

Alden-Hebron  
School District #19  
Parent-Student  
Handbook



2018-2019

## Table of Contents

<b>Chapter 1: Introductory Information and General Notices .....</b>	<b>2</b>
<b>Chapter 2: Attendance, Promotion, and Graduation.....</b>	<b>6</b>
<b>Chapter 3: Student Fees and Meal Costs.....</b>	<b>20</b>
<b>Chapter 4: Transportation and Parking.....</b>	<b>22</b>
<b>Chapter 5: Health and Safety .....</b>	<b>25</b>
<b>Chapter 6: Discipline and Conduct.....</b>	<b>31</b>
<b>Chapter 7: Internet, Technology, and Publications.....</b>	<b>48</b>
<b>Chapter 8: Search and Seizure .....</b>	<b>52</b>
<b>Chapter 9: Athletics and Extra-Curricular Activities.....</b>	<b>54</b>
<b>Chapter 10: Special Education .....</b>	<b>61</b>
<b>Chapter 11: Student Records and Privacy .....</b>	<b>63</b>
<b>Chapter 12: Parental Right Notifications.....</b>	<b>66</b>
 <b>Appendix</b>	
<b>A: Student Medical Authorization Form.....</b>	<b>72</b>
<b>B: Authorization for Student Self-Medication Form .....</b>	<b>74</b>
<b>C: Internet Acceptable Use Sign-Off.....</b>	<b>76</b>
<b>D: IHSA Rules.....</b>	<b>78</b>
<b>E: Out of School Suspension Progression Chart.....</b>	<b>80</b>
<b>F: Lake County Technology Campus (LCTC) Student Rules and Regulations .....</b>	<b>82</b>
<b>G. McHenry County College Tech Prep Program (MCC) Student Rules and Regulations .....</b>	<b>84</b>
<b>H. Military Recruitment Release of Information.....</b>	<b>86</b>

## **CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES**

### **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 through the District's website [www.alden-hebron.org](http://www.alden-hebron.org) or at the Board office, located at:

11915 Price Road  
Hebron, IL 60034

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

Mike Norton, President  
Ken Winkelman, Vice-President  
Shannon Combs, Secretary  
Johnny Eskridge, Member  
Andy Madsen, Member  
Penny Coulman, Member  
Joel Stauss, Member

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

Dr. Debbie Ehlenburg, Superintendent

Tim Hayunga, Principal High  
School/Middle School

Mrs. Tiffany Elswick, Principal Elementary  
School

Mrs. Katie Beck, Student Services  
Coordinator

Mrs. Michelle Cashmore, Dean of Students  
High School/Middle School

Mr. John Lalor, Athletic Director High  
School/Middle School

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Alden-Hebron Middle/High School is  
located and may be contacted at:

9604 Illinois Street  
Hebron, Illinois 60034-9799  
815-648-2442

Alden-Hebron Elementary School is located  
and may be contacted at:

11915 Price Road  
Hebron, Illinois 60034-9799  
815-648-2442

### **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 must provide one of the following items of identification: State ID card, passport, or driver's license before they will gain access to the rest of the building. Visitor identification information will be used to review the Illinois Sex Offender Registry and the Illinois Child Murderer Registry.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors are required to wear and visually display a visitor's badge for the duration of their stay in the building. All visitors must return to the main office and sign out before leaving the building.

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.

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school

facilities under School Board policy 8:20, Community Use of School Facilities.

### **Sex Equity**

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **Animals on School Property**

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

### **Invitations & Gifts**

Unless invitations are addressed to the entire class, party invitations will not be accepted. Gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### **Student Pick-Up**

In the event that a parent or legal guardian cannot pick up their child during the school day, they must submit a written note with signature allowing the school to release the student to a third party. The person they designate must report to the office, produce identification and sign the child out. Students will only be released to the parents/legal guardians or their designees who have been registered in the school office at the beginning of the school year.

All parents/ legal guardians of students at Alden-Hebron Elementary School will be issued a card placard to display for identification purposes when picking students up at the end of the day. Students will only be allowed to enter cars containing the correct placard number. No exceptions will be made.

### **Morning Milk and Breakfast— Grades K-5**

Alden-Hebron Elementary School offers breakfast to students who would like to purchase it from 7:25-7:45 am. Students interested in purchasing breakfast and/or milk can do so, money should be placed on the child's account prior to purchase.

Parents are encouraged to send a nutritious snack for their child to be eaten at breakfast. Studies have shown that children are more receptive to learning new material when they have a full stomach.

Students who bring in treats to share with the class may only bring store bought items. We will not allow parents or students to pass out items that are homemade.

### **School Volunteers**

All school volunteers must complete the “Volunteer Information Form” (see Appendix) and be approved by the school

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

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

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to local radio or television stations to be advised of school closings or early dismissals. Stations reporting such closings will be 1) WXR, 105.5 FM; 2) WXR, 850 AM; 3) WGN, 720 AM; and 4) WGN, Channel 9 TV. Our schools will be listed as Alden-Hebron District #19 on TV and radio stations. The School Reach phone system will also be used to notify parents and staff of school closings. School Closings are also posted on [www.emergencyschoolclosing.com](http://www.emergencyschoolclosing.com). School closings for any reason will be announced by 6 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school property, including school busses. This system has been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these

recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Insurance**

The district provides school time insurance coverage for all students at no charge.

### **Emergencies in the Classroom**

Students, parents, and visitors to our classrooms should utilize the Alden-Hebron District Crisis Manual if an emergency in the classroom should arise. Each classroom

has their manual clearly posted by the door to the room.

If an emergency arises (which includes the room supervisor becoming incapacitated) someone should contact the office by pressing the intercom button which is clearly identified in each classroom.

## **CHAPTER 2: ATTENDANCE, PROMOTION, AND GRADUATION**

### **Admission Procedures**

All students must register for school each year on the dates and at the places designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. The Building principal shall immediately notify, in writing, local law enforcement and the person enrolling the student such person has 10 days to provide a certified copy of the student's birth certificate or the case will be referred to authorities for investigation.
2. Proof of residence, as required by Board policy.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy.

### **Attendance**

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or

mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **Student Absences Excused and Unexcused**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 815-648-2442 before 7:50 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence and consequences. Impersonation of a parent/guardian of a minor to a school official is a Class A Misdemeanor (720 ILCS 600/3.5). Upon request of the parent

or guardian, the reason for an absence will be kept confidential.

School officials or designees will notify parents of poor attendance.

After four (4) parent excused absences or unexcused absences-

This letter is being sent to you because of the growing concern over the school attendance of your daughter, \*\*\*\*\*. As of this date, your child has been absent this school year as follows:

- 4 - Total Days Absent (Excused by Parent)
- 1 – Total Days Absent (Excused by Dr. or school official)
- 0 - Total Days Absent (Unexcused)
- 0 - Total Days Tardy (Excused)
- 0 - Total Days Tardy (Unexcused)

After 8 parent excused absences or unexcused absences-

This letter is being sent to you because of the growing concern over the school attendance of your daughter, \*\*\*\*\*. As of this date, your child has been absent this school year as follows:

- 8 - Total Days Absent (excused by parent)
- 3 – Total Days Absent (excused by Dr. or school official)
- 0 - Total Days Absent (Unexcused)
- 2 - Total Days Tardy (Excused)
- 1 - Total Days Tardy (Unexcused)

As educators, we know that when a child misses a significant number of days from school, that child's education suffers accordingly. To help your child do their best in school, we encourage you to do everything in your power to promote good school attendance.

After 10 parent excused absences or unexcused absences-

This letter is being sent to you because of the growing concern over the school attendance of your daughter, \*\*\*\*\*. As of this date, your child has been absent this school year as follows:

- 10 - Total Days Absent (excused by parent)
- 3 – Total Days Absent (excused by Dr. or school official)
- 0 - Total Days Absent (Unexcused)
- 2 - Total Days Tardy (Excused)
- 1 - Total Days Tardy (Unexcused)

The following policy will be put into effect immediately because of \*\*\*\*\* many absences: \*\*\*\*\* must come to school each and every day. If she is not feeling well, the school nurse or school principal will evaluate her and send her home if she is not well enough to be in school. For all other absences, she must have a doctor, dentist, Court, Counseling or other appointment note, explaining in detail what times the appointments were held. Any exceptions to the above will result in unexcused absences, which, in turn, will lead to involvement with the County Truant Officer. In the future, unexcused absences will result in a well-being home visit by either school officials or law enforcement.

After nine (9) unexcused absences, a letter will be sent to the Truancy Officer at the Regional Office of Education for McHenry County. Please contact me (815) 648-2442 to discuss \*\*\*\*\* attendance.

The following absences are not excused:

1. Truancy
2. Missing the school bus
3. Shopping
4. Leisure Activities such as: (Hunting, Fishing, Attendance at games or concerts)
5. Trips not approved in advance
6. Birthday or other celebrations



7. Gainful employment
8. Vacations (Only trips with advanced approval from the school principal will be excused. Contemplated absence forms can be obtained in the school office.)

Students who have excessive absences, both excused and unexcused, will be referred to the district truancy prevention program and the following guidelines will be put into effect:

- Students must come to school every day.
- If a student is not feeling well, the school nurse or principal will evaluate the student and send him or her home if he or she is not well enough to be in school. The absence will be considered excused.
- As an alternative to the above, the student must have a doctor, dentist, court, or counseling appointment note, explaining the dates and times the student is not to be in attendance in school. The absence will be considered excused.
- All other absences will be marked unexcused.
- Continued unexcused absences will result in a well-being home visit by either school officials or law enforcement.
- Accumulated unexcused absences will be reported to the McHenry County Truancy Officer.

### **Attendance Procedures—General**

As educators, we know that when a child misses a significant number of days from school, that child's education suffers accordingly. To help your child do his/her best in school, we encourage you to do everything in your power to promote good school attendance.

Absences must be reported by 7:50 a.m. on the day a student is absent. To report an absence, call 815-648-2442 and press 1 for

the attendance line. Press 1 again for elementary attendance; press 2 for middle school/high school attendance. Report the student's name, grade level, brief reason for the absence, and your relationship to the student.

Please note that we reserve the right to verify any phone call reporting the absence of a student.

### **PRE-ARRANGED ABSENCES/VACATIONS**

The school calendar is available to help plan family vacations. Please try to schedule vacations when there is no school. However, in the event that a student is taken out for an extended period of time, the following guideline will be used:

- Upon their return, students will be required to complete such work in a period of time equal to that which was missed.
- If ample notice is given, teachers will prepare homework for students before they go on extended trips up to 10 days. Students missing more than 10 days will have to obtain their work upon their return.
- Parents need to have contemplated absences approved by the building principal at least five days in advance of the absence. A school form is available from the office.

Please note that a school absence during PARCC, MAP tests, or any other standardized testing is not advised, and it is appreciated that families reschedule contemplated absences so that students are in attendance during those testing times.

**Attendance Procedures**  
**Elementary School**

**TARDINESS**

The principal or designee will send a letter to parents concerning tardiness. After the 10<sup>th</sup> unexcused tardy the truancy officer will be contacted concerning student attendance.

