

# HEYWORTH CUSD #4



Parent and Student Handbook  
2019-2020

**MISSION STATEMENT:**

*Heyworth CUSD #4 is committed to preparing all students for success.*

Teaching and Learning Goal:  ★ Maintain and improve student learning by providing a broad curriculum based on individual student needs.	Community Engagement Goal:  ★ Build partnerships among students, families, staff, and the community to encourage a sense of ownership and pride in our schools.
District Facilities Goal:  ★ Maintain facilities in order to provide a safe and appropriate learning environment.	District Resources Goal:  ★ Manage district resources in a fiscally responsible manner to support academic success.

**PARENT AND STUDENT HANDBOOK**

This parent and student handbook contains policies and procedures that were in place at the time the handbook was published. Since the publication of this handbook, some items may have become inaccurate or incorrect due to changes in school board policy, administrative procedures, or building procedures. Some board policies or administrative procedures referenced in this handbook are not completely included but have been edited to convey essential information. The complete board policy may be viewed online at [www.husd4.org](http://www.husd4.org), or at the Unit Office located at 522 E. Main Street, Heyworth, IL 61745.

**About Heyworth Community Unit School District No. 4**

Heyworth, is a public school district located in McLean County, Illinois, with all attendance centers located in Heyworth, Illinois. The district is organized under the laws of the State of Illinois for the purpose of providing its residents with schools for grades K-12, for the education of all eligible persons in the district. The district operates the following facilities in Heyworth:

Heyworth Elementary School  
100 S. Joselyn St.  
Heyworth, IL 61745  
(309) 473-2822  
FAX (309) 473-9013

Heyworth Jr./Sr. High School  
308 W. Cleveland St.  
Heyworth, IL 61745  
(309) 472-2322  
FAX (309) 473-2323

Unit Office  
522 E. Main St.  
Heyworth, IL 61745  
(309) 473-3727  
FAX (309) 473-2220

## UNIT OFFICE STAFF

Superintendent of Schools:	Lisa M. Taylor	<a href="mailto:taylorl@husd4.org">taylorl@husd4.org</a>
Unit Office Secretary:	Gina Marr	<a href="mailto:marrg@husd4.org">marrg@husd4.org</a>
Unit Office Payroll/Business:	Tammy Tucker	<a href="mailto:tuckert@husd4.org">tuckert@husd4.org</a>
Unit Office Bookkeeper:	Amy Sieg	<a href="mailto:asieg@husd4.org">asieg@husd4.org</a>
Technology Director:	Ryan Hahn	<a href="mailto:hahn@husd4.org">hahn@husd4.org</a>
Maintenance Supervisor:	Brent Shoemaker	<a href="mailto:shoemakerb@husd4.org">shoemakerb@husd4.org</a>

## HEYWORTH BOARD OF EDUCATION

The school board governs the school district and is elected by the community; current school board members are:

Chuck Brannock	President	<a href="mailto:brannockc@husd4.org">brannockc@husd4.org</a>
Carrie Bangert	Vice President	<a href="mailto:bangertc@husd4.org">bangertc@husd4.org</a>
Justin Johnsen	Treasurer	<a href="mailto:johnsenj@husd4.org">johnsenj@husd4.org</a>
Kelli Rewerts	Secretary	<a href="mailto:rewertsk@husd4.org">rewertsk@husd4.org</a>
Dr. Russell Maas		<a href="mailto:maasr@husd4.org">maasr@husd4.org</a>
Terri Kopp		<a href="mailto:koppt@husd4.org">koppt@husd4.org</a>
Phil Stielow		<a href="mailto:stielowp@husd4.org">stielowp@husd4.org</a>

### Administrative Staff:

Superintendent of Schools:	Lisa M. Taylor	<a href="mailto:taylorl@husd4.org">taylorl@husd4.org</a>
Jr/Sr High School Principal:	April Hicklin	<a href="mailto:hicklina@husd4.org">hicklina@husd4.org</a>
High School Athletic Director:	Josh Klokkenga	<a href="mailto:klokkengaj@husd4.org">klokkengaj@husd4.org</a>
Elementary Principal:	Matt Andrews	<a href="mailto:andrewsm@husd4.org">andrewsm@husd4.org</a>

## SCHOOL BUS TRANSPORTATION

(309) 473-3429

## Parent & Student Handbook Committee Members

April Hicklin	Krista Campbell	Regina Brown
Brian Bradshaw	Kara Monteggia	Mysty Vaughn
Kelly Huey	Karen Hartwig	Shae Ruppert
Rebecca Stanton	Sarah Bonner	Matt Andrews
Richelle Brannock	Kelly Rackauskas	

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# **CHAPTER 1**

## **INTRODUCTORY AND GENERAL INFORMATION**

### **School Arrival and Dismissal Times**

#### **Elementary School**

Students can enter the building and report to the classroom at 8:15 a.m. The tardy bell is at 8:25 a.m. Student dismissal begins at 2:55 p.m. with the bus students. Car riders and walkers will be dismissed no later than 3:10 p.m.

#### **Junior-Senior High School**

Students can enter the building after 7:30 a.m. and report to the cafeteria. Students must be seated in their classrooms by 8:15 a.m. and will be dismissed at 3:00 p.m. Students arriving late will be considered tardy and will need to sign in at the school office before entering class. Unexcused tardies to the same class will bring the following consequences:

1st - 2nd Offense:	Student Warning
3rd - 6th Offense:	30 Minute Classroom Detention
7th + Offenses:	Consequences will be determined on an individual basis

### **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. Approved visitors are required to check in and out at the main office and receive a visitor badge before going to their destination. All visitors must conduct himself or herself in an appropriate manner for school.

