUILDING

All persons have a sense of pride. Think twice before you do anything to the school building that may cause any part of it to look unsightly. Persons visiting our building judge the school by its appearance. Don't be responsible for giving the entire student body a poor reputation. Use waste baskets. Do your part to keep the building clean. Be prepared to reimburse the school district for any damage to facilities or equipment resulting from careless use. Report immediately to a faculty or staff member any damage observed.

SCHOOL STUDENT RECORDS POLICY

I. It shall be the policy of Herscher Community Unit School District No. 2 to comply with the requirements of the Illinois School Student Records Act and the Illinois Office of Education regulations for implementation of the Act.

II. The Superintendent shall establish and adopt such administrative policies and procedures as are necessary to comply with the records Act and with Illinois Office of Education regulations for implementation of the law.

III. The principal of each building shall serve as the official records custodian. He/she shall see that the records are assembled, maintained, and released in accordance with the provisions of the law and the regulations of the Illinois Office of Education.

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their

permanent record. Students 18 years of age or older have access and 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.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** [1]

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

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

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

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

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address
- Grade level
- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, 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, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

1

2

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

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

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

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

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

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

SEX OFFENDER REGISTRY

Public Acct 94-004 requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

Standardized testing

Herscher High School will implement standardized testing at various grade levels in accordance with Federal, State, and district mandates. The data collected from these tests will: help us guide students in class selection, measure the growth of our students, help us determine if our students are on track for college/career readiness and if they are not on track help to provide interventions, help students do their best on the ACT/SAT, and assist in making instructional and curriculum decisions.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

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

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

STUDENT HANDBOOK / PLANNER

The student handbook/planner has been designed to help students manage their time and plan their day so that they can take an active part in controlling their academic achievement. The planner is an integral part of the instructional program at HHS. The handbook/planner should be cared for and utilized in the same manner as a school textbook. Students will have to replace damaged or lost planners as they would textbooks. When a new handbook/planner is purchased for replacement, the passes section "will be adjusted" at the time of purchase**.**

HHS requires every student to:

- Have and utilize the planner every day in each class.
- Maintain the planner in its entirety, including total pages and content.
- Use the planner for hall passes. The handbook is required to move throughout the campus.
- Replace lost, stolen, or damaged planners. Planners may be purchased in the Main Office for $5. When a new handbook/planner is purchased for replacement, the passes section "will be adjusted" at the time of purchase.
- Students are to carry their own planners. Using another students' planner will result in a warning and discipline referral documenting the incident. Future offenses will be followed by detention(s).
- Cover decoration of planners must be tasteful with a substantial amount of the original cover visible.
- The title page with the student's name must remain intact.
- None of the hall pass pages should be removed, even when filled.
- Students without planners will be referred to the Assistant Principal's Office for an initial warning and discipline referral documenting the incident. Future offenses will be followed by detention(s).
- No student should be allowed to leave the classroom without a planner with a hall pass signed by the teacher. Absolutely no passes out of the classroom the last ten minutes of the hour unless there is an emergency or office request.

Teachers will expect students to:

- Bring the planner to class daily.
- Record assignments and due dates in the planners.

In an effort to make the best of school opportunities, teachers will also help with time management and academic progress by providing advice about handbook use. In addition, the planner may be used to:

- Relay messages from the school to home about routine matters.
- Communicate directly (by parents and teachers) through the daily section in the planner.

School assigned TEXTBOOK/Materials PLAN

The student is totally responsible for the books he/she rents from the school. Any book that is lost or damaged will be assessed an additional fee for its replacement or repair.

THEFT PREVENTION

Help stop theft by:

- Marking all personal property sufficiently to deter theft and allow for easy identification.
- Reviewing the Student/Parent Handbook, CARE OF SCHOOL PROPERTY - Lockers, we emphasize regular use of locks, reasons for using only assigned lockers, obvious reasons why lock combinations should be known only to the assigned user, and need for office notification of locker problems or tampering. The majority of all thefts are the result of students failing to use their locker and/or lock properly.
- Being alert! Watch out for your friend's locker; lock it if they forget. Suspicious behavior should be reported to the office. If something is missing, tell your friends to be watching for the item(s). Give good descriptions. Serial numbers, trademarks, sizes, colors, or flaws should be noted and reported to the immediate supervisor as quickly as possible. The probability of recovery decreases with any delays in reporting missing items.

Herscher schools are not responsible for, nor insured against, theft of student or staff personal property. Some homeowner insurance policies will cover your losses due to theft even if it occurs in school.

VISITORS

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

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

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

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

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

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

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

WITHDRAWING FROM SCHOOL

All school property shall be returned to the office. Any outstanding fees should be paid and a 'Drop Slip' needs to be signed by the student and parent/guardian before a student can enroll elsewhere.

WORK PERMITS

The school provides a service to the students in securing a work permit. A student, under the age of 16, desiring a work permit will need to get a certificate of physical fitness and a statement by the prospective employer from the office and have them completed before the permit can be issued

Herscher High School Co-Curricular/

EXTRA-CURRICULAR

ACTIVITIES POLICY

ACADEMIC REQUIREMENT FOR EXTRACURRICULAR / ATHLETIC PARTICIPATION

Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in school-sponsored extra-curricular activities, students must be passing at least 25 credit hours (5 classes) of high school classes per week and semester. Any student-participant failing to meet these academic criteria shall be suspended from the activity for seven (7) calendar days, or until the specified academic criteria are met, whichever is longer.

Any student absent from school in the afternoon the day of an activity, unless excused by prior arrangement, cannot participate in or attend the extra-curricular activity of the same afternoon or evening. Additionally, a student must be in attendance by 11:00 a.m. the day of an activity to be considered eligible for participation in that activity.

PHILOSOPHY – Co-curricular/extra-curricular activity participation is a privilege, not a right. The students who represent Herscher High School in the numerous activities offered are expected to meet the highest standards and represent themselves as excellent role models. Therefore, the behavior of each individual, on and off the competition area, is very important. The following Code Policy applies to all members of teams, organizations, and groups at Herscher High School.

ATHLETIC POLICIES AND PROCEDURES – All parents/guardians who wish to have their son/daughter participate in a sport during the 2026-2027 school year must read, understand, and sign the Athletic Policies and Procedures online during registration.

HOMESCHOOL EXTRACURRICUAL POLICY – All requests for homeschool student extracurricular participation for the following school year must be submitted to the Herscher High School principal before May 1. Requesting students must live within the attendance of the zone of HCUSD2. The homeschool program must receive approval from administration prior to the student's participation in extracurricular activities. (Extracurricular activities include, but are not limited to athletics, co-curricular activities, and clubs.)

SEE *HCUSD2 Homeschool Student Extracurricular Participation Policy* for more information.

CODE OF CONDUCT

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

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

Illinois High School Association

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

Academic Eligibility

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

In order to be eligible to participate in extracurricular and athletic activities, a student must be passing all of their coursework. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

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

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

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

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

Code of Conduct
This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.[8]

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

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

The student shall not:

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

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

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

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

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

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

        First violation
        - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
        - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
        - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

        Second violation
        - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Drug and Alcohol Testing Program
The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

ACTIVITIES FOR WHICH THIS POLICY APPLIES (BUT IS NOT ALL INCLUSIVE)

CO-CURRICULAR/EXTRA-CURRICULAR

Academic Club	Jazz Band	Scholastic Bowl
Art Club	Marching Band	School Play
Best Buddies	Math Team	SEA
Chess Club	National Honor Society	Show Choir
Chorus	Newspaper	Spanish Club
Class Officers	Orchestra	Speech Team
Color Guard	Peer Tutoring	STEAM
Creative Writing	Pep Band	Student Council
FFA	Prom Committee	Tiger TV
GSA	Robotics Team	Tundra Tigers
Interact Club	SADD	Yearbook
Interscholastic Athletics		

National Honor Society Candidate Eligibility: GPA 4.75 or Higher, 15 documented services hours, attendance (HHS In-Person, Full-Time Students)

HALL PASSES

DATE	OUT	IN	Destination	STAFF		DATE	OUT	IN	Destination	STAFF

HALL PASSES

DATE	OUT	IN	Destination	STAFF		DATE	OUT	IN	Destination	STAFF