**Attendance Procedures**  
**Middle/High School**

**TARDINESS**

Tardiness is defined as any student who is not in their class when the bell rings. The office staff will handle all tardiness for students at the beginning of the day and after lunch for high school students. Students are considered late until 8:00 a.m. Attending school after that is considered an absence. Continued unexcused tardiness throughout the school year will result in the following consequences:

5<sup>th</sup>-9<sup>th</sup> unexcused tardy- 20 minute detention: Student needs to stay after school for that amount of time either that day or the next assigned detention day.

10<sup>th</sup>-14<sup>th</sup> unexcused tardy- 40 minute detention.

15<sup>th</sup>-19<sup>th</sup> unexcused tardy- ASP

20<sup>th</sup>- In-School Suspension

Tardy detentions are served with the detention supervisor.

**LEAVING THE SCHOOL DURING THE DAY**

If a parent/guardian wishes for their child to leave school during the day, he/she must contact the school with a note in advance of the early dismissal. In an emergency, a family member may come to the office to request the early release of the student. The student should come to the office prior to the start of school to get an early dismissal slip. The student should present the early dismissal slip to his/her teacher and report to the office at the time of dismissal. The parent must sign the student out of the building in the office. If the student returns to school on the same day, he/she must return to the office and sign back in and get an admit slip before returning to class.

**ATTENDANCE REGARDING EXTRA-CURRICULARS**

Students must be in attendance four full periods of the day in order to attend or participate in that evening's activities. Students who go home sick will not be allowed to return for that evening's activities. Such activities include but are not limited to: athletic events, dances, rehearsals, etc. Activities held on Saturday or non-attendance days will be based on the previous day's attendance. If extenuating circumstances cause an absence to occur on a game day or the day before an extended school vacation, the student must receive clearance from the principal or the athletic director in order to play in a game or participate in school activities.

**Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5

calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. All tests, quizzes, and labs must be made up within five days of a student's return to school after any pre-arranged absence. If a student misses a review day prior to a test day and returns to school on the day of the test, the student is still required to take the test on the day it is given. Teachers can and may require that the student stay after school to make up missing homework assignments. Parents will be notified. Students who are unexcused from school will not be allowed to make up missed work.

If a student knows he/she is going to miss class for a field trip, sporting event or appointment, prior arrangements should be made with the teacher. Assignments due should be turned in prior to the absence. Assignments made on the date of the absence will be due upon return.

If a student is suspended, all work assigned must be completed and turned in when the student returns from the suspension. It is the responsibility of the student to get assignments, notes, etc., which were given during the suspension.

### **Truancy**

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

A student is considered to be truant if he/she is subject to compulsory attendances and who is absent without valid cause from such attendance for a school day or portion thereof. A student is considered to be chronically or habitually truant if he/she is absent without valid cause from such attendance for five percent or more of the previous 175 regular attendance days. A truant minor is a child whom supportive services, including prevention, diagnostic, intervention and remedial services have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the above definitions, the school district shall determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate staff to develop diagnostic procedures to be used with such a student. The diagnostic procedures may include, but are not limited to, counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

The following supportive services may be offered to a student who is experiencing an attendance problem:

- Parent-teacher conferences;
- Counseling services by social workers;
- Counseling services by psychologist;
- Psychological testing;
- Alternative educational programs;
- Alternative school placement;
- Community agency services.

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the building principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the Juvenile

Officer or the local police department or the Truant Office of the Regional Office of Education of McHenry County. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with the Illinois School Code of Illinois, no punitive action, including out of school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

### **Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

In accordance with Illinois School Code, students who cannot perform at grade level shall be provided with an individual remediation plan developed by district staff in consultation with the parent/guardian. Such remediation plans may include special homework, tutorial sessions, modified instructional materials, summer school, other modifications in the instructional program, or retention in grade.

Students in grades 6-8 must pass four out of five classes (Reading/Language Arts, Mathematics, Science, Social Studies, and Physical Education) in order to be promoted to the next grade. Parents will be notified no later than the beginning of the fourth quarter if retention is being considered.

### **Schedule Changes**

Select your courses carefully as schedule changes will be limited. The master schedule is built, teachers are assigned and materials are purchased based upon student course selections. Schedule changes will be limited to the following:

- The guidance counselor or school administrator may recommend a change due to failing classes, not meeting prerequisites, college admissions requirements, graduation requirements, IEP requirements, errors in a student's schedule, and/or conflicts between classes. These changes should be made within the first 10 days of the semester. There is no fee for such a schedule change.
- Any student who withdraws from a class after the 5-day period will have a "WF" (Withdrawal Failure) reported on their transcript.
- Students will select their courses and the schedule will be built based on those selections the previous school year. Once the master schedule is built and students are aware of their schedule, they will have one week and one time to make any changes to their schedule. If students received their selected courses, they will not be able to make changes to their schedule.

All schedule changes must be handled through the Guidance Office and approved by the building principal.

### **Final Exam Policy**

Students in the high school shall take a final exam for each course in which they are enrolled. The semester exam shall comprise 20% of the students' final semester grade. Final exams shall be comprehensive of the material learned throughout the semester. Students will be given their P.E. (not

Health) and/or music finals prior to the final exam schedule. All other final exams must be taken on the date and time scheduled for final exams. Students who miss final exams for a serious **documented** illness determined by a medical professional will be allowed to take their exams late or during a make-up session. Students who receive contemplated absence approval from the principal will need to make up their final exams upon returning to school. Students who fail to come to school for all other reasons will earn a grade of zero (0%) for the final exam.

Final exam days will be an open campus for all high school students. This includes students who have lost or never had open lunch privileges. Students only need to be present for periods in which they have a scheduled exam. Students who would like to be in the building but do not have a scheduled exam must go to the library or study hall to study quietly until their exam begins. Students must arrive on time for all final exams. Any student(s) who arrive late for an exam will be denied entrance to the exam and must make-up the exam during a make-up session or earn a grade of zero (0%) for the final exam.

If a student needs to make up an exam after winter break due to a serious documented illness or contemplated absence, the teacher has the right to give the student an alternative exam.

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Individual teachers shall provide students with expectations regarding

homework, grading, and penalties for late/missing homework. Teachers will contact parents when a student's missing work is impacting their grade by at least one letter grade.

#### Elementary Homework Policy

Educating a child is a cooperative effort involving both the home and school. Homework provides a vital link between home and school, thereby giving parents insights into our school philosophy, curriculum and objectives. Homework is assigned on a regular basis and is considered a valuable part of our instructional program. Homework is designed to extend and reinforce classroom learning, encourage personal responsibility and independence, and develop good study habits. When assigning homework, teachers consider the following points:

#### **The purpose of homework is to:**

- Reinforce learning from the school day
- Increase student responsibility
- Provide communication to parents

The teacher, parent, and student are partners in the student's education and therefore all have important roles regarding homework. There is a shared responsibility among the parent, student, and teacher to communicate about homework in an open and ongoing process. **For homework to be of maximum value to the student, it is very important that parents cooperate with the school and support the teacher by:**

- Checking homework every day
- Providing a quiet place and designated time to complete homework

- Providing basic materials such as proper lighting and basic supplies such as paper and pencil
- Encouraging students to turn homework in when due and helping with projects as needed
- Communicating with the teacher when problems arise or students are having difficulty at home with an assignment

**Alden-Hebron Elementary School Teachers take responsibility for:**

- Assigning carefully planned homework at the child’s ability level
- Assuring that the homework assignment is explained and understood
- Communicating with parents whose children do not complete assignments
- Providing feedback to students about their performances on homework assignments in a timely manner

**Students also have responsibility for their homework:**

- Write down all assignments in the homework planner (3<sup>rd</sup>-5<sup>th</sup> grade)
- Listen carefully to instructions and ask questions if they don’t understand what to do
- Pack their backpacks with books and materials needed to complete homework
- Keep their binders and backpacks clean and organized so they can find things easily
- Turn in assignments on time daily

At Alden-Hebron Elementary School, homework is given to students at all grade

levels on a regular basis as an extension of the instructional program; however, homework expectations vary by grade level.

**Grading Philosophy**

Academic grades play an important role in the education process and are required by law. Alden-Hebron Elementary School believes that grading has a purposeful and useful role in the school. Grades serve two main functions: information and guidance. Specifically, grades serve to do the following:

- Give parents information about the student that will be useful in helping to promote and maintain desirable patterns of behavior and achievement
- Help identify areas of special ability as a basis for realistic self-appraisal and for future educational planning
- Serve an administrative function in providing data for use in educational planning and decision making

In a nutshell, we believe that grades should be a reflection of what students know and are able to do, and on the mastery of the new Illinois Learning Standards. The following are a grade by grade break down of how grades are computed at Alden-Hebron Elementary School.

**Kindergarten-2<sup>nd</sup> Grade**

**Grading Scale**

93-100	Exceptional	E
85-92	Above Average	AA
77-84	Satisfactory	S
70-76	Below Average	BA
0-69	Unsatisfactory	U

3rd-5<sup>th</sup> Grade

## Grading Scale

93-100	Exceptional	A
85-92	Above Average	B
77-84	Satisfactory	C
70-76	Below Average	D
0-69	Unsatisfactory	F

**MS/HS Grading Scale**

## Regular Scale

Percent	Grade	GPA
99 to 100	A+	4.33
95 to 98	A	4.00
93 to 94	A-	3.67
91 to 92	B+	3.33
87 to 90	B	3.00
85 to 86	B-	2.67
83 to 84	C+	2.33
79 to 82	C	2.00
77 to 78	C-	1.67
75 to 76	D+	1.33
72 to 74	D	1.00
70 to 71	D-	.67
0 to 69	F	0.00

## Honors Scale

Percent	Grade	GPA
99 to 100	A+	5.33
95 to 98	A	5.00
93 to 94	A-	4.67
91 to 92	B+	4.33
87 to 90	B	4.00
85 to 86	B-	3.67
83 to 84	C+	3.33
79 to 82	C	3.00
77 to 78	C-	2.67
75 to 76	D+	2.33
72 to 74	D	2.00
70 to 71	D-	1.67
0 to 69	F	0.00

**Middle School Grading**

Alden-Hebron Middle School believes that grading has a purposeful and useful role in the school. Grades serve two main functions: information and guidance. Specifically, grades serve to do the following:

- Give parents information about the student that will be useful in helping to promote and maintain desirable patterns of behavior and achievement
- Help identify areas of special ability as a basis for realistic self-appraisal and for future educational planning
- Serve an administrative function in providing data for use in educational planning and decision making

In short, we believe that grades should reflect what students know and are able to do in relation to the new Illinois Learning Standards. A student's grade is broken down into three categories: formative assessments, interim assessments, and summative assessments.

**Formative Assessments:** Designed to determine whether students are learning what is being taught, for the purpose of adjusting instruction, re-teaching, providing students with additional support or intervention. Examples of formative assessments may include, but are not limited to: daily homework, daily classwork, exit slips, pre-writing, journaling, and bell ringers.

**Interim Assessments:** Designed to determine where students are in the learning process and to determine whether they are on track to successfully completing the summative assessment. Examples may include, but are not limited to: quizzes, rough drafts, group work, classwork, and mid-unit assessments.

Summative Assessments: Designed to assess whether students know and are able to do what has been taught, after instruction at the end of the instructional cycle/unit. Examples may include, but are not limited to: final essays, performance assessments, and end of unit/quarter assessments.