### **Volunteers**

All school volunteers must complete the Volunteer Information Form and be approved by the school principal prior to volunteering at the school. Forms are available in the school office. Teachers who desire parent volunteers will notify parents as appropriate. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **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 sex equity or equal opportunity concerns should contact the building principal.

### **Asbestos Information**

The purpose of this section is to inform you of the status of Heyworth Community Unit School District No. 4 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and that precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building(s) were initially inspected for asbestos. Our inspection was conducted on April 10, 2019. The AHERA requires that a visual surveillance of asbestos containing evidence of disturbance or change in conditions, will be documented in the management plan as required. The inspections/management plan is available for public review in the Elementary and Jr/Sr High School offices. Should you wish to review the plans, please call to make an appointment between 8am and 3pm Monday through Friday. Any concerns relative to asbestos containing materials should be directed to the superintendent at 522 E. Main Street, Heyworth, IL 61745, (309) 473-3727.

### **Integrated Pest Management Program**

The State of Illinois has mandated that an Integrated Pest Management (IPM) program be used in controlling insect pests in schools. IPM programs will include the use of a variety of pest management tools including non-chemical and chemical choices. Heyworth CUSD4 has an IPM program, which incorporates building maintenance, sanitation, physical barriers and pesticide application. Heyworth CUSD No. 4 contracts with a local pest management service to assist in our program. You may request prior notification two days in advance of any pesticide application if you wish. Call the District office if you would like your name on a notification list. Our pest management service is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where stinging or biting insects are posing a threat to student's health, or pesticide applications where the insects may spread to numerous locations if immediate procedures are not taken to control them. Our pest management service uses pesticides, which are low in volatility, and when making interior applications, will place these materials into cracks and crevices or use child-resistant bait



stations for their placement. A list of the pesticides is supplied to the school on an annual basis.

## **Student Records**

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examinations taken to the student's high school. Schools must include each of these scores on the student's transcript, which

may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary parent/guardian or eligible student must submit a written request to the building principal.

- 3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- 4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, Supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parent/guardian or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any

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

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may after 5 years be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of their parent/guardian. Student temporary records are viewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birthdate and place, parent/guardian names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in school any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any**

**information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

### **Access to District's Public Records**

The district will respond to all requests under the Illinois Freedom of Information Act from all persons desiring access to and copying the district's public records. Electronically stored public records, including email messages containing material that a school official or employee made or received as part of his/her official responsibilities that contain informational data appropriate for preservation shall be preserved and cataloged separately from non-public electronic communications. The board president or school superintendent shall report to the board at each regular meeting any requests made under the Freedom of Information Act and will also report the status of the response. Copy fees are set periodically by the board.

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact Lisa Taylor at (309)473-3727 or email at [taylorl@husd4.org](mailto:taylorl@husd4.org).

### **Emergency School Closings**

In cases of bad weather and other local emergencies please listen to any local radio or television station to be advised of school closings or early dismissals. This information will also be posted on district social networking platforms. Additionally, an automated telephone dialing system will be utilized in order to better inform parents of closings and emergency situations.

The messaging system automatically dials parents' telephone numbers of record with information that is posted by administration. Parents are encouraged to enter additional

numbers at which you would like to receive these notifications. To add or change your contact information, simply update it in the Family Access Information in Skyward. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If dismissed early for an emergency, all after-school functions are cancelled unless noted otherwise.

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

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accidents and Insurance**

Accident insurance, including catastrophic coverage for athletes, is provided for all students by the school district. The coverage is supplemental to family coverage and covers only school accidents. Student accident insurance is provided for extracurricular athletics. Accidents should be reported to the teacher/coach or principal immediately. All students, whether insured through the school or not, must immediately report any accident or injury to the teacher or coach in charge of the activity. In the case of an accident, the student, after reporting to the instructor, can pick up an accident report form in the school office. They will be informed about the claim requirements at that time. Please be advised that the school makes no decision on insurance claims.

### **Field Trips**

Student may take field trips during the year related to their area of study. Students must turn in a signed permission slip to go on a field trip. Students must abide by school and bus rules and follow instructions at all times. Students displaying inappropriate conduct may lose field trip privileges at the principal's discretion. All student luggage and personal items may be inspected by a supervising adult.

### **Rights of Homeless Students**

All homeless students shall have equal access to the same educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

## **Leaving School Grounds**

Students are not permitted to leave the school grounds during school hours without the permission of the building principal. The office will always contact guardians before sending a student home during school hours. Guardians should contact the school office, by note or telephone, in advance to arrange for dismissing a student when school is in session. Students leaving the school during the school day must sign out in the office.

## **Student Lockers**

Some 5th and 6th grade students are assigned a hall locker. Each junior high and high school student is assigned a hall locker and a PE locker. The school maintains ownership and reserves the right to open and inspect lockers at any time. Students should have no expectation of privacy in regards to the lockers. Students should leave all valuables at home and keep their lockers locked at all times.

## **Enrollment Procedure**

Registration requirements are as follows:

1. Complete the enrollment forms for each student.
2. Present the school with a birth certificate.
3. Pay all fees for the period of enrollment.
4. Provide the school with immunization, medical, and dental health records.
5. Provide the school with previous school information.
6. Provide proof of residency.
7. Complete all forms required by state organizations. (when applicable)

## **Withdrawal Procedure**

Guardian(s) who intend to withdraw students must notify the building office and sign the required forms. School records will be requested by the new school upon enrollment at the new school.

## **Grievance Procedure**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;

4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint - A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.
2. Investigation - The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. 9 The identity of

any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal - Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name: Lisa M. Taylor, Superintendent  
Address: 522 East Main St.  
Heyworth, IL 61745  
Phone: 309-473-3727

Name: Matt Andrews  
Address: 522 East Main St.  
Heyworth, IL 61745  
Phone: 309-473-3727



## **Sex Offender Notification**

The Sex Offender Community Notification law requires Illinois public and private schools to annually notify the public regarding sex offenders. Information regarding sex offenders in our community is available to the public online at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Parents and/or community members can access sex offender information at the site above or by accessing the Illinois Statewide Sex Offender Database

## **Annual Notification Regarding Assistive Technology Pursuant to 105 ILCS 5/ 14-8.02**

The IEP team must consider whether the student required assistive technology to receive a free and appropriate public education. Please see the “Consideration of Special Factors” section of the IEP regarding assistive technology considerations. Illinois operates the Illinois Assistive Technology Program (“ITAP”).

Illinois Assistive Technology Program (IATP) is a not for profit agency that promotes the availability of assistive technology (AT) services and programs for people with disabilities. IATP serves all people with disabilities in the state of Illinois regardless of age or income, their families, service providers, state agencies, educators and other interested individuals.

1020 South Spring Street  
Springfield, IL 62704  
217-522-7985 \* 800-852-5110, IL only  
217-522-8067 fax  
[iatp@iltech.org](mailto:iatp@iltech.org) \* [www.iltech.org](http://www.iltech.org)

## **Section 504**

Notice Regarding Students with Disabilities: House Bill 5770, which became law on August 28, 2018, requires that, beginning with the 2019-2020 school year, students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (i) has a physical or mental impairment that substantially limits one or more major life activities; (ii) has a record of a physical or mental impairment; or (iii) is regarded as having a physical or mental impairment.

## **CHAPTER 2**

### **ATTENDANCE, PROMOTION & GRADUATION**

#### **Attendance and Truancy**

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (by September 1st) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirements for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Regular school attendance is very important for a quality education. Parents are to call the school by 9:00am to notify of an absence. It is important to indicate to the school the nature of the illness if the student is ill. The schools are required to gather and report illness information to the McLean County Health Department. If the school is not notified by 9:00am the office will make a reasonable attempt to notify the guardian(s) of the student's absence.

- Per Illinois School Code, chronic absence means absences that total 10% or more of school days of the most recent academic school year, including with and without valid cause, and out-of-school suspensions for an enrolled student (18 days or more of any type of absence).
- Per Illinois School Code, chronic truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days (9 days or more of unexcused absences).
  - Students who are chronic truants may 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 Regional Office of Education Truancy Review Board.
    - Reporting to officials under the Juvenile Court Act

- Referral to the State’s Attorney - A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.
- Per Illinois School Code, Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.
  - Parent or guardian may be asked to provide documentation for absences due to valid cause.
  - Any absence that is not related to a “valid cause” is considered unexcused.
  - Seniors are allowed two (2) college days. Juniors may apply to the principal for college days. An absence notification form must be filled out by the guardian, signed by all teachers, and turned into the office.

### **Make-Up Work**

If a student is absent or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The work must be made-up in a period of time equal to the number of days the student was absent.

### **Grading and Promotion**

School report cards are available on Skyward at the end of each semester. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

#### **Grading System for Grades 3-12**

A 90-100, B 80-89, C 70-79, D 60-69, F 0-59

#### **Weighted Grading System**

Certain high school academic courses provide a more rigorous curriculum and grades will be weighted for those courses, including:

- Dual Credit Courses
- Advanced Placement Courses
- Physics
- Calculus

Weighted courses utilize the following grade points:

A 5.0          B 4.0          C 3.0          D 2.0          F 0.0

### **Culminating Assessments**

Culminating assessments are given at the end of each semester. All students will participate in assessments except for second semester seniors who carry a “C” average and have missed no more than five (5) excused days in each individual subject. The culminating assessment will count for 20% of the semester grade.

### **Honor Roll**

#### **Elementary School**

High Honor Roll requires all A’s. Honor Roll requires all A’s and B’s.

#### **Junior High/High School**

High Honor Roll requires a minimum of 3.5 grade point average, and Honor Roll requires a minimum of 3.0 grade point average.

### **Academic Recognition**

- Cum Laude - GPA of 3.5 to 3.8
- Magna Cum Laude - GPA of 3.81 to 3.97
- Summa Cum Laude - GPA of 3.98 or above
- Graduate of Distinction - (1)Minimum GPA of 3.75, (2)A or B in 3 credits of weighted courses, (3)A or B in 2 credits of the same foreign language, (4)A or B in 4 credits of Art, Music, Agriculture, Foreign Language (years 3 and 4), Digital Media, EAST or 2 additional weighted credit hours from the list above.

### **Graduation Speakers**

**Senior Orator** - All seniors eligible, chosen by the senior class

**Honors Speaker** - All cum laude seniors eligible, chosen by staff

**Student Council President** - If not a senior, defaults to senior class president

## **CURRICULUM AND INSTRUCTIONAL PROGRAMS AND SERVICES**

**Educational Programs**- The following is a summary of the educational programs offered by Heyworth CUSD 4. This summary is not all-inclusive and some programs may not be

offered every year. Specific general curriculum information is available from any principal or the unit office.

**Title I- Elementary School Only-** Under the Federal Elementary and Secondary Education Act (ESEA), Heyworth CUSD 4 conducts a project to meet the needs of students achieving below their expected grade level. The Title I reading program is for students in elementary grades. Title I teachers work with students on an individual basis in reading and instruct them in selected subjects. Title I teachers also provide assistance to all students who may need additional help with reading activities when space is available in the program. For more information, contact the building principal.

**Title I Compliant Resolution Procedure- Elementary School Only-** Unless an extension of time is agreed upon, Heyworth CUSD 4 will within thirty (30) days investigate and resolve a complaint that Title I has been violated. All parties will have the opportunity to question each other and present evidence. All parties to a complaint about Title I will follow the grievance procedure.

**Vocational Education-** The vocational education program for Heyworth CUSD 4 includes career exploration in the elementary grades and orientation and skill development at the secondary level. High school students in vocational education attend the Bloomington Area Career Center (BACC). Preference for enrollment in BACC courses will be given to students that have successfully completed all prior semester's courses. Students that have failed one or more prior semester's course must discuss with the principal the potential of BACC Enrollment.

**Definition of Multi-Tiered System of Support (MTSS)-**Multi Tiered System of Support (MTSS), which used to be known as Response to Intervention (RtI), is the practice of matching student needs to high quality instruction, intervention, and enrichment using data to make sound decisions. Using a continuous improvement model, the MTSS process and structure helps school teams design, implement, and evaluate curriculum and differentiated instruction that focuses on individual student growth. The district curriculum will be aligned to common core standards and will be consistent across the district. The district will utilize a research based core curriculum that enables at least 80% of the student body to meet common core standards. The school atmosphere will encourage trust, collaboration, and shared responsibility for all students' learning. MTSS will focus on early intervention, enrichment, improvement of all students' learning, and data based decision making. MTSS will provide ongoing support and monitoring for all students. Interventions will be research based and monitored for effectiveness.

**Special Education-** 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 nd 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” and "Behavior Interventions for Students with Disabilities" may be obtained from the school district office. 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.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-11 will take standardized tests on dates determined by the Illinois State Board of Education. 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;
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.

## High School Graduation Requirements

A student must earn a total of 24 credits to graduate, be in good standing, and have met all graduation requirements to participate in the commencement ceremony at the end of the year. Students whose program of study included cooperative work programs and/or certain senior area vocational programs for both their junior and senior years may have their graduation requirement reduced to 23 credits.

### Of the 24 Credits Required for Graduation, These are Specifically Required:

Language Arts	4 credits
Mathematics	3 credits
Science	2 credits
U.S. History	1 credit
World Geography	1 credit
Consumer Economics	0.5 credit
Business/Technology	1 credit
Physical Education	3 credits
Driver Education	0.5 credit
Health	0.5 credit
Art, Foreign Language, Music, or Vocational Education	1 credit
Civics (starting with class of 2020)	0.5 credit
Federal Constitution Exam (taken during Civics)	PASS

## Transfer Students

Students who transfer to Heyworth High School must pass a minimum of 3 credits at HHS in order to receive a Heyworth diploma. Transfer students or new students into the district may be required to take placement examinations. Homeschooled students will need to provide proof of coursework and may be required to take placement exams.

## Exemption from Physical Education Requirement for Grades K-8

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing

participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

### **Exemption from Physical Education Requirements for Grades 9-12**

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

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1.



Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevent his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

## **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 an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student assumes responsibility for all fees; and
3. The High School 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.

### **Distance Learning Courses, Including Virtual or Online Courses**

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

1. The course is offered by an institution approved by the Superintendent or designee;
2. The student assumes responsibility for all fees (including tuition and textbooks);  
and
3. The Building Principal approves the course in advance. Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

### **Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the Board of Education. The Board of Education may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course

work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

### **College Courses**

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

1. The student is in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the High School Principal after consultation with the student's guidance counselor; and
4. The student assumes responsibility for all fees.

A maximum of 6 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.

### **Foreign Language Courses**

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

### **Vocational or Technical Education**

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

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

### **Driver's Education**

Heyworth High School offers Driver's Education for eligible students. To be eligible, students must have passed a total of eight (8) courses each from the two (2) previous semesters to be considered for Driver's Education. If a student take Driver's Education

with an outside agency, they must provide a letter of completion to their guidance 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 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.) Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. The student and a guardian will schedule a conference with the principal and counselor prior to the student's seventh semester.

### **Early Graduation Requirements**

Students may graduate early provided that all graduation requirements are met. The process for early graduation is as follows:

1. The student must inform the school counselor by the end of junior year.
2. Approval must be granted by the principal's office.
3. Exceptions may be granted via the principal for transfer student under extraordinary circumstances.

### **Parent-Teacher Conference**

A parent-teacher conference is an opportunity for parents to meet one-on-one with a teacher to discuss the status of their child's academic, social and emotional progress. Some schools provide student-led conferences to enhance student participation. While schools typically host parent-teacher conferences in October, parents and guardians may request a conference at any time during the school year. We encourage parents of students in all grade levels to talk with their child's teacher(s) throughout the year.

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

**2019-2020 Student Fees**

**Registration Fees**

Before and After School Program	\$25 per child
Kindergarten	\$45.00
First-Second Grades	\$70.00
Third-Fourth Grades	\$70.00
Fifth-Sixth Grades	\$70.00 + \$75.00 Technology Fee for the Chromebook
Seventh-Twelfth Grades	\$75.00 + \$75.00 Technology Fee for the Chromebook

**Course Fees**

Agriculture Lab Fee	\$30 each for BSAA, PSAA, and Horticulture
Band	\$30
Driver Education	\$250
Illinois Virtual School	\$100 per course for regular classes; \$85 per course for credit recovery
BACC	\$100 per semester (\$200 per year)
Heartland Dual Credit Courses	\$100 per semester per class if taught by HCC professor (no course fee if taught by Heyworth staff); additional textbook fees vary by course
Advanced Placement Courses	\$95 per course

**Activity Fees**

Junior High	\$15 per season up to a max of \$120 per year per child Baseball, Basketball, Cheerleading, Cross Country, Scholastic Bowl, Softball (6th, 7th, & 8th Grade), Speech, Track, Volleyball, Wrestling (5th, 6th, 7th, & 8th Grade)
High School	\$30 per season up to a max of \$120 per year per child Baseball, Basketball, Cheerleading, Cross Country, Flags (only if child is not also in Band), Football, Golf, Musical, Scholastic Bowl, Softball, Speech, Track, Volleyball, Wrestling, WYSE

## **Waived Fees for Free/Reduced Lunch Students**

Driver's Education, PE Uniforms, Textbook Fees, Chromebook Fees, Heartland Dual Credit Classes, BACC Fees, and AP Test Fees

### **Waiver of Student Fees**

The school board may establish fees and charges to fund certain school activities. The board recognizes that some students will be unable to pay these fees, however, students shall not be denied educational services or academic credit due to the inability or unwillingness of parent(s)/guardian(s) to pay fees and charges. Fee waivers are available to eligible students who qualify for free or reduced lunches under the federal guidelines. These waivers cover registration fees, textbooks, driver's education classroom fees, and a PE uniform (1 set). However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the building principal. A student shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for free or reduced price meals pursuant to Ill. Rev. Stat. Ch. 122 Para. 712.1 et. Seq.
3. The student's family is currently eligible under the guidelines of family size and income levels prescribed annually by the Secretary of Agriculture.

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A building principal's denial of a fee waiver request, if appealed, must be appealed to the school board by submitting the appeal in writing to the superintendent or his designee within 14 days of the denial. The board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian of its decision. The decision of the board is final and binding. Questions regarding the fee waiver request process should be addressed to the building principal's office.

### **Fees Not Waived for Free/Reduced Students**

Activity Fees, Activity Passes, Virtual High School Fees

## **Student Meal Fees**

**Hot Lunch Fees (includes one milk)**

Student Meal (K-6)	\$2.65
Student Meal (7-12)	\$2.95
Adult Meal	\$3.45
Extra Milk	\$0.50

**Breakfast Fees**

Student Meal (PK-6)	\$1.95
Reduced Student	\$0.50
Adult Meal	\$2.45

**Good Standing and Past Due Fees**

All delinquent fees must be paid at the time of registration for the 2019-2020 school year. If these fees have not been paid at that time, students will not be eligible for all extracurricular activities (for example, including sports, clubs, activities, dances, etc.) If a student has a current lunch balance, here are some options for payment:

- Send a check to the Heyworth Unit School District Office: 522 E. Main St., Heyworth, IL 61745
- Pay by credit card on Skyward
- Make payment arrangements with the district office

Please contact Teena Gebhardt with any questions regarding lunch balances: (309) 473-2322 ext. 1300 or at [gebhardtt@husd4.org](mailto:gebhardtt@husd4.org)

**Free Lunch Program**

The Federal Government requires that free or reduced price lunches be provided for those who qualify. Qualifications are provided each fall in the local newspaper and at registration. Those who feel they are entitled to free or reduced priced lunches are encouraged to get application forms from their building office or at registration.

**Elementary Breakfast Program**

Breakfast is served every school day from 8:00 a.m. to 8:25 a.m. If your child plans to eat breakfast, he or she must inform the supervisor that is on duty at the door.

**High School Lunch Procedures**

Students may bring a sack lunch and eat in the cafeteria. Students may also leave the building for lunch but may not enter any vehicles without administrative permission. Visitors are not allowed in the building during lunch.

## **CHAPTER 4 TRANSPORTATION AND PARKING**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 or more miles from the school. A list of bus stops will be published at the beginning of the school year before student registration. Guardians 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.

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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

Parent(s)/guardian(s) who have students living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools Office for the county in which they lived by February 1st of the current year. The regional superintendent is required to send the application to the Department of Transportation within 15 days. The Illinois DOT reviews and approves or denies the application and returns it to the regional superintendent within 30 days. It is then mailed to the requesting parent/guardian. If the safety hazard is certified, the parent/guardian must go to the school the student attends and complete the claim form. The completed claim form will be sent to the Illinois State Board of Education. If the claim is approved, a

check will be mailed to the applicant during November of the following year for the lesser of the costs of transporting the student(s) or the average per student paid to public schools for transporting regular education students. Contact the school if you have any questions.

**Academic Credit for Missed Classes During School Bus Suspension-** A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

**Electronic Recordings on School Buses-** Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. are shortened or removed to lessen the likelihood of them getting caught.
2. Arrive at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous, sit with your hands to yourself and avoid making noises that would distract the driver. Remain seated, keeping our hands, arms, and head inside the bus at all times.



8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

### **Bus Permits**

Students who are not regular bus riders or students that need a change in their regular bus route must have a permission slip from the school office before bus drivers will permit them to ride. Bus permits must be requested in writing and have a parent/guardian's signature. If a bus is full, permission to ride the bus will be denied. Bus permits can be obtained from the school office.

### **Bus Conduct**

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

### **Parent Transportation**

Guardian(s) who provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the costs. You may be eligible if you can answer yes to the following questions for the current school year:

1. Will the student be under the age of 21 at the close of the school year?
2. Is the student a full-time student in grades Kindergarten through 12?

3. Does the student live either 1.5 miles or more from school or lives less than 1.5 miles from school but must be transported due to a serious safety hazard resulting from vehicles?
4. Did the parent/guardian incur transportation expenses resulting from transporting the student to and from school?

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children is enrolled by June 30th of the current year to complete a claim application. Claim forms will be available from February through June.

### **Elementary School Drop Off and Pick Up Procedures**

Morning supervision of students will begin at 8:05 a.m. On bad weather days students will be allowed to enter the building in a designated area. Bike riders will be asked to park their bikes on the west side of the school. Students will not be allowed to play on the playground or school grounds before and after school. Students must go to their designated area prior to entering the building and go home at the end of the school day. Families wishing to come back to play on the playground should have students first go home and return to the school after 3:30 p.m.

### **High School Drop Off and Pick Up Procedures**

Parents are asked to use the west entrance and drive through the south parking lot to drop off and pick up their students. Parents are asked to never leave a car unattended in the drive. Visitor parking is supplied to the immediate west of the high school. It is illegal to pass a stopped school bus with its stop arm out and its lights flashing red. Violators of this law are subject to a significant fine and the potential loss of their driver's license.

### **High School Student Drivers**

The north parking lot is for students and expectations are as follows:

1. Drivers are not allowed in their vehicles during the school day without permission.
2. Drivers must park in their assigned space.
3. Drivers must not interfere with the movement of school buses.
4. Serious or repetitive violations could result in loss of parking privileges.

## **CHAPTER 5 HEALTH AND SAFETY**

### **Health and Immunization Requirements**

All students are required to present appropriate proof of a health examination and the immunization 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.

Required immunizations are determined by the Illinois School Code. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was risk-assessed or screened for lead poisoning. Failure to comply with the above requirements by September 30 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 midterm have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by September 30, the student must present, by September 30, an immunization schedule and statement of medical reasons causing the delay. The schedule and statement of medical reason must be signed by an appropriate medical professional.

### **Eye Examination Requirements**

All students entering kindergarten or school for the first time must present proof by September 30 of the current school year of an eye examination performed within one year. Failure to present proof by September 30, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after September 30.

### **Dental Examination Requirements**

All students entering kindergarten, second and sixth grades must present proof by **May 15** of having been examined by a licensed dentist within the last 18 months.

## **Vision and Hearing Screenings**

Vision and hearing screenings will be conducted by school personnel at state-mandated grade level unless the parent provides a written request that the student not be screened, or, in case of vision screening, provides a current eye examination report.

## **Exemptions**

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to the physician licensed to practice medicine in all of its branches who provide eye examinations or a licensed optometrist; or
4. 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 it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form". No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

## **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (Epi-Pen), and/or an asthma inhaler, or diabetic supplies as prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization 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 epinephrine auto-injector, and/or asthma inhaler, or diabetic supplies.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and activities. Individuals with disabilities should notify the 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.

### **Students with Food Allergies**

State law requires the school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provision 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 illnesses, please notify the school nurse or building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

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

## **Care of Students with Asthma**

If your child has asthma and requires assistance with managing this condition while at school and school functions, an Asthma Action Plan must be submitted to the building principal. Guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Asthma Action Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Asthma Action Plan.

## **Annual Notice of Parent Consent for School District's Use of Public Benefits or Insurance (Medicaid) under 34 CFR§300.154(d)(2)(iv)**

The Federal Special Education Law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school. These services include but are not limited to vision and hearing screening, Occupational Therapy, Physical Therapy, Speech Therapy, Psychological Services, Social Work, Transportation, Nursing, Personal Care, and Medical screenings. This payment helps the school district to offset the costs of healthcare provided to our students.

Under the Family Education Rights and Privacy Act (FERPA), your voluntary consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access you or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Heyworth CUSD4 and/or Tri-County Special Education Association (TCSEA) to access you or your child's benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;

- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by Heyworth CUSD4 and /or TCSEA do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled. You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

### **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 student 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.

## **Lockdowns**

A “lockdown” is a situation where all students are locked into a classroom and no one is allowed to be in the hallways for any reason. A lockdown might be required for a random drug search using law enforcement dogs or for a crisis situation. In the event of a situation that requires any/all of our school buildings to be under a lockdown status, parents are requested to NOT contact the schools. In a lockdown situation, school officials will be busy managing the situation and leading the building’s students and staff. Parents will be notified after the lockdown using either the School Messenger process or a note/e-mail home, depending on the situation



## **CHAPTER 6**

### **DISCIPLINE AND CONDUCT**

#### **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.

- Students 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, and sunglasses may not be worn in the building during the school day without approval from administration.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Private parts and undergarments must be covered at all times.
- Shorts or skirts must be of an appropriate length.
- Appropriate footwear must be worn at all times.

If there is any doubt about dress and appearance, the building principal will make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

#### **Student Discipline**

The goals and objectives of this policy are to provide effective discipline practices that:

- Ensure the safety and dignity of students and staff;
- Maintain a positive, weapon-free, and drug-free learning environment;
- Keep school property and the property of others secure;
- Address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonable related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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 be a threat or an attempted intimidation of a staff member; or endanger the health or safety of students, staff, or school property.

### **Prohibited Student Conduct**

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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
  - Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish);
  - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription;
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription;
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions.

- Medical cannabis, even by a student for whom medical cannabis has been prescribed.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance;
- “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
  - That a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
  - About which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- Possessing drug paraphernalia, including devices that are or can be used to:
  - Ingest, inhale, or inject cannabis or controlled substances into the body; and
  - Grow, process, store, or conceal cannabis or controlled substances.
- Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapon section of this policy, or violating the Weapon section of this policy.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:
  - Expression of gender or sexual orientation or preference
- Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Being absent without a recognized excuse; State law and School Board Policy regarding truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member
  - Promising to join
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 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.
- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to :
  - Be a threat or an attempted intimidation of a staff member; or
  - Endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- On the student’s person
- Contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
- In a school’s student locker, desk, or other school property; or
- At any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the Student.

### **Cell Phones**

Students may possess cellular phone, or similar electronic devices under the conditions that the device must be kept turned off and out of sight during the regular school day. Cell phones may be allowed during passing periods and lunch. The use of mobile devices or cell phones will not be allowed in the classroom unless they are for educational purposes.

Exceptions to this rule would be:

- a. The supervising teacher grants permission;
- b. Use of the device is provided in a student’s IEP;
- c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using a cellular phone or similar device in any manner, that disrupts the educational environment, including using the device to cheat, signal others, video, photograph, or record others or otherwise violate student conduct rules, may result in disciplinary action.

### **Gymnasium**

All students on the gym floor must be in gym shoes. Gym shoes are those shoes (tennis shoes, basketball shoes, etc.), which are reserved for gym usage only. No one should be in

the gym except for classes or scheduled practices. Only a coach may open the gym for use other than scheduled activities.

### **Cheating and Plagiarism**

Students should make sure they turn in the work they produced. Not only does the student involved lose self-respect, but all parties involved may lose credit. Further violations will bring more severe penalties. Intentional plagiarism from another source will result in no credit for the paper.

1. Any involvement in plagiarism will result in at least penalty on the paper.
2. Research papers written may not be permanently returned to students. These papers will be kept on file.

### **Preventing 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, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender 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 characteristics 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 or the student's 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 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 or 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.

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.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.

- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
- After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
- Out-of-School suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs, (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstance, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.



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

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years: A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.2 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241), a knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the items is not equipped, nor intended , to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether:

- A student is licensed to carry a concealed firearm, or
- The Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Gang Activity Prohibited**

Students are prohibited from engaging in gang activity. A gang is a group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;
- Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
- Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to:
  - Soliciting others for membership in any gangs,

- Requesting any person to pay protection or otherwise intimidating or threatening any person,
- Committing any other illegal act or other violation of school district policies,
- Inciting other students to act with physical violence upon any other person.
- Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:
  - Removal from extracurricular and athletic activities,
  - Conference with parent(s)/guardian(s),
  - Referral to appropriate law enforcement agency
  - Suspension for up to 10 days,
  - Expulsion not to exceed 2 calendar years

## **Consequences**

### **Detention**

Detentions can be a consequence for inappropriate behavior. In the establishment of detention rules, parents are advised that we:

- Consider it reasonable to expect parents/guardians to be responsible for the transportation of students after school hours if detention has been assigned.
- Do not expect the principal to establish alternate times for the serving of detentions.
- Expect limits to be set on the number of detentions a student may receive after which further disciplinary action is in order.
- Expect that it is the student's responsibility to remember the time and date of their detention.
- May require detentions to be served before school, after school, or during lunch/recess.

### **Saturday Detention**

At the discretion of the school principal, students may be assigned to Saturday school detention beginning at 8 a.m. and ending at noon. It will be an additional act of misconduct to miss or be late for Saturday school detention. Saturday school detentions will be rescheduled for emergency reasons only and must be approved by the principal before 3 p.m. on the Friday before the detention is to be served. Absences that do not receive prior administrative approval will be deemed to be excused only when a doctor's note verifying illness is presented on the first day the student returns to school. The supervisor will call parent(s)/guardians(s) if the student is absent from the scheduled Saturday school detention. Students are responsible for their own transportation.

### **In-School Suspension**

Students will remain supervised in school but outside of the classroom setting. Students will be granted due process and will complete classroom work for equivalent academic credit.

### **Out-of-School Suspension**

Students are not allowed on school grounds for the duration of the suspension. Students will be granted due process. A pre-suspension conference is not required, conference will follow as soon as practical. All attempts will be made to notify parent(s)/guardian(s). A written notice will be sent to the parent(s)/guardian(s) and include:

- Notice of rights to a review of the suspension
- Information about make-up work missed for equivalent credit
- Detail of specific act resulting in the suspension.
- Provide rationale for number of suspension day(s) required.
  - For 3 days or less, the student's presence would either pose a threat to school safety or a disruption to other students' learning.
  - For 4 or more days, all other options and interventions have been exhausted, and continued presence would pose a threat or would substantially disrupt the operation of the school.
  - For 5 or more days, the previous information plus appropriate and available support services will be provided during the suspension.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board will put their decision in writing.

### **Expulsion Procedures**

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

- A written request to appear at a hearing.
  - Request will be sent by registered mail.
  - Request shall include the time, date, place and brief description.
  - Details of the misconduct resulting in the recommended expulsion.
  - Listing of prior suspension(s).

- Statement of School Code allowing Board to expel for a period of time not to exceed 2 calendar years, as determined case-by-case.
- Discovery of the student's attorney's name and information if represented.
- Unless the student does not want a hearing, it will proceed. Whenever there is evidence of mental illness, the Superintendent shall invite a representative from the Department of Human Services to consult the Board.

During the hearing, the Board shall hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged. School officials must provide (1) testimony of interventions attempted and exhausted. The student and representatives may offer evidence, present witness and cross examine those who testified as to why the student should not be expelled. The Board will then meet, discuss and decide appropriate action.

If the Board acts to expel the student, it's written expulsion decision shall:

- Detail specific reasons why removing the student is in the school's best interest.
- Provide rationale for duration of recommended expulsion.
- Document how the determination all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

Upon expulsion, the District may refer the student to support services.

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

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make-up work for equivalent academic credit.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

- Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision;
- Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or

- Observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's guardian.

"School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **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.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

### **Delegation of Authority**

Any school personnel with students under his/her charge, is authorized to impose disciplinary measures, other than suspension or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with policies and rules on student discipline. School personnel may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior. The superintendent and building principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus. The school board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

### **Sex Equity**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or denied access to educational, and extracurricular programs and activities. Any student may file a sex equity complaint by using the Grievance Procedure.

Sex Equity Grievance Procedure is as follows:

1. Inquiries regarding discrimination shall be directed to the District Equity Coordinator.
2. Within seven (7) days, the Coordinator shall send the inquirer a copy of policy and procedures.
3. Upon receipt of the grievance, an investigation will be initiated.
4. Within sixty (60) days, a decision will be rendered.
5. The decision may be appealed within fifteen (15) days to the School Board by written request. The School Board will review documentation at their next regularly scheduled meeting. The School Board shall render a decision within fifteen (15) calendar days.
6. The School Board decision may be appealed to the Regional Superintendent and ultimately the State Superintendent of Education. Appeals shall be made in a timely fashion.

NOTICE: The grievant is entitled to confidentiality. The Grievant shall not be subjected to harassment or retaliation, as a result of having filed a grievance or appeal a decision. The Coordinator shall be available to provide assistance in the grievance and appeal decision.

The Coordinator for Heyworth Community District #4, is Lisa Taylor, and she may be contacted at the Heyworth CUSD #4 Unit Office, 522 E. Main St., Heyworth, IL 61745 or by calling (309) 473-3727.

### **Sexual Abuse Class/Instruction**

The administration will provide written notice of at least five (5) days to the guardian(s) of any student before commencing a class on sexual abuse. No students in any of the grades shall be required to take or participate in, any class or course providing instruction in recognizing sexual abuse, if the parent(s)/guardian(s) submit(s) a written objection to it.

### **Sexual Harassment & Teen Dating Violence Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

## **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions, and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably, and avoid violating the rights of others. Students who violate the rights of others, or violate district policies or rules, will be subject to disciplinary measures.

### **Access to Student Social Networking Passwords & Websites**

The Superintendent and/or Principal(s) may not require a student or his/her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.





## CHAPTER 7 INTERNET, TECHNOLOGY AND PUBLICATIONS

### **Heyworth CUSD #4 Acceptable Use**

Heyworth Community Unit School District #4 recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st century technology and communications skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guideline and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- HUSD#4 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protections Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- HUSD#4 makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of HUSD#4 network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

**Technologies Covered-** HUSD#4 may provide age appropriate technologies for the purpose of supporting curriculum, instruction and assessment.

**Usage Policies-** All technologies provided by HUSD#4 are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

**Web Access-** HUSD#4 provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, students should notify the teacher to request a page to be unblocked. The teacher will submit the request to IT staff. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Email-**HUSD#4 may provide users with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Social/Web 2.0/Collaborative Content-**Recognizing that collaboration is essential to your education, HUSD#4 may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

**Personally-Owned Devices-** Students may use personally owned devices that meet the minimum requirements. Use of the devices will be planned and coordinated by staff to maximize learning in the educational environment. Use is prohibited when it interferes with the delivery of instruction by a staff member or creates a disturbance in the educational environment. Any misuse of personally owned devices may result in disciplinary action. There, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally owned devices.

**Security-** Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Downloads-** Users should not download or attempt to download or run any executable or installer programs such as .exe or APPS over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only educational purposes.

**Personal Safety-** If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff; parent or guardian) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet with adult supervision.
- Users should recognize that communication over the Internet bring anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

**Cyberbullying-** Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

#### **Limitation of Liability**

- HUSD#4 will not be responsible for damage or harm to persons, files, data, or hardware.
- While HUSD#4 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

- HUSD#4 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have Disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school related activities
- Legal action and/or prosecution
- Scope of punishment for violations is at the discretion of administration

### **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:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use inappropriate language.
3. Do not reveal personal information, including information on other students.
4. Recognize email is not private.
5. Do not use the network in any way that would disrupt its use by others.
6. Consider all communication and information accessible via the network private.

### **No Warranties**

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

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any 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. Do not demonstrate the problem to other users. Keep your account and password confidential. Do

not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

### **Vandalism**

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

### **Copyright Web Publishing Rules**

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

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

### **Use of Email**

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an educational tool.

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

care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any email messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

### **Guidelines for Student Distribution Non-School-Sponsored Publications**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at the central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene. Pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or

- e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

A student may use the School District's Uniform Grievance Procedure to resolve a complaint. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places, and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, in compliance with paragraphs 4, 5 and 6.

### **Guidelines for School Sponsored Publications, Productions and Websites**

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

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

All school - sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of the school board policy.



## **Chromebook Agreement Overview**

To aid in the effort to create “global learners”, Heyworth has adopted a platform aimed at the 21st Century Learner initiative. This initiative requires a focus on mastering core subject matter along with those skills necessary to compete in global markets. The adopted 1:1 Initiative will help to better prepare students for their futures.

### **General Protocols Related to this Agreement**

Heyworth will provide a Google Chromebook and protective sleeve to students. By accepting the provided Chromebook, the students and parents/guardians agree to:

- Adhere to the rules and regulations governing the use of Heyworth technology.
- Understand that access to technology is a privilege, not a right.
- Not sell, lease or otherwise grant anyone rights to the Chromebook.
- Provide reasonable care and maintenance to the Chromebook.
- Not remove any factory or school label from the machine.
- Understand that if negligence is shown, the student is subject to discipline.

**Technology Fee-** As a means for providing equal access to all students, Chromebooks will be provided to all students for use who, along with their parents/guardians, participate in and complete a fee payment program, an orientation/training program, and provide all required form signatures. An annual Technology Fee of \$75 will be assessed each year. At the end of the 4 years, the device ownership will transfer to the student. Free or Reduced Lunch students are exempt from being charged the fee, but if they want to keep the device after the 4 years they must pay the fee.

**Agreement Terms-** Students are expected to comply at all times with the Heyworth CUSD#4 Acceptable Use Policy and the provisions of the Student/Parent Chromebook Agreement. Failure to comply with any provisions of the Acceptable Use Policy and Student/Parent Chromebook 23 Agreement may or will terminate rights of use and result in repossession of the Chromebook and associated equipment by the District.

### **Ownership Rights**

Heyworth CUSD #4 retains sole right of ownership of the Chromebook. Chromebooks are on loan to the students. Administration and staff retain the right to collect and/or inspect Chromebooks at any time, including by remote access. Heyworth may alter, add or delete installed software and hardware.

## **Network Connectivity**

While the district makes every attempt to ensure the network is running 100% of the time, this is never a guarantee due to a variety of circumstances. