

## Table of Contents

Absences.....	4
Accommodating Individuals.....	3
Alternative Courses .....	5
Asbestos Notification .....	25
Athletic Rules .....	18
Attendance.....	4
Biometric Information .....	24
Bullying, Intimidation and Harassment .....	14
Bus Transportation .....	7
Cafeteria Rules .....	15
Communicable Diseases.....	10
Dance Information .....	17
Discipline.....	11
Dress Code .....	11
Early Graduation .....	6
Electronic Devices and Accessories .....	15
Equal Opportunity .....	3
Faculty .....	2
Freshman Bridge Program.....	5
Field Trips .....	10
Food Allergies .....	9
Grading.....	5
Graduation Requirements.....	3
Guidance and Counseling.....	10
Head Lice .....	8
Home Education .....	4
Homeless Child's Right to Education.....	24
Homework.....	5
Honor Roll.....	6
Immunization, Health, Eye and Dental Examinations .....	8
Internet use .....	16
Loitering .....	3
Loss of School Privileges .....	13
Lunch and Breakfast Program .....	7
Make-up Work .....	4
Mandated Reporters.....	25
Medication for Student .....	9
Military Information.....	23
National Honor Society .....	6
Parking .....	8
PE Exemption.....	22
Pesticide Application Notice .....	25
Privacy Protection .....	23
Residence.....	23
Safety Drill Procedures and Conduct.....	10
School Board Member.....	2
School Closings .....	3
School Fees.....	6
Search and seizure .....	17
Sex Education.....	24
Sex Offender and Violent Offender Laws .....	24
Special Education .....	22
Standardized Testing .....	24
Student Records.....	23
Transfers.....	25
Truancy.....	4
Vandalism.....	14
Video and Audio Monitoring .....	8
Visitors .....	2
Waiver of Liability .....	3
Waiver of Student Fees.....	7
Websites-non-school related.....	16

## **General School Information**

All students and their parents are responsible for reading and understanding the contents of this handbook. Your receipt of this handbook acknowledges your understanding and willingness to comply with the policies and procedures contained in this handbook.

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.hillsboroschools.net](http://www.hillsboroschools.net) or at the Board office, located at:

Hillsboro Community School District #3  
1311 Vandalia Road  
Hillsboro, IL 62049  
(217)532-2942

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

Greg Bellaver, President  
Barbara Adams  
Matt Lentz  
Earl Meier  
Bryce Rupert  
Dan Tester  
Dan Wilson

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

David Powell, Superintendent  
Patricia Heyen, Principal  
Andy Stritzel, Assistant-Principal  
Tim Morford, Guidance Counselor

## **Faculty**

Mr. Allen	Mr. Gallion	Mrs. Pachesa
Mrs. Andrews	Mr. Garmon	Mrs. Powell
Mrs. K. Baker	Mrs. Gonzalez	Ms. Reid
Mrs. Beasley	Ms. Hernandez	Mrs. Rench
Mrs. Boston	Mr. Horn	Mrs. Shankland
Mr. J. Burke	Ms. Kumlin	Mr. R. Stewart
Mr. Coziar	Mrs. Lemons	Mr. B. Stewart
Mrs. Coleman	Ms. Lomprez	Mr. Tuetken
Mr. Cruse	Mr. Lunz	Mr. Vaughn
Mr. Drake	Mr. Malloy	Mrs. Wilson
Mr. Duff	Mr. Marcolini	

The school is located and may be contacted at:

Hillsboro Community High School  
522 East Tremont Street  
Hillsboro, IL 62049  
(217)532-2841

## **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Patricia Heyen, Principal.

### **Waiver of Liability**

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, the Hillsboro school district will inform households with an automated phone call of cancellations or early dismissals. Facebook, local radio (WSMI) and local television stations (St. Louis and Springfield) will also transmit the information.

If we dismiss early for an emergency, all after-school functions will be cancelled on an individual basis.

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

#### **Pictures of Unnamed Students**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

#### **Pictures of Named Students**

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

#### **Pictures of Students Taken By Non-School Agencies**

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

**A parent/guardian may revoke this consent at any time by notifying the Building Principal in writing.**

### **Accommodating Individuals with Disabilities**

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

### **Loitering**

No loitering on school grounds after school hours and on weekends. This includes skateboarding and bicycling on campus sidewalks.

### **High School Graduation Requirements**

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

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Taking the SAT Assessment.

#### **Academic Requirements**

- (1) Four years of English.
- (2) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (3) Three years of science
- (4) Two years of social studies, of which at least one year must be American History and the one semester of American Government.
- (5) One year chosen from (A) music, (B) art, (C) foreign language or (D) vocational education.
- (6) A minimum of 25 credits is required for 2023 and 2022, 24 credits – 2021, and 23 credits – 2020.**

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

### Attendance

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

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 between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence.

### Student Absences

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 (217)532-2841 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Students shall be permitted NO MORE THAN TEN (10) EXCUSED ABSENCES PER YEAR BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused (10) times during the school year, a written doctor's excuse will be required for any additional absences. After the ten (10) excused absences, the school office will notify the parent/guardian by mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring a card from their appointment and turn it in to the office. If a student absence is verified by a doctor's excuse before the student has reached the limit of ten (10) days of excused absences, that absence will not count toward the ten (10) days permitted by this section. ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 SCHOOL DAYS OF THE ABSENCE. If a student is absent 3 consecutive days, a doctor's excuse is required.

Students that have been referred to the Regional Office of Education for truancy services will not be allowed the 10 parent verifiable absences. These students will be required to have a doctor's statement to validate the absence for the remainder of the school year or until the student is off the truancy/RAP list.

### TARDINESS

Students should be in their classroom and in their seats when the last bell rings. Students will be allowed to accumulate three tardies per semester. The fourth through eighth tardy will result in a period of detention. The ninth tardy will result in a day of I.S., the tenth in two days of I.S. The eleventh and subsequent tardies may result in external suspension from school. Any student in excess of ten (10) minutes late for a class will have an unexcused absence and be charged as a class cut.

### 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 is absent or externally suspended, 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 and making up the work.**

### Truancy

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

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

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

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

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

Hillsboro High School is governed by the truancy ordinance adopted by Montgomery County. The object of this ordinance is to reduce absenteeism in students from ages 7 through 17. Students must have valid cause for absences from school.

The following fines may be assessed by the truancy officer:

1. 1<sup>st</sup> offense \$25 fine
2. 2<sup>nd</sup> offense \$50 fine
3. 3<sup>rd</sup> offense \$100 fine

### Grading & Promotion

School progress reports/report cards are issued to students four times per semester and are a cumulative grade for each class. For questions regarding grades, please contact the classroom teacher or counseling office.

### GRADE CLASSIFICATION

All students will be classified according to chronological grade level. **Grade level classifications do not necessarily indicate that a student has sufficient credits to be on track to graduate within the standard 4-year term.**

The following scale shows the number of earned credits required at the end of each grade level year to be considered on track to graduate for 2019/20 school year:

- Freshman (2023)– on track for graduation at end of year will have earned 6.5 credits
- Sophomore (2022)- on track for graduation at end of year will have earned 12 credits
- Junior (2021) - on track for graduation at end of year will have earned 17 credits

### Grading Scale

- A- Superior 90-100
- B- Good 80-89
- C- Average 72-79
- D- Poor 63-71
- F- Failure 0-62
- I- Incomplete

### 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.

### Freshman Bridge Program

The Freshman Bridge Program is an interdisciplinary teaching team comprised of English, math, science, P.E. and special education teachers.

All freshmen are assigned to a team of academy staff whose goal it is to create a positive student-centered environment. Collaboration among teachers, staff and parents will ensure that each student is given the best possible freshman experience.

### Schedule Changes

1. Students must meet with their counselor in order to change their schedule.
2. Students will have three school days in which to add/drop classes after the beginning of each semester.

### 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:

1. The course is given by University of Missouri or Illinois Virtual School.
2. The student is a fourth or fifth year student;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

#### College Courses

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

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

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

#### Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

#### Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of medical condition, may be eligible for instruction in the student's home, hospital or another location.

A student who is unable to attend school because of pregnancy will be provided home instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Tim Morford, Counselor.

#### Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to start of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

The student and a parent will schedule a conference with the senior counselor prior to start of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

#### HONOR ROLL

At the end of each semester grading period, the honor roll of students with high scholastic achievement is compiled. To be eligible for the honor roll, a student must carry at least four academic classes. In order to be listed on the honor roll, a student must have a "B" average or better. He or she should have no "D's" or "F's" on the record and should have a satisfactory grade in physical education.

#### NATIONAL HONOR SOCIETY

The NHS is under the sponsorship and supervision of the National Association of Secondary School Principals.

Selection of NHS Members:

1. You must be a Junior or Senior.
2. You must have been in attendance at this school for the equivalent of one semester.
3. You must have a cumulative scholastic average of 3.3 (on a 4.0 scale).
4. You will be evaluated on the basis of scholarship, service, leadership, and character by a majority vote of the faculty council.
5. You may not apply for membership. Membership is granted only to those students selected by the faculty council.

#### Expectations of National Honor Society Members:

During the induction ceremony each member is instructed that induction into the National Honor Society depends upon the demonstration of scholarship, service, leadership, and character. From the point of induction, each member is expected to continue to demonstrate those qualities.

Violation of school rules and civil laws can lead to probation or dismissal. The following behaviors can lead to probation and possible dismissal. (The probation period begins at the time of the violation and ends upon graduation.)

1. If your grade point average drops below 3.3, you will have one semester to improve the average to 3.3 or face dismissal based upon the recommendation of the Faculty Council.
2. If you violate school rules, which result in assignment to Internal Suspension, you will be placed upon probation. If you are assigned to I.S. again during the probation period, you may face dismissal based upon the recommendation of the Faculty Council.
3. If you are externally suspended, you will be placed immediately upon probation and may be dismissed based upon the recommendation of the Faculty Council.
4. If you violate the school rule for cheating, you may be dismissed based upon the recommendation of the Faculty Council.
5. Use, possession, distribution, purchase, or sale of alcohol or tobacco (smoking or smokeless) at any time during the school year is prohibited; you will be dismissed from the National Honor Society.

If you resign from membership or are dismissed, you are never permitted to again hold membership.

### School Fees

The Board of Education has established the following fee structure:

Textbook Rental and Instructional Materials Fee.....	\$60.00 per school year
Classroom Driving Training.....	\$50/class
Practice Driving Training .....	\$100.00/class
Sports *.....	\$60.00/1 <sup>st</sup> sport
.....	\$40.00/2 <sup>nd</sup> sport
.....	\$20.00/3 <sup>rd</sup> sport**

\*Athletic Fees will be reduced by 50% if student qualifies for free and/or reduced lunch.

\*\*Scholar Bowl will be assessed a \$20 fee.

Additional fees may be charged for certain classes.

### School Breakfast & Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:00 a.m. Lunch is served every school day during the student's lunch module, except when there is an 11:45 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.50.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.65.

***Money may only be placed into students' accounts before school begins. Cash will not be accepted during lunch.***

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

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

The school establishes fees and charges to fund certain school activities. 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.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

Those dropping off and picking up children may do so on the west side of the main building and in front of the main gym location.

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

### Bus Transportation

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

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. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- 5- Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.

8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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: Adam Gregg, Bus Garage Supervisor.

### Parking

Students must purchase a parking pass in the high school office in order to park on campus. The paved lot will cost \$40 and the gravel lot will cost \$30. Vehicles without a parking pass may be ticketed or towed at the discretion of the school, at the vehicle owner's expense.

Students may park their vehicles in the lots designated for student parking (paved and gravel) between the hours of 7 a.m. and 4 p.m., unless the student is on an official school activity. Vehicles must be parked between the painted lines (paved) or in front of parking curb (gravel), and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots 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 ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS 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 at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### Head Lice

The School Board will adhere to rules and regulations of the State Board of Education and Department of Public Health relative to the control of head lice in the school district. This may include the exclusion of students with head lice in appropriate cases. Parents/guardians will be notified upon discovery of the problem and be provided information on the necessary treatment. But, failure of parents/guardians to remedy the problem may lead the district to enforce this policy of exclusion in order to protect other children. A child who is sent home with a head lice problem should be treated immediately and housekeeping procedures done as directed in the provided literature, and should return to school after one working day (for example: if a child is sent home on Wednesday, (s)he has Thursday to remedy the problem, and must be back at school Friday morning. If the child is sent home on Friday, (s)he has Monday to remedy the problem, and must be back in school on Tuesday morning). Truancy procedures may be started if more than one school day is missed for each incident of head lice is



reported. If a student has 10 incidents with head lice, the Attendance Officer may file a Petition of Neglect against the parents (i.e., if head lice are found on Wednesday, this is considered the first incident, and (s)he returns on Friday but the problem is not corrected, (s)he being sent home again is considered the second incident). Our district has a NO NIT POLICY which means that a child must be clean of nits before being allowed to return to school.

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

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 beginning 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 first day of the school year, the student must present, by the first day of the school year, 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.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 532-2841.

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

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

### **VISION/HEARING SCREENING NOTIFICATION**

Vision and hearing screenings will be administered yearly. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

The parent or legal guardian of a student may object to vision/hearing screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the school.

### **Dental Examination**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist 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 proof of: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." Medications should not be sent to school with the student. Medications should be brought in by parent/guardian and checked in with the school nurse or designee.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

#### **Care of Students with Diabetes**

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

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

For further information, please contact the Building Principal or School Nurse.

#### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

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

#### **Suicide and Depression Awareness and Prevention**

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

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

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

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

#### **Communicable Diseases**

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.

#### **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.

#### **General Building Conduct**

- The school opens at 7:45 a.m. and classes begin at 8:05 a.m. Students are dismissed at 3:11 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline: **Administration's discretion will be used to determine appropriate behavior and disciplinary actions.**
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering and placed in the student's locker before school starts and remain there the remainder of the school day.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Public display of affection will not be tolerated.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

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

- Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment: **Administration's discretion will be used to determine appropriate dress and disciplinary actions.**
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day. Any hat brought to school shall be removed before entering and placed in the student's locker before school starts.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No sleeveless shirts or bare midriff shirts will be allowed including shirts that show bare shoulders.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- No pajama pants.
- Tights and leggings are considered undergarments and must be worn as such.
- 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.

#### **Student Discipline**

##### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

- 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 licensed health care provider or when not used in the manner prescribed.
- 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.
- 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 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.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a firearm or "look alike," 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.
- 5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 6. Disobeying rules of student conduct or directives from staff members or school officials.
- 7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 8. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- 9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 10. Being absent without a recognized excuse.
- 11. Being involved with any public school fraternity, sorority, or secret society.
- 12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 14. 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.
- 15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
- 16. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
- 17. 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.

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

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

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

#### **When and Where Conduct Rules Apply**

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

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

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. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. 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 detention for a period not to exceed 5 school days.
11. After-school detention.

#### **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/Self Defense Policy**

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, at any school sponsored activity, or on school grounds at all times. Students found to be in violation of this policy shall be disciplined by the administration. Disciplinary measures may include counseling, withholding of privileges and/or suspension or expulsion.

#### **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.

#### **Re-Engagement of Returning Students**

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

#### **LOSS OF SCHOOL PRIVILEGES**

- Loss of school privileges – students discipline records will be checked mid-quarterly with the following consequences:
  - Once a student accumulates 5 unexcused absences during the course of a semester they will be placed on LOSP for the remainder of that semester.
  - If a student accumulates 6 referrals during the first nine weeks grading period, they will lose privileges for the second nine weeks.
  - If a student accumulates 12 referrals during through the second nine weeks, they will lose school privileges through the end of the third nine weeks.
  - If a student accumulates 18 or more referrals at any time during the school year they will lose school privileges for the remainder of the school year.

- School privileges will be defined as: field trips, assemblies, dances and any other school-sponsored events.
- Loss of school privileges may be implemented or terminated by the high school administration on an individual basis.

**Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

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.

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

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

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

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

**Nondiscrimination Coordinator:**

Tim Morford

Telephone (217)532-2841

**Complaint Managers:**Tim MorfordTelephone (217)532-2841Andrew StritzelTelephone (217)532-2841**VANDALISM**

The Board of Education of Hillsboro Community Unit District #3 desires to clarify its position regarding vandalism of school property or the property of school employees. Any information regarding acts of vandalism will be forwarded to the States Attorney for prosecution. The Hillsboro Board is offering monetary rewards for information leading to the conviction of those guilty of vandalizing school property or property of school employees. Acts of vandalism by students may result in the expulsion of such students from the Hillsboro Schools.

**Lunch & Cafeteria Rules****Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until they are finished with their lunch, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria. Students shall follow all cafeteria rules during lunch.

**Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall report spills and broken containers to cafeteria staff immediately.
- No commercially prepared food is allowed to be delivered to school except on days of final exams.

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

**ELECTRONIC DEVICES & ACCESSORIES****1. General Usage**

- Cell phones are permitted to be used in the following designated areas during passing periods and lunch: cafeteria, hallways and outdoors.
- Use of electronic devices for educational purposes within the classroom setting will be at the sole discretion of each classroom teacher. Failure to follow the directives of the classroom teacher will result in disciplinary action.
- Personal laptops and other mobile devices can be used for educational or school-related purposes, but only in the library, cafeteria and classrooms with the permission of the teacher.
- When using electronic devices, failure to adhere to the following will result in disciplinary action:
  - Students must be viewing material that is appropriate for minors in a school setting and in accordance with the Acceptable Use and Internet Safety Policy.
  - Students must turn off, put away or relinquish any device when requested by any high school staff member.
  - Prior to entering a building all headphones and ear pieces must be removed from the ears.
  - Cell phone ringers shall remain off or on silent at all times. Vibrate mode is not permissible.
  - Using the school's outlets or USB ports to charge an electronic device is prohibited without permission from staff.
  - This policy prohibits the use of electronic devices in all restrooms, locker rooms, and any other locations where students and staff "have a reasonable expectation of privacy."
  - The visual and/or audio recording of other people without permission is unlawful and therefore prohibited on school grounds.

**2. Consequences for Misuse will depend upon the severity of the infraction. The following guidelines will be followed for infractions other than gross misconduct.**

- 1st & 2nd offense – 1 Lunch Detention
- 3rd offense – 1 day of In-School Detention

- 4th offense – 1 day of Out-of-School Suspension

\*Any electronic device confiscated by HHS staff will be turned over to the office and will require parental contact for the phone to be returned.

### 3. Security Risks

Electronic devices are especially vulnerable to loss and theft. Hillsboro High School accepts no responsibility for personal property brought onto campus by students.

#### 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.

#### 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 State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another 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 messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that 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.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's



account without written permission from that individual. 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.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the 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.

### Search and Seizure

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

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

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

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

#### Students

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

#### Seizure of Property

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

### 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 in high school and under the age of 21. Guests will provide a photo I.D. at the door. Dance Guest forms will be available in the high school office and must be returned Monday before the dance.**

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

1. **Once students enter a dance they will not be allowed to leave. If they leave they will be denied re-entry.**
2. Use, possess, distribute, purchase, or sell tobacco materials.
3. Use, possess, distribute, purchase, or sell alcoholic beverages.
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.
6. Vandalize or steal;
7. Haze other students;
8. Behave in a manner that is detrimental to the good of the school; or
9. Be insubordinate or disrespectful toward teachers and chaperones.

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

### **ROYALTY AT H.H.S.**

Members of Homecoming and Prom court are representatives of our school. For this reason, it is felt appropriate that all members of these courts meet certain standards.

1. Must be passing every class at present time.
2. No school discipline problems of a major nature for the present year. A major problem would represent any disciplinary action involving external suspension or expulsion.
3. No use, possession, distribution, purchase, or sale of illegal drugs, look-alike drugs, or drug-related paraphernalia or the illegal use, possession, distribution or sale of prescription drugs at any time during the school year.

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

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities. 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.

### **Hillsboro High School Conduct Code for Participants in Extracurricular Activities**

#### **General Rules for Participants in Extracurricular Activities**

Participants shall at all times abide by the rules of their activity or sport. Unsportsmanlike behavior is prohibited. Participants' conduct in and out of school shall not reflect negatively on their school or create a disruptive influence on the discipline, good order, moral or educational environment in the school.

Participants who violate this conduct code are subject to dismissal from the activity at the discretion of the sponsor, coach or building principal. Participants are also subject to such other penalties designated by the rules of the activity sponsor or coach.

1. Students are responsible for the care of uniforms and equipment issued by the school. Students will be billed for the cost of repairing or replacing uniforms or equipment that are damaged or lost. Students who have not returned uniforms or equipment from a sport will not be issued uniforms/equipment in a subsequent sport or activity.
2. Hazing is prohibited and students will be subject to disciplinary action under this Policy and under the school disciplinary policies.
3. Student participants shall conform to rules specified by the sponsor or coach of the activity or sport in which the student participates. Those rules may include rules regarding grooming. Activity sponsors and coaches are authorized to impose discipline with regard to activities or sports at their discretion for violation of school rules or those additional rules imposed by the sponsor or coach.
4. Stealing of athletic, extracurricular or other school equipment or the property of others is prohibited. Extracurricular participants who steal property or equipment may be dismissed from such extracurricular sport or activity and/or subject to school discipline.
5. The building principal, athletic director and/or activity sponsor may impose penalties for violations of rules in this section. Coaches and activity sponsors or coaches may impose penalties for violations of rules established by them. Oral notification of penalty is sufficient, but students shall be permitted to meet with the coach or activity sponsor to discuss the situation prior to the time the penalty is imposed.

#### **Use of Alcohol and/or Tobacco**

Use, possession, distribution, purchase, or sale of alcohol or tobacco (smoking or smokeless) at any time during the calendar year is prohibited.

For any infraction involving alcohol or tobacco, a meeting shall be held with the student, the building principal and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as it is reasonably possible. Parent(s) or guardian(s) will be notified of the outcome of the meeting.

- A. First Violation: If it is determined by the administration that the student is guilty of an infraction involving alcohol or tobacco, the student will be suspended for one half of the regularly scheduled contests (to include post season play if the violation occurs in the second half of the season) of the sport or activity season in which the student is currently participating or the next sport or activity season in which the student regularly participates. If less than one-half (50%) of the sport or activity season remains, or the student is not currently participating in a sport or activity, the suspension will continue into the next sport or activity season. For example, if a student is suspended with twenty-five percent (25%) of a season remaining, he or she will be suspended for the remainder of that season and the first twenty-five percent (25%) of the next sport or activity season in which he or she participates. A penalty imposed hereunder may carry over to the following school year. The student may be required to practice with the group regardless of the violation (unless suspended or expelled from school).

- B. Second Violation: If a student commits a second infraction involving alcohol or tobacco at any time during his or her high school career, the student will be suspended from participation in any sport or activity described herein for a period of one calendar year.
- C. Third Violation: If a student commits a third infraction involving alcohol or tobacco at any time during his or her high school career, the student will be prohibited from participation in any sport or activity described herein for the remainder of his or her high school career.

\*\*A suspension may not be satisfied by being served during a sport in which the students did not participate the previous year (Sophomore, Juniors and Seniors only).

#### Use Possession/Distribution of Drugs

Use, possession, distribution, purchase, or sale of illegal drugs, look-alike drugs, or drug-related paraphernalia or the illegal use, possession, distribution or sale of prescription drugs at any time during the calendar is prohibited.

For any infraction involving illegal drugs, look-alike drugs, drug-related paraphernalia, or prescription drugs, a meeting shall be held with the student, the building principal and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as is reasonably possible. Parent(s) or guardian(s) will be notified of the outcome of the meeting.

- A. First Violation: If it is determined by the administration that the student is guilty of an infraction involving illegal drugs, look-alike drugs, drug-related paraphernalia, or prescription drugs the student will be suspended from participation in any sport or activity for a period of one calendar year.
- B. Second Violation: If a student commits a second infraction involving illegal drugs, look-alike drugs, drug-related paraphernalia, or prescription drugs during his or her high school career, the student will be suspended from participation in any sport or activity described herein for the remainder of his or her high school career.

#### Other Criminal Offenses

If a student commits any other criminal offense, the student will be disciplined under this policy for a period of time in accordance with the schedule below.

- 1. A student who is arrested or charged with a crime may be temporarily suspended from participation in extracurricular activities until the matter has been adjudicated. The length of the temporary suspension shall not exceed the length of suspension for conviction.
- 2. If convicted of a misdemeanor, the student will be restricted from athletics for one-half of the regularly scheduled contests in which the student is currently participating or the next sport or activity season in which the student regularly participates. A student may not join a sport or activity in which he or she has not previously participated in order to serve a suspension during that sport or activity. If less than one-half of the sport or activity season remains, or the student is not currently participating in a sport or activity, the suspension will continue into the next sport or activity season.
- 3. If convicted of a felony, the student will be restricted from athletics for one calendar year.

#### Further Procedures

The procedures and rules of conduct set forth above shall apply irrespective of whether at the time of the infraction the student was participating in an IHSA sport or activity. For example, if a student commits an act which would be an infraction under this code in the fall semester, but participates for the first time in a sport or activity in the spring semester, the procedures and penalties shall apply immediately as of the time the student first begins to participate in sports or activities under this extracurricular code of conduct.

If a student self-reports an infraction of the Code involving alcohol, tobacco, drugs, or criminal offenses, a one year or less period of suspension will be reduced by 50%. Infractions that would result in a career suspension will be reduced to a period of one calendar year. For a suspension to be reduced, report of an infraction must be made to the activity sponsor or coach, the athletic director, or a building administrator within seventy-two (72) hours of the offense or prior to the next athletic competition, whichever occurs first.

Suspension for multiple infractions involving alcohol, tobacco, drugs, or criminal offenses (whether those infractions occur in the same season or subsequent seasons) will be cumulative. A student who has committed multiple infractions will be reinstated only after a conference with the parents and only if the student provides proof that he/she has received professional counseling.

Any student participant and/or parent or guardian shall have the right to appeal any action taken pursuant to this policy by contacting the activity sponsor or coach within three days of receiving notice of the imposition of any sanction or penalty. A three-member advisory council consisting of the principal, the athletic director, and the coach or sponsor of the activity will review the student's case. A decision of the advisory council may be appealed to the Board of Education.

A decision to suspend a student participant for the remainder of his or her high school career may be reviewed annually for purposes of considering the student's reinstatement.

#### IHSA

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

#### Eligibility

To retain athletic eligibility, an athlete must have passed 4 semester hours of academic course work and physical education in the semester preceding his or her athletic eligibility and must have passed 4 semester hours of academic course work and physical education in the week preceding his or her athletic eligibility.

#### **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:

1. A current 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
2. Parental signed affidavit that athlete is covered by medical insurance; and
3. 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.
4. A signed agreement by the student and student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

#### **Behavioral Conduct**

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

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

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

#### **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.

#### **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. Middle school students will assume high school status the day after completion of middle school and remain in effect.

#### **Absence from School on Day of Activity**

**An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.**

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

#### **Travel**

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

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

#### **IHSA Sports Medicine Acknowledgement & Consent Form**

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

<b>Symptoms may include one or more of the following:</b>	
<ul style="list-style-type: none"><li>• Headaches ☐ “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul>

<b>Signs observed by teammates, parents and coaches include:</b>
<ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can’t recall events prior to hit</li><li>• Can’t recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul>

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

### **If you think your child has suffered a concussion**

Any 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 or a certified athletic trainer working in conjunction with 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 not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>  
Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport

Document created 7/1/2011 Reviewed 4/24/2013

### **IHSA Performance-Enhancing Substance Testing Policy**

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program

<http://www.ihsa.org/documents/sportsMedicine/2014-15/2014-15%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/2014-15/2014-15%20IHSA%20Banned%20Drugs.pdf>

### **IHSA Steroid Testing Policy Consent to Random Testing**

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student's body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at

<http://www.ihsa.org/documents/sportsMedicine/2014-15/2014-15%20IHSA%20Banned%20Drugs.pdf>

### **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 or counseling department.

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

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

#### **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.

#### **Exemption From Physical Education**

Physical Education exemptions will only be given under special circumstances and with the administration's approval.

### **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.

### **RESIDENCE**

In order for a student to legally attend Hillsboro High, he/she must be legal residents of District #3. Students who live outside the boundaries of District #3 must pay tuition, if granted permission to attend Hillsboro High. Proof of residency may be confirmed with the following documents: lease agreement, current utility bill, etc...

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

Upon their 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.

### **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:

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

The student's parent/guardian may 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**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

### **Student Biometric Information**

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

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

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

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 9, 10 and 11 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. 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.

### **Standardized Tests:**

1. ASVAB - TBA
2. PSAT -TBA
3. AP Chemistry -TBA
4. AP Calculus -TBA
5. Designated Illinois State Assessment – TBA

For additional information contact Tim Morford, Counselor.

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

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

Any concerns or question about homeless rights should be directed to the high school office or David Powell Superintendent.

### **Sex Education Instruction**

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

#### **Pesticide Application Notice**

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

David Powell, Superintendent

1311 Vandalia Road

Hillsboro, IL 62049

(217)532-2942

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

#### **ASBESTOS NOTIFICATION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Illinois Department of Public Health (IDPH) regulations, this notification is to inform the public that an asbestos management plan has been developed for Hillsboro Community School District No. 3. This management plan contains current information regarding inspections, response actions, and post-response actions concerning asbestos containing material within school district buildings. This plan also contains information in regards to the location of asbestos materials within school district buildings. The district's management plan is available during normal working hours for review at the District's Administrative Office located at 1311 Vandalia Road in Hillsboro, IL.

#### **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.

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.