Student's final grades will be based on the following formula:

$$10\% \text{ Formative} + 30\% \text{ Interim} + 60\% \text{ Summative} = \text{Student Grade}$$

### **Homework Club** **Elementary/Middle School**

Homework Club is open to students to help them stay on track and keep current with assignments. However, in order to be successful, it may be necessary to limit the number of students who attend to a reasonable number. Although this program is designed to help students succeed in school, it should be noted that homework is the primary responsibility of the child and that parents need to take an active role in their child's study habits. Students will be accepted into Homework Club based on teacher recommendation and approval of the building committee. Students may elect to participate one or more days each week. Homework Club is held from 2:45-3:30 P.M. Monday, Wednesday, and Thursday. The school will try not to cancel without giving 24-hour warning to students, with the exception of weather. If a student does not attend Homework Club on his/her assigned day(s), the supervising teacher will call home. **The school does not provide transportation.**

After Homework Club, students are expected to leave the building. Availability of Homework Club is based on funding.

### **Academic Honesty**

Individual honesty is at the heart of any academic undertaking, and Alden-Hebron School District #19 students are expected to assure the originality of their academic work. Students are responsible for violating academic honesty, from behavior that may lead to suspicion of such violations, and from conduct that aids others in such violations.

Infractions:

- Cheating: Intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data in any academic assignment.
- Fabrication: Intentional or unauthorized falsification or invention of any information or citation in an academic assignment.
- Plagiarism: Representing the words or ideas of another as one's own in any academic assignment.
- Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance constitutes infractions of academic honesty. This includes a student conspiring with another person who then takes the action on behalf of the student.

For all infractions of academic honesty, students will earn a grade of zero for that assignment. Additionally, an office detention will be issued for the first offense, unless the offense is such that harsher penalties are warranted. Subsequent infractions will be dealt with on a case-by-case basis, with the minimum penalty being that of an office detention.



### **Exemption from Physical Education Requirement**

A student in grades 9-12 and his/her parent/guardian may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

- Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- 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).

### **Credit for Alternative Courses and Programs, and Course Substitutions**

#### **CORRESPONDENCE COURSES**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

- The course is one not offered at the high school or that has been previously failed by the student.
- The course is given by an institution approved by the district (a list can be provided by the guidance counselor).
- The student is a fourth or fifth year senior OR the student has failed a course two times with the same instructor;
- The student assumes responsibility for all fees; (excluding AP approved courses) and
- The building principal approves the course in advance.

All students in a correspondence course or other approved course must have completed the final exam and sent it in for grading one month before graduation or by May 1 (whichever is earlier) in order to participate in the ceremony. If the course is completed during the summer prior to the start of the school year, the student is still eligible for that year's diploma. Letter grades are recorded on the student's record. No points will be awarded toward the student's GPA.

#### **DISTANCE LEARNING COURSES, INCLUDING VIRTUAL OR ONLINE COURSES**

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

- The course is offered by an institution approved by the district;
- The course is not offered at the student's high school;
- The course is not taken during the regular school day; unless the course has been allocated time through the schedule.
- The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

## **EXCHANGE PROGRAMS**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

## **SUMMER SCHOOL**

Summer school will be offered to students in grades K-8 who are being considered for retention. If space allows, summer school will be offered to students in grades K-8 at the recommendation of a student's teachers and/or parents. Parents are responsible for paying the required summer school fees prior to the start of summer school.

The high school does not typically offer summer school. Students and parents will receive a letter at the end of the semester indicating what course(s) the student has failed. At that time, the student will be given an option to take a credit recovery course or full-time course through the Illinois Virtual School. Students and parents are responsible for the cost of the course and must pay for the course prior to being enrolled. The course will be indicated on your transcript and will be included with your GPA if it is a full-time course. If it is a credit recovery course the student may only earn a P or an F and the course will not be counted towards the student's GPA.

## College Courses

A student who successfully completes community college courses may receive high school credit, provided:

- The student is a junior or senior in good academic standing;
- The course is not offered in the high school curriculum;
- The course is approved in advance by the student's guidance counselor and the building principal; and
- The student assumes responsibility for all fees.

## **DUAL CREDIT COURSES**

A student who successfully completes a dual credit course may receive credit at both the college and high school level. Such classes are listed in the high school curriculum guide each year.

## **FOREIGN LANGUAGE COURSES**

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

## **MILITARY SERVICE**

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

## **SUBSTITUTIONS FOR COURSES**

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

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

## **Home and Hospital Instruction**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. 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 (1) before the birth of the child when the student's physician 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.

## **Students At Risk**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs.

For more information, please contact the building principal.

**GRADUATION REQUIREMENTS (Class of 2017-2020)**

Students in the classes up until 2020 must earn a minimum of 21 credits to graduate from Alden-Hebron High School. Most students, however, graduate with 24 or more credits. Each semester grade of 70% or higher will earn a 1/2 credit (with the exception of Driver's Education, which is worth 0 credit). Each student must complete eight semesters of high school study. The following list is the subject requirement breakdown.

Course	Credits	Year(s) Taken
English	4	9, 10, 11, 12
Mathematics	3	9, 10, 11, 12
Science 1 credit must be Biology	2	9, 10, 11, 12
Social Studies 1 credit must be World Studies, 1 US History, .5 Government, & .5 Senior Studies	3	9, 11, 12
Physical Education	3.5	9, 10, 11, 12
Health	.5	10
Electives 2 credits must be in Fine Arts, Foreign Language <b>OR</b> Vocational Areas	5	9, 10, 11, 12
Driver's Education	Requirement	10, 11, 12
<b>Total Credits Needed to Graduate:</b>	21	

**GRADUATION REQUIREMENTS (Beginning with the class of 2021)**

Starting with the class of 2021: These students will need 23 credits to graduate from high school. Most students, however, graduate with 24 or more credits. Each semester grade of 70% or higher will earn a 1/2 credit (with the exception of Driver's Education, which is worth 0 credit). Each student must complete eight semesters of high school study. The following list is the subject requirement breakdown.

Course	Credits	Year(s) Taken
English	4	9, 10, 11, 12
Mathematics	3	9, 10, 11, 12
Science 1 credit must be Biology	2	9, 10, 11, 12
Social Studies 1 credit must be World Studies, 1 US History, .5 Government, & .5 Senior Studies	3	9, 11, 12
Physical Education	3.5	9, 10, 11, 12
Health	.5	10
Electives 2 credits must be in Fine Arts, Foreign Language <b>OR</b> Vocational Areas	7	9, 10, 11, 12
Driver's Education	Requirement	10, 11, 12
<b>Total Credits Needed to Graduate:</b>	23	

## **CHAPTER 3: STUDENT FEES AND MEAL COSTS**

### **Fines, Fees, and Charges; Waiver of Student Fees**

It is the policy of the board of education to charge nominal registration fees for book rental, workbooks, technology use, and other materials. The fee schedule shall be determined annually by the board of education for the following groups:

- Kindergarten
- Grades 1-5
- Grades 6-8
- Grades 9-12

Athletic and extracurricular fees for grades 5-12 shall be determined annually by the board of education as well.

If the parents do not pay the child's registration fees, the parents will be billed. Students whose parents have not paid any and all fines, fees, and charges, (past and current), will not be allowed to participate in the 5<sup>th</sup> grade breakfast ceremony, 8<sup>th</sup> grade recognition ceremony, and/or high school graduation ceremony. All monies paid must go toward registration fees before extracurricular fees.

Some students may be unable to pay these fees. Students will not be denied educational services or academic credit 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.

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than

once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

The designee 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.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the superintendent in the district office at 815-648-2442, 9604 Illinois Street, Hebron, IL 60034

### **Library Fines**

The school library is open during regular school hours. Students in Kindergarten through second grade may check out books one at a time. Third through 12<sup>th</sup> grade students may check out two books at a time, unless more materials are needed for special projects. All books may be renewed provided there is no one waiting for the book. In order to renew a book, the student

must bring the book to the media center to renew in order for the Media Specialist to maintain accurate records. Notices for overdue materials will be sent home once a month. If a book is lost, stolen, or damaged beyond repair the student is required to pay to replace the book. If the book is found within the same school year it was lost, a refund will be issued to the student.

Detentions may be given to students who have books grossly overdue at the middle and high school.

### **School Lunch Program**

Lunch is served at the elementary school every school day. Students will receive a lunch and recess period.

Lunch is served at the middle/high school every school day. Students will receive a 30-minute lunch period.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.90 or milk for \$.30. Lunch may be purchased on a weekly basis for \$14.50. At the middle/high school, a la carte items may also be purchased for various prices. Milk and lunch prices may increase based upon costs to the district. Families will be notified of price increases via [www.Alden-Hebron.org](http://www.Alden-Hebron.org)

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

Students are to put money on their accounts that are set-up through the school. A minimum payment of \$3.00 must be made at a time. The district will no longer allow students to add payments under \$3.00 unless it is to close out an account at the end of the year. Students at the middle and high school will not be allowed to purchase items through a la carte if they have a negative balance.

## **CHAPTER 4: TRANSPORTATION AND PARKING**

### **Bus Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

#### Bus – General

1. Parents or other responsible designee of Pre-school children must be present in order for the student to be released. If not, the student will remain on the bus and be brought back to school at the end of the route. It will be the parent's responsibility to come to the school to pick up the student.
2. Kindergarten students must have someone visible at the bus stop in order to be release. If not, the student will remain on the bus and be brought back to school at the end of the route. It will be the parent's responsibility to come to the school to pick up the student.
3. The driver is in complete charge of the bus and may assign seats.
4. Only assigned riders may ride the bus. Drivers are not permitted to stop at places other than their own stop **unless permission is given by a school official.**
5. The same rules and regulations are to be observed on all other trips under school sponsorship.
6. Band is an integral part of our school program. Each student is responsible for their own band instrument. Instruments may not be placed in aisles or in front of the bus. Most instruments may be held by their owners or may be placed under the bus seat. Students with larger band instruments should sit near the front of the bus.
7. Any student who is disobedient or violates any of the above rules will be given a school bus incident report.

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

problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Students must be at the designated school bus stop 5 minutes prior to the scheduled bus arrival. If the student(s) are not at the bus stop at the scheduled time, the bus driver is not obligated to stop and wait.
2. Students are to stay off the road at all times while waiting for the bus.
3. Students are to be careful in approaching the place where the bus stops and not move toward the bus until the bus has been brought to a complete stop.
4. Students must not leave their seat while the bus is in motion.
5. Students are to keep hands and head inside the bus at all times and never throw anything out of the bus window.
6. Students shall be absolutely quiet when approaching a railroad crossing.
7. Students are to treat the bus with respect keeping it clean and never tampering with the bus or any of its equipment.
8. Books, packages, and clothing are to be kept out of the aisles. No animal or potentially dangerous object will be allowed on the bus, including skate boards. Please do not purchase oversized backpacks or backpacks on wheels as they do not allow for aisle clearance.
9. Students should observe safety precautions at discharge points. Where it is necessary to cross the highway, they are to proceed to a point at least 20 feet in front of the bus on the right shoulder

of the highway where traffic may be observed in both directions. They should only proceed across the road when the bus driver signals approval.

10. Parents and other drivers are cautioned to observe school buses with flashing red lights and an extended stop arm. This means that the bus is stopped to either load or unload school children. When approaching a bus with an extended stop arm and flashing red lights, drivers must stop at least 20 feet from the bus and may proceed, with caution, when the signals are stopped.

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operations of the bus and/or its occupants.
7. Should a bus driver have to pull off the side of the road to overcome a discipline problem, such students causing such problems shall, be suspended from riding the bus for a period not to exceed ten (10) consecutive days.
8. Any student who has been suspended from the bus for misbehavior during the current school year will need authorization from Transportation Director to be allowed to utilize bus transportation for field trips.

Video and audio cameras may be active on busses to record student conduct and may be



used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Cyndie Erckfritz at 815-648-2442 \*523.

### **Parking—Middle/High School**

High school students who register their vehicles with the office may park their vehicles in the lot located at the northwest corner of McKinley and St. Albans. Vehicles must be parked properly and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked in such a way that blocks in other vehicles may be towed at the discretion of the school and at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots located at the corner of McKinley and Illinois and the parking spaces located directly behind the school are designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be towed at the discretion of administration. Students may not drive their cars to the elementary school after school hours to park for practice or for games.

Students are not allowed to enter their vehicles or leave the school grounds in their vehicles without permission from the office. Students are responsible for their vehicles. We recommend vehicles be locked at all times. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of

value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes along McKinley Ave. directly in front of the building at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

### **Parking—Elementary School**

For the safety of our children, please be aware of the students entering and exiting the building at all times. The elementary parking lot has a drop-off/pick-up lane to improve student safety. It is essential that all drivers use this lane correctly.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

An intergovernmental agreement exists between the Alden-Hebron District 19 Board of Education and the Hebron Police Department. Tickets may be issued for parking or traffic violations.

## **CHAPTER 5: HEALTH AND SAFETY**

### **Immunization, Health, Eye and Dental Examinations**

#### **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. New students who register mid-term shall have 30 days following registration to comply with the eye examination. A waiver of this requirement is available for students who show an undue burden or lack of access to an optometrist who performs eye exams. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) proof that an eye examination will take place within 60 days after October 15.

Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.

#### **Dental Examination**

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

#### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
  2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
- A written and signed statement detailing such objections must be presented to the building principal and re-approved annually for each student file.

### Vision and Hearing Screening

PK, K-5, 8<sup>th</sup> graders, special education students, and students new to the district are screened annually for vision and hearing via the Illinois Department of Public Health and/or school nurse. If a student passes the tests, parents will not be notified. If a student fails the first screening, he or she is re-screened. If the student fails the re-screening, the parent is notified.

### Communicable Disease Information

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
  2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
  3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
  4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- **Chickenpox**—Children entering into any school-operated program for the first time at the kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine (varicella) on or after his/her first birthday. A physician can confirm past disease history – in lieu of vaccination – by having examined the infected child, documenting the parent's description of the child's history, or reviewing

laboratory evidence. The student will be excluded from school for not less than 6 days after the appearance of the eruption and until all fluid-filled blisters are dried and have formed crusts. Exposed children may attend school.

- **Scarlet Fever** – Incubation period is 1-3 days. Sudden onset with high fever, vomiting, sore throat, “strawberry” tongue, and rash which appears as pinpoint, bright red dots first seen on neck and upper chest. Child excluded from school, but isolation may be terminated after 24 hours if treated with antibiotics, provided treatment is continued for a minimum of 10 days and the nose, throat, glands and ears are normal on inspection. Must have physician’s note to return to school.
- **Strep Throat** – Incubation period is usually 1-3 days. Symptoms may include fever, headache, sore throat, nausea, vomiting, and abdominal pain. Child excluded from school, isolation may be terminated after 24 hours if treated with antibiotics. Student may return to school when he/she is feeling healthy enough to attend a full day of school activities.
- **Head Lice** – District 19 has established a strict policy to keep the problem of head lice to a minimum. The control of the problem is a real home and school partnership effort. To prevent the spread of lice to other children, any child with head lice will be excluded from school until necessary treatment has been done and **all** nits are removed. All nits must be removed before the student returns to school. Children with lice or nits will not be allowed in school or on school buses until checked and cleared by the school nurse. After 3 occasions of health office personnel checking for lice or nits, the parent(s)/guardian(s) will be required to present medical verification (i.e., signed physician’s note with lice/nit free clearance for readmission. The district has the authority to require medical documentation for students absent more than 3 consecutive days. Seven days following the initial treatment, the family will be sent a follow-up note requesting that a second treatment be administered. The child may remain in school, provided verification is received indicating the second treatment has been administered. The school nurse shall perform a follow-up head screening one week after returning to school to ensure the child has remained lice/nit free. Control of head lice is absolutely dependent on parents notifying the school office if they find their child has lice. This enables the school to check the rest of the class to prevent the spread. At all times, top priority is given to protecting the privacy of the individual as much as possible.
- **Chronic Communicable Diseases** – Any student who has a chronic communicable disease or is a carrier of a communicable disease shall be provided a free and appropriate education in the least restrictive placement. A student who has a chronic communicable disease or is a carrier of a communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student’s placement in a more restrictive setting.
- **Special Health Concerns** – Include allergies, asthma, diabetics, seizures, T.B.I., physical handicaps or limitations that may affect your child’s school activities. Parents need to inform Principal and/or School Nurse prior to start date of school to establish an appropriate Plan of Care and Action Plan for emergencies.
- **Accident Reports** – All accidents involving students must be reported to

the teacher in charge at the time the accident happens.

### **Student Medication**

Students should not take medication during school hours or during school-related activities 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 and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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 shall possess or consume any prescription or non-prescription medication on school grounds other than as provided for in this policy and its implementing procedures.

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

- Medications will only be administered by school personnel during school hours only. Morning and afternoon doses are to be administered outside of school hours and are the responsibility of the parent or guardian. A parent or other responsible adult may come to the school to administer medications at other times, by first notifying school office/Nurse.
- Medication shall not be sent to school with a minor child under any circumstances. It is the parent's

responsibility to transport medication to and from school.

- Non-prescription medication (i.e. Tylenol, etc.) will not be administered by any school personnel unless prescribed by a licensed physician, dentist, or podiatrist.
- Cough drops are subject to these regulations and will require a written physician's note prior to dispensing. Elementary students will be required to use cough drops in the office under supervision to prevent choking.
- All medications that are sent to school must be clearly marked with the student's name, doctor's name, contents and dosage. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
- Children going on field trips who may need medication including emergency medication for allergies or insect stings must fill out the medication form and have a supply of the medication at the school in properly labeled bottles before the field trip.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel.

### **School District Supply of Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

### **Severe Allergy Guidelines**

Families with students who have severe allergies must request to receive a copy of the district handbook that outlines policies on allergies. A copy of this handbook may be obtained from the elementary school, middle/high school, or district offices. Questions regarding district policies may be directed to the District Nurse, District Health Clerk, or the building principals.

### **Student Support Services**

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained

from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

### **Safety Drill Procedures and Conduct**

#### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and

5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

### **School Safety Drill Plan**

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

Please note that students are required to be silent and should follow adult directives during emergency drills.

### **Emergency Closing**

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

### **Annual Review**

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

## **CHAPTER 6: DISCIPLINE AND CONDUCT**

**Please note that this chapter is subject to change by the administration and/or school board at any time. Students should form the habit of observing not only specific rules, but also the general rules of good citizenship. The excuse that a particular violation of good conduct is not specifically mentioned in the handbook is not acceptable. Students are expected to obey directives in the building, on the bus or school grounds, from any adults who serve in a supervisory capacity or who are employed by the school district.**

### **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. Classes begin at 7:40 a.m., and students are dismissed at 2:40 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

### **Elementary School—Appropriate Behavior**

Alden-Hebron Elementary School is a PBIS school where appropriate expectations are taught to students depending on specific areas of the building. For detailed expectations in each area, see page 33.

### **Middle School—Appropriate Behavior**

#### **PBIS**

Alden-Hebron Middle and High School is a PBIS school where appropriate expectations are taught to students depending on specific areas of the building. For detailed expectations in each area, see page 32.

### **High School- Appropriate Behavior**

#### **PBIS**

Alden-Hebron Middle and High School is a PBIS school where appropriate expectations are taught to students depending on specific areas of the building. For detailed expectations in each area, see page 32.



G.A.T.E.	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Use polite words/ kind language</li> <li>-Respect others' personal space</li> <li>-Listen when others are speaking</li> <li>- Respect others' opinions</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up after self</li> <li>- Complete homework</li> <li>- Come to class on time</li> <li>- Be prepared with materials</li> <li>- Practice academic honesty</li> </ul>	<ul style="list-style-type: none"> <li>- Use materials for intended purposes (when/ as directed)</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>- Keep clean and graffiti free</li> <li>- Be courteous to others</li> <li>- Respect other's personal space</li> </ul>	<ul style="list-style-type: none"> <li>- Use equipment/ facilities correctly</li> <li>- Return promptly to class</li> <li>-Report issues</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands with soap</li> </ul>
<b>Hallway/ Stairwell</b>	<ul style="list-style-type: none"> <li>- Respect things hanging in hallway</li> </ul>	<ul style="list-style-type: none"> <li>- Pick up belongings</li> <li>- Walk with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>- Use equipment/ facilities correctly</li> <li>- Stay to the right</li> <li>- Walk</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>- Sit down when you enter</li> <li>- Put trash in garbage cans</li> <li>- Clean up all spills/messes</li> <li>- Move with a purpose</li> <li>- Pay lunch debts promptly</li> </ul>	<ul style="list-style-type: none"> <li>- 3 seats to a bench</li> <li>- Ask for permission to leave</li> <li>-Wait to be dismissed</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>- Be a good role model - help younger students</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up after yourself</li> <li>- Use the school's resources wisely.</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated</li> <li>-Be silent at railroad crossings</li> <li>- Remain Seated at all times</li> </ul>
<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>- Be courteous to others</li> </ul>	<ul style="list-style-type: none"> <li>- Use facilities correctly (Park appropriately)</li> </ul>	<ul style="list-style-type: none"> <li>- Follow speed limit</li> <li>- Watch for pedestrians</li> </ul>
<b>Special Events</b>	<ul style="list-style-type: none"> <li>- Listen courteously</li> </ul>	<ul style="list-style-type: none"> <li>- Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in designated area</li> </ul>
<b>All Settings</b>	<ul style="list-style-type: none"> <li>-Take responsibility for your belongings</li> <li>- Use appropriate language and tone/volume</li> <li>- Follow adult requests</li> <li>- KHAFOOTY</li> <li>- Follow all school expectations</li> </ul>		

	<b>Classroom</b>	<b>Hallway</b>	<b>Special Events</b>	<b>Lunchroom</b>	<b>Recess</b>	<b>Bathroom</b>	<b>Transportation</b>
<b>Respect To All</b>	<ul style="list-style-type: none"> <li>*Give people personal space</li> <li>*Use kind words</li> <li>*Listen when others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>*Walk nicely</li> <li>*Keep hands and feet off walls and displays</li> </ul>	<ul style="list-style-type: none"> <li>*Raise your hand- wait to be called on</li> <li>*Applaud when a person is finished speaking</li> <li>*Use quiet bodies</li> <li>*Give speaker your attention</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voices</li> <li>*Practice good manners</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words</li> <li>*Include others</li> </ul>	<ul style="list-style-type: none"> <li>*Respect the privacy of others</li> <li>*Clean up after self</li> <li>*Keep bathroom clean and graffiti free</li> </ul>	<ul style="list-style-type: none"> <li>*Use polite language</li> <li>*Sit in your seat and listen to the bus driver</li> <li>*Clean up after self</li> </ul>
<b>Obey Safety Rules</b>	<ul style="list-style-type: none"> <li>*Hang up your belongings</li> <li>*Push in your chair</li> <li>*Keep 4 legs of the chair on the floor</li> <li>*Use materials properly</li> </ul>	<ul style="list-style-type: none"> <li>*Stay to one side of the hallway</li> <li>*Walk in a straight line facing forward</li> </ul>	<ul style="list-style-type: none"> <li>*Follow entry and exit procedures</li> <li>*Sit quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Walk nicely</li> <li>*Clean up food or trash on the floor</li> <li>*Wait to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>*Play nicely</li> <li>*Keep your hands, feet, and objects to self</li> <li>*Use equipment as it should be used</li> </ul>	<ul style="list-style-type: none"> <li>*Stay off the stall doors</li> <li>*Keep soap and water off the floor</li> <li>*Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voices</li> <li>*Keep hands &amp; feet/objects to self</li> <li>*Stay seated &amp; out of aisle until bus stops</li> </ul>
<b>Act Responsibly</b>	<ul style="list-style-type: none"> <li>*Do your own work</li> <li>*Do your best work</li> <li>*Follow directions</li> <li>*Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>*Walk silently</li> <li>*Keep hallways clean</li> <li>*Follow directions</li> <li>*Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions</li> <li>*Tell the truth</li> <li>*Talk at appropriate times</li> <li>*Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after self</li> <li>*Raise hand for help</li> <li>*Follow directions</li> <li>*Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Report all problems to the supervisor</li> <li>*Follow directions</li> <li>*Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>*Report bathroom needs to the supervisor</li> <li>*Use the bathroom to go to the bathroom</li> <li>*Follow directions</li> <li>*Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>*Be a good role model</li> <li>*Follow directions</li> <li>*Tell the truth</li> </ul>
<b>Ready to Learn</b>	<ul style="list-style-type: none"> <li>*Be prepared for school</li> <li>*Keep your desk neat &amp; organized</li> <li>*Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in line</li> <li>*Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your eyes on the speaker</li> <li>*Ask appropriate questions</li> <li>*Participate if asked</li> <li>*Stay with chaperone or assigned area</li> </ul>	<ul style="list-style-type: none"> <li>*Eat a healthy lunch</li> </ul>	<ul style="list-style-type: none"> <li>*Line up &amp; walk quietly into the building when recess is over</li> <li>*Pay close attention to the recess supervisors</li> </ul>	<ul style="list-style-type: none"> <li>*Use the bathroom at appropriate times, like during breaks</li> <li>*Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>*Come in with positive attitude</li> <li>*Be on time to school or bus stop</li> <li>*Keep track of materials</li> </ul>

**Middle/High School—Appropriate  
Behavior continued...**

1. Field Trips: Students are expected to be on their best behavior on field trips, extracurricular outings, and “away” athletic events. All school rules apply. In addition:
  - a. A teacher may exclude a student from a trip if a written discipline report has been issued for insubordination, disrespect or gross misconduct during the school year.
  - b. Students guilty of property destruction, insubordination, or gross misconduct at off campus activities or events will be barred from participating in all off campus activities and events for one year from the date of the infraction. Other regular discipline procedures will also be followed.
2. Study Hall: Students must be working on school related skills.
  - a. If students have no materials, they will be sent to get materials and tardy detentions will be issued if late to class. To ensure good use of time students will bring at least 3 subject areas to study hall.
  - b. Students may ask questions and work with other students only with the study hall teacher’s permission.
  - c. Students must have a pass from teacher to leave study hall and go to another room prior to the start of study hall.
  - d. Only 5 students (maximum) at a time may go to the library only after the library has given permission.
3. Food and Beverage Consumption: Students will not be allowed to consume food or beverages in any place but the school lunchroom. Students who violate this rule will have the food and/or drink confiscated and a detention may be issued. Chewing gum in the classroom is allowed at the teacher’s discretion. With the principal’s permission, teachers may allow food and drinks in their classroom when they are related to the curriculum or on special occasions. All food and/or sealed drink items brought to school will be stored in a student’s locker until lunch when it will be consumed in the lunchroom. Students may carry only clear water bottles to classes throughout the school day. Students may not bring coffee, Gatorade, or any other drinks to classes or drink them at their lockers. Students may not bring to school energy drinks or the powder to make an energy drink. Students may only use the vending machines in the lunchroom during lunch.
4. Library Rules: For learning to take place, the LRC needs to be a quiet place with an atmosphere for concentration.
  - a. When the LRC is being used for a scheduled Study Hall, it may be closed to other students.
  - b. The LRC will be closed to other students when a class, accompanied by their teacher, is using the library.
  - c. Each study hall teacher will be allowed to send only 5 students per period after calling to ensure availability and the presence of supervisors.
  - d. Students may check out only two books at a time. Note: During a research project, three books may be checked out. Each book will be checked out for two (2) weeks. Fines are charged for damaged or lost books.
  - e. Anyone having an overdue book due past three (3) weeks may receive an office detention and/or loss of LRC privileges. Fees may be assessed.
  - f. If a student is sent out of the LRC for being disruptive or disrespectful, he/she jeopardizes his/her privilege to use the LRC in the future.
  - g. All books are due back in the library two weeks before the end of the school year for inventory.

### **Electronic Devices** **Including Cell Phones**

Electronic devices, excluding devices handed out by the district, must be turned off and out of sight and may ***not*** be used at any time in the elementary and middle school. The high school will allow students to use their phones during passing time and in the lunchroom. Disciplinary action will be taken if parents show up to the office to pick up their child without school personnel knowing the parent was contacted. Use of electronic devices during class time is at the discretion of the teacher/ staff member responsible for the class. Use of electronic devices is strictly prohibited in the locker rooms/restrooms, including locker rooms/restrooms at any other school or facility while participating in school-related activities. Improper use of an electronic device that is in violation of state law may also be reported to the local and state police.

District personnel shall confiscate an electronic device in the possession of a student whenever, in the judgment of District personnel, the electronic device is being improperly used. Improper usage shall include, but is not limited to, the use of such electronic device to communicate information that may lead to future misconduct.

The use of electronic devices such as, but not limited to, cameras, radios, personal gaming systems, digital recording devices, and laser pointers are strictly prohibited during school hours. Exceptions to any of the above must be requested in a written letter to the principal stating the educational justification for the exception.

Students are allowed to use inaudible electronic devices on the bus to and from school, to extra-curricular events, and sporting events. The use of such electronic devices is up to the discretion of the

teacher/sponsor/coach/driver at any particular school activity or event.

The District will not be responsible for any damage or theft of personal property.

Students who violate the above policies will have the electronic device, including cell phone, confiscated until the end of the school day and receive an office detention. Continued violation of the electronic device/cell phone policies may result in its confiscation until a parent or legal guardian can come to the school and pick it up.

### **School Dress Code / Student Appearance**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Students are expected to maintain good personal hygiene while in school or at school functions.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, hoods on hooded sweatshirts and sun glasses may not be worn in the building during the school day. Such apparel brought to school shall be removed
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

- The length of shorts or skirts must be appropriate for the school environment. Hemlines may not be above the mid-thigh.
  - Coats, book bags, purses, and backpacks must be kept in the students' homeroom or locker at all times.
  - Appropriate footwear must be worn at all times. Shoes with rollerblades are not permitted inside any school buildings.
  - If there is any doubt about dress and appearance, the building principal will make the final decision.
  - Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to

### **Student Discipline**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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, or selling:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- g. Drug paraphernalia, including devices that are or can be used to:
  - (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
  - (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the principal; (b) supervising teacher grants permission; (c) use of the device is provided in a student’s individualized education program (IEP); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and School Board

- policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public-school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or

substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

or safety of students, staff, or school property.

## **DISCIPLINARY MEASURES**

A chart of the progression of out of school suspensions for the middle/high school can be found in the appendix of this handbook.

1. Disciplinary measures may include:
  1. Disciplinary conference.
  2. Withholding of privileges.
  3. Seizure of contraband.
  4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
  5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
  6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
  7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
  8. Notifying parents/guardians.
  9. Temporary removal from the classroom.
  10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
  11. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot

be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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

### **Detentions—Elementary School**

The teacher or principal may assign behavior detentions for repeated misconduct and/or academic detentions for chronic missed homework assignments. Parents will be contacted before the detention is served. First-time detentions will be 20 minutes in length. Subsequent detentions will be 40 minutes in length. Parents are expected to provide transportation. Per staff member request or parent schedule, both behavior and academic detentions may be served before school. If a student who attends Homework Club or the After School



Program earns a detention, it *will* be served before school or on a day that the student does not attend either Homework Club or the After School Program.

If a student earns more than five detentions, they will serve an In-School Suspension. **If, for any reason, the student is absent on the day they are to serve a detention, they will serve it on the first day they return to school.**

### **Detentions—Middle/High School**

The teacher, dean, or principal may assign detentions for misconduct in school or at school events. Detentions are generally assigned in the following manner:

- Teacher detention—20 minutes
- Office detention—40 minutes
- ASP—3 hours
- In-School Suspension—to be determined
- Out-of-School Suspension—to be determined
- Expulsion—Principal recommends, Board of Education must approve

Office detentions are assigned by the dean/principal and are served with a teacher from 2:45-3:25. Tardy detentions are assigned by the attendance secretary and are served with a teacher. Students must bring school work to complete during this time. Students who arrive late will not be admitted and will be assigned the next level of consequence. Students who are asked to leave for failure to do school work or misbehavior will be assigned an additional consequence.

### **ALTERNATIVE TO SUSPENSION (ASP)**

ASPs are held from 2:45-5:45 on Tuesday, Wednesday, or Thursday evenings. The day to serve the ASP will be set by the office, and students will be notified in advance of the date. In addition, a letter notifying

parents of the behavior and consequence will be sent home. Students must follow guidelines for office detentions as well as all school rules. Students will be given one 5-minute break.

### **IN SCHOOL AND OUT OF SCHOOL SUSPENSIONS**

In-school suspensions will be offered on a case by case basis, as determined appropriate by the dean/principal. Students in ISS will be placed in an unoccupied room with a staff member for the duration of the school day. The student will be expected to work on school work for the classes they are missing due to ISS. Students are not allowed to talk, sleep, put their heads down, or use electronic devices during ISS. Students will be allowed to leave the room with permission only to use the restroom or in cases of emergency. Students may bring a lunch or lunch money. The student will eat lunch in the ISS room. An unexcused absence on the day of an ISS will result in an OOSS being assigned.

Out of school suspensions will be assigned based on the progression chart found in the appendix of this handbook. A student who receives an OOSS may not be admitted back into school until a conference with a parent or legal guardian is held with the dean/principal or his/her designee. While on OOSS, students are not permitted to be on school property at any time, nor are they permitted to attend any extracurricular activities. Violation of this rule may result in another OOSS and/or the filing of criminal charges for trespassing. The terms of suspension will begin immediately, at the time which it is assigned, and ends with the student's reinstatement. Students will be expected to make up work missed while suspended. All assigned work is due the first school day after reinstatement. Homework not completed and turned in on that day will receive a zero. Students will take any and all tests issued while the student was suspended

on the day they return from the suspension. Under certain circumstances, parent/guardian attendance to school (with their child throughout the school day) may be required in lieu of a suspension. Out of school suspensions must be served on consecutive academic days.

## **CORPORAL PUNISHMENT**

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

### **Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm,

including “look alike” of any firearm as defined above.

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

## **GANG & GANG ACTIVITY**

“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.

## **Harassment of Students Prohibited**

### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related

identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, 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:

1. 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
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;

- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. 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 incidences of bullying, harassment, sexual harassment, 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.

**Nondiscrimination Coordinator:**

Dr. Debbie Ehlenburg

9604 Illinois Street

Hebron, IL 60034

815-648-2442

**Complaint Managers:**

Mr. Tim Hayunga      Mrs. Tiffany Elswick

9604 Illinois Street      11915 Price Road

Hebron, IL 60034      Hebron, IL 60034

815-648-2442 x 224      815-648-2442 x521

**Suspension Procedures**

**In-School Suspension**

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

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

**Out of School Suspension**

The Superintendent or designee is authorized to maintain an out of school

suspension program. The program shall include, at a minimum, each of the following:

1. Conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property of an ongoing threat to disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s)
4. A written notice of the suspension to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - a. Provide notice to the parent(s)/guardian(s) of the child's rights to a review of the suspension
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in to the decision to suspend;
  - d. Provide a rationale or explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension

- include the following applicable information.
- For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
    - A threat to school safety, or
    - A disruption to other students' learning opportunities
  - For a suspension of 4 or more school days, an explanation:
    - That other appropriate and available behavioral and disciplinary interventions have been exhausted.
    - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - That the student's continuing presence in school would either:
      - Pose a threat to the safety of other students, staff, or members of the school community, or
      - Substantially disrupt, impede, or interfere with the operation of the school.
  - For a suspension of 5 or more school days, the information listed above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension
  - 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  - 6. Upon request of the parent(s) guardian(s), a review of the suspension shall be conducted by the

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

### **Expulsion Procedures**

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the students' prior suspension(s).

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

### **Open Lunch—Grades 9-12**

Parental permission slips are required prior to students leaving the building during high school lunch. Such permission slips are due by the first Friday following the beginning

of the school year. Only students new to the district will be allowed to submit a permission slip after that date. In those cases, new students must submit permission slips to the office within five days of enrolling in school. All school rules apply during the open lunch period. Leaving the building without an open lunch contract will result in an ASP. The following is a list of school violations that impact student open lunch permission, and the disciplinary actions that are in effect for all students who have open lunch permission: Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students who operate or are seen in or on any vehicle on or off school property will lose open lunch for the remainder of the school year.
- Any student who does not plan on returning from lunch due to illness or other situation must sign out in the office before leaving for lunch and have parental permission to do so. Failure to comply will result in an ASP for truancy and loss of open lunch for the remainder of the school year.
- Students who are tardy to 6<sup>th</sup> period after open lunch will receive a tardy detention and lose open lunch for the remainder of the school year.
- Students who violate any school rules while out of the building during open lunch will lose open lunch for the remainder of the school year and receive an appropriate consequence for the behavior.
- Students who engage in any behavior that causes a business or individual to complain to the school will lose open lunch for the remainder of the school year.
- Students who receive an office detention, ASP, or suspension for behavior other than attendance violations will lose open lunch.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- Students shall obey traffic signs and signals and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws and shall clean up after themselves before returning to school.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

#### **Cafeteria Rules—Grades K-5**

- Students shall quietly walk to lunch and shall be orderly and quiet during lunch.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or to throw away trash.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.
- Students shall return to class in a quiet and orderly manner.

### **Recess—Grades K-5**

Whenever the weather allows, the students will be expected to go outside for recess. The general rule is that students will go outside as long as the temperature is above 10°F. Students at all grade levels will have one recess a day. Proper attire is the family's responsibility. Please make sure that your child is properly clothed for the weather. This includes hat, gloves, snow pants, and boots. Students without the proper attire will be allowed to play on the blacktop only.

- Stay within designated boundaries.
- Respect school equipment.
- Balls of all types should be used away from the building, buses, or cars. Hardballs are not allowed.
- Rules of fair play will be observed.
- Students will line up immediately when the supervising teacher blows the whistle.
- Students are to avoid areas in the playground that may be excessively muddy.
- No balls may be retrieved by a student from the parking lot or road.
- Students who are excused from P.E. must also be excused from recess until a doctor's note allows the student to return.

We understand that there are times when a child needs to be excused from recess for short time periods due to illness or injury. If this is the case, we ask that the parent provide a doctor's note to the teacher stating the length of time the student should be excused from recess. Please note if a child is not able to participate in recess the child will not be able to participate in PE for the same length of time.

Misbehavior at lunch or recess will result in disciplinary action according to the school's disciplinary procedures.

### **Field Trips**

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

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.



## **CHAPTER 7: INTERNET, TECHNOLOGY, AND PUBLICATIONS**

### **Internet Acceptable Use**

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

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

- a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Law;
- b) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c) Downloading copyrighted material for anything other than personal use;
- d) Using the network for private financial or commercial gain;
- e) Wastefully using resources, such as file space or paper;
- f) Gaining unauthorized access to resources or entities;
- g) Invading the privacy of individuals;
- h) Using another user's account or password;
- i) Posting material authored or created by another without his/her consent;
- j) Posting anonymous messages;
- k) Using the network for commercial or private advertising;
- l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented,

- threatening, racially offensive, harassing or illegal material; and
- m) Using the network while access privileges are suspended or revoked

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

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

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

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District

relating to, or arising out of, any breach of this **Authorization**.

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

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

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

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a) For each re-publication (on a Web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notices should also include the Web address of the original sources.
- b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy

permissions before the Web pages are published. Printed evidence of "public domain" status documents must be provided.

- c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e) Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

- a) The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c) Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such

messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail message transmitted to external recipients.

- d) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.

### **School District E-mail**

Students in Alden-Hebron District 19 will be issued a district e-mail account which will be used to enhance the curriculum goals and objectives. Students will be responsible for using the e-mail account in an appropriate manner under the direction of their teachers. At any time and without prior notice, the school district reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the school district, no one should have any expectation of privacy regarding such materials. Any student found in violation of the district's Internet/technology usage agreement will risk the loss of using district e-mail and technology privileges in addition to other disciplinary action.

### **Parent/Staff Communication**

Alden-Hebron School District 19 provides the following ways for students and parents to contact teachers. Every teacher is assigned a school e-mail account, a voice mail account, and PowerSchool account. Please utilize these formats when communicating with teachers. School staff

will not conduct school business via social media.

### **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

## **Students**

### Student Social Network Passwords

Effective January 1, **2014**, the General Assembly passed Public Act 98-129, prohibiting school officials from demanding a student's social network password, unless school officials have reasonable cause to believe the student's social network site contains a violation of a school rule or policy.

## **CHAPTER 8: SEARCH AND SEIZURE**

### **Search and Seizure**

In order to maintain order 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 Superintendent 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**

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### **Seizure of Property**

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

#### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary

rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **CHAPTER 9: ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports (including team managers), extracurricular activities, cheerleading and Giants in Motion. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **IHSA and IESA**

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

### **Eligibility**

#### **DAILY ATTENDANCE**

Students must be in attendance for 4 full periods in order to attend or participate in that evening's activities. Students who go home sick will not be allowed to return for the evening's activity. Activities held on

Saturday or non-school attendance days will be based on the previous day's attendance. If extenuating circumstances cause an absence to occur on a game day or the day before an extended vacation, the student athlete must receive clearance from the principal or athletic director in order to play in a game competition. Students attending a physical education class on the day of a contest must dress and actively participate in order to participate in the event.

#### **WEEKLY ACADEMIC ELIGIBILITY**

On Wednesday of each week, a check of a student-athlete's academic eligibility will be made with their teachers. The student-athlete must be passing all classes at that time, or they will be declared ineligible in athletics for the following week of school, Monday through Sunday.

Eligibility will begin as soon as the sport's season is underway. However, eligibility is only in effect for weeks in which competition is scheduled. Athletes will be expected to practice and support their teammates at all events during their ineligible period.

#### **SEMESTER ACADEMIC ELIGIBILITY**

In order to be eligible to participate in any school-sponsored or school supported athletic or extracurricular activity, a student must maintain a passing grade (or a minimum of 70%) in each course in which the student is enrolled.

Any student involved in the athletic program and not passing all classes at the end of a semester would be ineligible for the first two weeks of competition of the ensuing semester. After the second week of eligibility, if the student is failing any one class, he/she will become ineligible for the remainder of the semester. This rule does not apply to incoming freshman in the fall

semester.

## **REQUIREMENTS FOR PARTICIPATION**

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

- A current (within one calendar year) physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
- A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
- A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

An athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear,

without medical clearance. Close observation of the athlete should continue for several hours. IHSA policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

If you feel your child may have a concussion, please inform your son or daughter's coach. Remember it is better to miss one game than miss the whole season. When in doubt, the athlete will sit out.

## **CITIZENSHIP**

All members of Alden-Hebron School District #19 athletic teams are expected to demonstrate good citizenship. This includes developing healthful habits, self-discipline, leadership, academic commitment, and respect for structure, rules, and responsibilities. All students involved in extracurricular activities are expected to follow all school rules, board policies, state laws, and federal laws.

Insubordination, poor sportsmanship, violation of individual cultural or anti-social behavior exhibited by members of any athletic team at Alden-Hebron is considered detrimental to the team, the athletic program, and the school spirit.

Anti-social behavior shall include but not be limited to violation of any of Alden-Hebron District #19 Training Rules, as well as remaining within a vehicle or on any premises other than one's domicile where alcoholic beverages or mood altering substances are being used or consumed by minors illegally. Any violation of this policy shall result in penalties as established by the



current Alden-Hebron Athletic Code, the rules and regulations of Alden-Hebron High School and Alden-Hebron Middle School, the policies of School District #19, and the revised statutes of the State of Illinois.

### **Administrative Procedure - Code of Conduct for Extracurricular Activities**

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days' school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced 365 days a year, 24 hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

### **Code of Conduct**

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

#### **The student shall not:**

1. Violate the District's policies or procedures on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
5. Use, possess, buy, 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 sports, 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. Vandalize or steal;
9. Haze other students;

10. Violate the written rules for the activity or sport;
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;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

### Due Process Procedures

Students who are accused of violating the Code of Conduct for Extracurricular Activities 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:
  - a. 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 activities or sports:

- A specified period of time or percentage of events, competitions, or practices
- The remainder of the season or for the next season
- The remainder of the student's high school career

- b. Sanctions for alcohol and other drug violations will be based on the following:

#### First violation:

- Use, possession, buying, selling, 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 successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: 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, possession, buying, selling, 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 activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: 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, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities

for the remainder of the student's high school career.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

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

All students remain subject to the Board's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

## **DRUGS, ALCOHOL & TOBACCO**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or

after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **ANABOLIC STEROIDS**

The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their over-all development. And since this use runs counter to the purpose and value of interscholastic programs, Alden-Hebron SD #19 has an obligation and responsibility to inform athletes of the dangers of such substances and encourage the use of only healthy, safe, and approved substances to student-athletes. Abuse of anabolic steroids has been linked with many health problems. They range from unattractive to life threatening and include

- Acne and cysts
- Breast growth and shrinking of testicles in men
- Voice deepening and growth of body hair in women
- Heart problems, including heart attack
- Liver disease, including cancer
- Aggressive behavior

For additional information on anabolic steroids, please visit the IHSA website at [ihsa.org](http://ihsa.org). Information can be found under the General Interest tab.

### **RULES IN EFFECT**

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

### **VERIFICATION OF VIOLATION OF THE ATHLETIC CODE OF CONDUCT**

Verification of any violation of this Athletic Code of Conduct may be made by police officials, school administrators from schools at which Alden-Hebron students are included in extracurricular activities or School District #19 coaching staff members. Coaching staff members shall be defined as all adults employed by Alden-Hebron District #19.

### **VIOLATIONS DURING OFF-SEASON**

If an athlete violates this code of conduct at any time, he/she will be placed on the step determined by previous violations. The penalty for this infraction will take place at the start of the next sports season.

### **CARRY-OVER FROM ONE SEASON TO ANOTHER**

Any penalties for the code of conduct violations will carry over from one season to another. If an athlete completes a penalty for an infraction in one sport but does not finish that sport, he/she must repeat the penalty in the next sport. If an athlete serves a percentage of the penalty in one sport but does not complete the penalty before the conclusion of that sport, the remaining percentage will carry over to the athlete's

next season.

## **DETERMINATION OF PENALTY**

To determine how many contests the athlete must miss for any violation, the penalty will be based upon the maximum number of contests/events scheduled in that particular sport. The total number of contests/events missed will vary with each sport. The athletic director has a list of how many contests/events will be missed. Any contests/events missed because of out-of-school suspensions for a violation of the Drug/Alcohol Policy will count toward the contest/event suspension. The school's administrator(s), athletic director, and head coach of the sport(s) in which the athlete participates will make all decisions concerning violations of this code of conduct.

## **TRAVEL**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored; oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

## **ATTENDANCE AT SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as not yet twenty-one (21). An Alden-Hebron student and their guest must complete a guest-request form and turn it in to the office by the deadline indicated on the form.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students and their guests shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students, or their guests, who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. If the offense warrants, the local law enforcement authorities will be contacted as well. The school may also impose other discipline as outlined in the school's discipline code. Prior to selected dances, students will be breathalyzed. If chaperones or administration feels that it is necessary, they may also breathalyze during the dance.

## **CHAPTER 10: SPECIAL EDUCATION**

### **Education of Children with Disabilities**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

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

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

A special education student may be suspended for periods of no more than 10 consecutive school days in response to separate incidents of misconduct, regardless of whether the student’s gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student’s placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

**Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

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

For further information, please contact the school principal.

**Exemption From Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for

physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

**Certificate of High School Completion**

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

## **CHAPTER 11: STUDENT RECORDS AND PRIVACY**

### **Student Privacy Protections**

#### **SURVEYS BY THIRD PARTIES**

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

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

#### **SURVEYS REQUESTING PERSONAL INFORMATION**

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.

- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **INSTRUCTIONAL MATERIAL**

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

### **Student Records**

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are



created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

#### **Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such

recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

#### **Requests from Military or Institutions of Higher Learning**

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone

numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal and complete the form in this handbook.

## **CHAPTER 12: PARENTAL RIGHT NOTIFICATIONS**

### **Teacher Qualifications**

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

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

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

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades K-12 will take standardized tests throughout the year. A list of tests, corresponding grade levels, and dates of testing will be sent home at the start of each school year. Every effort should be made to schedule doctor, dentist, and all appointments and vacations on days and at times during which testing is not occurring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students 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, including number 2 pencils;
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.

### **Homeless Child's Right to Education**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The

Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Assistance and support for homeless families includes:

**District Homeless Liason:**

Mrs. Tiffany Elswick .....815-648-2442

**Educational organizations and schools:**

McHenry County College .....815-338-0393  
 McHenry County Latino Coalition  
 .....815-206-0445  
 Headstart .....815-338-8790  
 Allendale .....847-356-2351  
 Camelot Schools .....847-391-8000

**Food bank and meal programs:**

WIC (Women, Infants, Children)  
 .....815-334-4510  
 Hebron Community Food Pantry  
 .....815-648-2512  
 Harvard Food Pantry .....815-943-6844

**Local service organizations:**

Richmond Salvation Army ....815-678-0077  
 Woodstock Salvation Army ...815-338-0125  
 Harvard Salvation Army .....815-943-4474  
 Consumer Credit Counseling .815-388-5757

**Family shelters:**

Home of the Sparrow .....815-444-1660  
 McHenry County Housing Authority  
 .....815-338-7752  
 PADS .....815-338-5231

**Medical services:**

McHenry County Health Department  
 .....815-334-4510  
 Community Action Agency ...815-338-8790  
 McHenry County Crisis .....800-892-8900  
 S.A.S.S. ....815-788-4400

**Other support:**

Department of Children and Family Services  
 .....800-892-8900  
 Youth Service Bureau .....815-337-5510  
 Family Service and Community Mental  
 Health Center .....815-334-8987  
 A Safe Place .....847-931-7165  
 Connections Counseling .....815-477-2270

**Sex Education**

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

**Parental Involvement (Title 1)**

The school annually has a meeting for all Parents/Guardians, which takes place on the first Wednesday of the school year from 6-8 p.m. in each building.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the

education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Title I, Pre-School, English Language Learners, PTO, NOTES, Booster Club.

The school provides Parents/Guardians with access to:

- school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;

- a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's schools; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to [Grades PK-8] Kristin Norton at 815-648-2442 \*150 or [Grades 9-12] Fallon Cooper at 815-648-2442 \*204.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principals.

The state's resources on parental involvement can be located at

<http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### **English Language Learners**

The school offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact [Grades PK-8] Kristin Norton at 815-648-2442 \*1509 or [Grades 9-12] Fallon Cooper at 815-648-2442 \*1310.

### **School Visitation Rights**

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

### **Pesticide Application Notice**

The Buildings and Grounds Supervisor shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property.

### **Mandated Reporters**

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

### **Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent or guardian may request a transfer to another public school within the district.

### **Sex Offender Notification Law**

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

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

Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

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

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

A violation of this law is a Class 4 felony.

### **Sex Offender & Violent Offender Community Notification Laws**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against

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**Alden-Hebron School District #19**  
**Student Medical Authorization Form**

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant, or advanced practice RN (Note: for asthma inhalers only, use the **Asthma Inhalers** section below):*

Physician's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances:

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Date

**Asthma Inhalers**

*Parent(s)/Guardian(s) please attach prescription label here:*

**Alden-Hebron School District #19**  
**Student Medical Authorization Form—page 2**

Parent Authorization:

I hereby acknowledge that I am primarily responsible for administering medication to my child, \_\_\_\_\_, according to the instructions of (Physician Name) \_\_\_\_\_. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Alden-Hebron School District #19 and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child or to allow my child to self-administer while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices. I further acknowledge and agree that when lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents arising out of the administration of said medication. In addition I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent’s Phone Number

\_\_\_\_\_  
Parent’s Emergency Phone Number

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alden-Hebron School District #19**  
**Authorization for Student Self-Medication Form**

(Required if student has authorization to self-administer asthma medication and/or an Epinephrine Auto-Injector)

School Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: \_\_\_\_\_

**Physician, Physician Assistant or Advanced Practice RN Authorization:**

I certify that this student has been instructed in the use and self-administration of their emergency asthma medication and/or Epinephrine auto-injector (or EpiPen®). He/She understands the need for the medication and the necessity to report to school personnel any utilization of the medication and/or any unusual side effects. He/She has been given instructions and is capable of using this medication independently.

1. Will this student self carry medication?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Will a second set of medication be kept in the health office at school?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
 Prescriber's Signature

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Prescriber's Emergency Phone Number

\_\_\_\_\_  
 Prescriber's Address

**Parent Authorization:**

I hereby authorize my son/daughter, to self administer the above referenced medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property. (We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.)

I agree to indemnify and hold harmless Alden-Hebron School District #19, its Board of Education and the Board's members, officers, employees and volunteers from any claim, liability, loss or expense including reasonable attorneys' fees, suffered by any of the foregoing and arising out of a claim related directly or indirectly to my son/daughter's self-administration of the above referenced medication or brought by me, any other parent or guardian of my student or another student, or by or on behalf of my student or another

**Alden-Hebron School District #19**  
**Authorization for Student Self-Medication Form—page 2**

student. We understand that the School District and foregoing individuals are to incur no liability as a result of any injury arising from the self-administration of medication, provided, however, this indemnity and hold harmless commitment does not apply to the willful and wanton conduct of the foregoing.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Authorization:**

I agree to:

- Demonstrate correct use of the inhaler or Epinephrine auto-injector using a trainer/demonstrator to the registered nurse at school.
- Never share the inhaler or Epinephrine auto-injector with another person.
- Notify a teacher or other responsible adult if there is not marked improvement in my breathing within several minutes after two puffs of the inhaler.
- Immediately notify a teacher or another responsible adult if I use my Epinephrine auto-injector.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Alden-Hebron School District #19**  
**Internet Acceptable Use Sign Off**

ACKNOWLEDGMENT

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

In consideration for using the district's network/Internet connection and/or email and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

\_\_\_\_\_  
 Student Name  
 (Please print)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature

I have read the school district's Internet Use policy. I give my permission for my child to use the school district's internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the school's internet and internet-based educational programs.

In consideration for using the district's network/Internet connection and/or email and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

\_\_\_\_\_  
 Parent/Guardian Name  
 (Please print)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature

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## IHSA Rules



**Illinois High School Association**

(For 2011-12 School Term)  
(Revised 3/8/11)

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection

for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you*

*transfer until this form is fully executed and on file in the school office.*

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

**Athletic Eligibility Rules—Page 2**

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- 5. Age**  
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.
- 6. Physical Examination**  
You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.
- 7. Amateur Status**
- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
- 8. Recruiting of Athletes**
- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
- Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.
- 9. School Team Sports Seasons**
- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.
- 10. Playing in Non-School Competition**
- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.
- 11. All-Star Participation**
- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.
- 12. Misbehavior During Contests**
- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
- The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)**



**Alden-Hebron School District #19**  
**Out Of School Suspension Progression Chart**

ALL OUT-OF-SCHOOL SUSPENSIONS ARE CUMULATIVE. THIS LIST OF VIOLATIONS IS NOT INCLUSIVE, BUT ALL ARE CONSIDERED INFRACTIONS.

<b>INCIDENT</b>	<b>OFFENSE I</b>	<b>OFFENSE II</b>	<b>OFFENSE III</b>
FIGHT (2 PERSON)	1-3 Day OOSS	5 Day OOSS	10 Day OOSS with Board Expulsion Hearing
AGGRESSIVE BEHAVIOR (HITTING, PUSHING, KICKING OR OTHER)	ASP or 1-3 day OOSS	5 day OOSS	10 day OOSS with Board Expulsion Hearing
MULTI-PERSON FIGHT OR ATTACK ON ANOTHER PERSON	10 Day OOSS	Recommended for Expulsion	
ASSAULT OR UNPROVOKED ATTACK ON STUDENT	10 Day OOSS	Recommended for Expulsion	Board Expulsion Hearing
BULLYING/HARASSMENT	ASP	1-3 Day OOSS	5 Day OOSS
SEXUAL HARRASSMENT	ASP or 1-3 Day OOSS	3-5 Day OOSS	5-10 Day OOSS
GROSS DISRESPECT OR INSUBORDINATION	ASP or 1-3 Day OOSS	5 Day OOSS	Board Expulsion Hearing
SMOKING OR POSSESSION OF ANY TOBACCO PRODUCTS/ E-CIGARRETES	1-3 Day OOSS	5 Day OOSS	10 Day OOSS
POSSESSION OF WEAPON- (other than firearm)	5 Day OOSS	10 Day OOSS	10 Day OOSS Board Expulsion Hearing
USE OF WEAPON	10 days OOSS and recommendation of expulsion		
POSSESSION OF FIREARM	10 days OOSS and recommendation of expulsion		
SALE OF WEAPON OR DRUGS ON SCHOOL GROUNDS	Recommended For Expulsion		

SUBSTANCE ABUSE UNDER INFLUENCE OR POSSESSION OF ALCOHOL, DRUGS, PARAPHERNALIA	Assessment & may return when completed  Minimum 5 Day Suspension	Recommended for Expulsion	
POSSESSION OF PROHIBITED ITEMS (Other than weapons, drugs, alcohol)	Confiscated, returned at end of day. (Exception: water pistols, balloons, etc. are not returned.) <u>Teacher or office detention will be assigned.</u>	Confiscated & returned to parent only.  Teacher or office detention will be assigned.	Confiscated & not returned.  ASP assigned
FALSE FIRE ALARM OR BOMB SCARE	10 Day suspension & report to police	Recommended for Expulsion. Charges filed with police.	
VANDALISM OR STEALING	ASP – Pay for repair or replacement	1-3 Day OOSS Pay for repair or replacement	5-10 Day OOSS Pay for repair or replacement. Board Expulsion Hearing
FIREWORKS DISCHARGE OR POSSESSION	1-3 Day OOSS	5 Day OOSS	10 Day OOSS
SKIPPING TARDY/TEACHER DETENTION	Office detention	Office detention	Office detention
SKIPPING OFFICE DETENTION	2 Office detentions or ASP	ASP	1-3 Day OOSS
SKIPPING ASP	1 day ISS or OOSS	3 days OOSS	5 days OOSS
NO NOTE FOR ABSENCES/TRUANCY	Office detention	Office detention	ASP
LEAVING CLASS WITHOUT PERMISSION	Office detention	ASP	1-3 Day ISS or OOSS
LEAVING BUILDING WITHOUT PERMISSION	1 Day ISS or OOSS	3 days OOSS	5 days OOSS
THREATENING AND INTIMIDATION	1-3 DAYS OSS OR ISS	3-5 DAYS OSS	5-10 DAYS OSSD
RECKLESS BEHAVIOR	ASP	1-3 DAY OSS OR ISS	3-5 DAYS OSS OR ISS

**IF A STUDENT COMMITS ANY ACT THAT IS SO OFFENSIVE THAT THE PRINCIPAL DEEMS IT INTOLERABLE, THE STUDENT WILL BE IMMEDIATELY SUSPENDED UNTIL THE BOARD OF EDUCATION MEETS FOR HIS/HER EXPULSION HEARING.**

**ALDEN-HEBRON HIGH SCHOOL DISTRICT #19**  
**LAKE COUNTY TECHNOLOGY CAMPUS**  
**--Student Rules and Regulations--**

During my participation in the Technology Campus program, I agree to conduct myself professionally; to treat this learning opportunity as I would a job in the workforce. I will treat the people and equipment with which I work respectfully. I agree to abide by the following rules and regulations. (Failure to comply with ANY of these rules and regulations will jeopardize my ability to attend Lake County Technology Campus.)

1. Abide by all District #19 rules and regulations as indicated in the student handbook.
2. Conduct myself appropriately during any and all bus transportation to and from the Technology Campus. I will abide by district and driver bus rules. I will show respect for my fellow passengers and the bus driver. I understand if I am removed for discipline reasons, I will reimburse District 19 for my remaining tuition. The disciplinary procedures for violating bus rules are as follows:
  - 1<sup>st</sup> offense---20 minute detention
  - 2<sup>nd</sup> offense---40 minute office detention
  - 3<sup>rd</sup> offense---ASP
  - 4<sup>th</sup> offense---ASP
  - 5<sup>th</sup> offense---Removal from the program  
(see back for additional bus rules)
3. Abide by any and all regulations as set forth by the Technology Campus staff.
4. Attendance at Technology Campus is important. Parents must call BOTH Alden-Hebron High School AND Technology Campus (847-223-6681) if the student is unable to attend Technology Campus. Make-up work is expected and required in Technology Campus programs after all absences. It is the student's responsibility to make arrangements with the instructor in order to make up work missed. If I become ill while on the bus, I will be courteous of other riders and will report to the Tech Campus office upon arrival. I understand that the bus will **NOT** turn around. Parents may be contacted and may make the decision to transport their child from Tech Campus.
5. If I am absent more than 2 days prior to the drop date, I understand I may be dropped from the program with no cost to me or the district. Absences of 6 days or more per semester (excused and unexcused) from Technology Campus and/or AHHS may result in removal from Technology Campus or restrict you from taking tech courses the following school year. Removal during the semester will result in no credit for the course taken. I understand if I am removed for attendance reasons, I will reimburse District 19 for my remaining tuition. Also, if I fail a class at Lake County Tech campus, I will reimburse District 19 for the cost of the class.
6. If I miss the LCTC bus, I may not attend LCTC that day. I will be counted as absent ½ day and will need a note or a parent phone call to excuse that absence. If I am on the truancy prevention plan, I will be required to show the required evidence to be marked excused.
7. I understand that if I am suspended from Alden-Hebron, I may not attend Lake County on those days.

8. On days when I am not required to attend Technology Campus, I will attend all my scheduled classes at Alden-Hebron High School. I also understand that I will not miss school at Alden-Hebron to attend Tech Campus.
9. I realize that attending Technology Campus, the Alden-Hebron class schedule may not allow me to take all the courses required for entrance by state universities. I may need to attend community college after high school to fulfill these requirements. I also understand that I may miss some school activities such as assemblies, homecoming activities, and guest speakers.
10. District 19 must pay a full year's tuition for any student in attendance during September; therefore, if my schedule is changed at the semester, I may be required to reimburse the district for prorated Tech Campus tuition.
11. There will be random checks of backpacks, purses, and bags.

### **Bus Rules**

1. Students must remain seated at all times. Students should keep any garbage they may have until getting off the bus.
2. Each week one person will be assigned to make sure the bus is clean after everyone departs.
3. When approaching railroad tracks, everyone needs to be quiet until the tracks have been crossed.
4. Windows are not to be opened below the line.
5. The radio will be set on one station and will not be changed. Also, the volume will not be changed, so adjust voices accordingly.
6. The bus driver may assign seats for the safety of all riders.
7. No student will be allowed to go to his or her vehicle before getting on the bus. If students have equipment that cannot be stored in lockers, make arrangements to store it in room 106.

\_\_\_\_\_  
\*Student signature

\_\_\_\_\_  
\*Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Signature denotes understanding and compliance with the guidelines for this program.

**ALDEN-HEBRON HIGH SCHOOL DISTRICT #19**  
**MCHENRY COUNTY COLLEGE**  
**--Student Rules and Regulations--**

During my participation in the MCC program, I agree to conduct myself professionally; to treat this learning opportunity as I would a job in the workforce. I will treat the people and equipment with which I work respectfully. I agree to abide by the following rules and regulations. (Failure to comply with ANY of these rules and regulations will jeopardize my ability to attend MCC)

1. Abide by all District #19 rules and regulations as indicated in the student handbook.
2. Conduct myself appropriately during any and all bus transportation to and from MCC. I will abide by district and driver bus rules. I will show respect for my fellow passengers and the bus driver. I understand if I am removed from the MCC program for discipline reasons, I will reimburse District 19 for my tuition. In the RARE case, I need to drive, I understand that I will get permission from my parents, the vocational director, and the principal the day **before** driving. The disciplinary procedures for violating bus rules are as follows:
  - 1<sup>st</sup> offense---20 minute detention
  - 2<sup>nd</sup> offense---40 minute office detention
  - 3<sup>rd</sup> offense---ASP
  - 4<sup>th</sup> offense---ASP
  - 5<sup>th</sup> offense---Removal from the programSee back for bus rules
3. If Alden-Hebron has an emergency closing, I understand that no bus will run to MCC that day. Absences of 6 or more days per a semester (excused or unexcused) from MCC or AHHS may restrict you from taking MCC courses the following school year.
4. If I miss the MCC bus, I will be counted as absent ½ day and will need a note to excuse that absence.
5. I understand that if I am suspended from Alden-Hebron, I may not attend MCC on those days.
6. I will abide by any and all regulations as set forth by the MCC staff. District 19 will pay for my tuition, but I am responsible for all books and supplies.
7. If I register for a class at MCC and then drop the program, I will reimburse District 19 for the registration fee. Also, if I fail a class at MCC, I will reimburse District 19 for the cost of the class.
8. Attendance at MCC is important. Make-up work is expected and required in MCC programs after all absences. It is the student's responsibility to make arrangements with the instructor in order to make up work missed. MCC may have classes when District 19 does not, I understand that I will be required to attend those days and transportation will be provided.
9. Absence policies vary by instructor. If a student is removed during the semester for excessive absences, this will result in no credit for the course taken. I understand if I am removed for attendance reasons, I will reimburse District 19 for my remaining tuition.

10. On days when I am not required to attend MCC, I will attend all my scheduled classes at Alden-Hebron High School. I also understand that I will not miss school at Alden-Hebron to attend MCC. (only exception is state required exams)
11. I realize that by attending MCC, the Alden-Hebron class schedule may not allow me to take all the courses required for entrance by state universities. I may need to attend community college after high school to fulfill these requirements. I also understand that I may miss some school activities such as assemblies, homecoming activities, and guest speakers.
12. There may be random checks of backpacks, purses, and bags by the principal or the principal's designee.

### **Bus Rules**

1. Students must remain seated at all times. Students should keep any garbage they may have until getting off the bus.
2. Each week one person will be assigned to make sure the bus is clean after everyone departs.
3. When approaching railroad tracks, everyone needs to be quiet until the tracks have been crossed.
4. Windows are not to be opened below the line.
5. The radio will be set on one station and will not be changed. Also, the volume will not be changed, so adjust voices accordingly.
6. The bus driver may assign seats for the safety of all riders.

\_\_\_\_\_  
\*Student Signature

\_\_\_\_\_  
\*Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Signature denotes understanding and compliance with the guidelines for this program..

**Military Recruitment/Institutions of Higher Learning**

**Release of Information**

ALDEN-HEBRON DISTRICT 19  
Hebron, Illinois

As a student you have the right to request that your private information is not released to military recruiters or institutions of higher learning.

\_\_\_\_ I request that this student's name, address, and telephone number not be released to Armed Forces and Military Recruiters, or Military Schools.

\_\_\_\_ I request that this student's name, address, and telephone number not be released to institutions of higher learning.

Signature of parent or guardian \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ I am 18 years old and request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

\_\_\_\_ I am 18 years old and request my own name, address, telephone number and school records not be released to institutions of higher learning.

Signature of student \_\_\_\_\_

Date: \_\_\_\_\_

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request unless the parents of the student or the student exercises the right to opt out of this requirement.

Name of Student \_\_\_\_\_

Date of Birth of Student \_\_\_\_\_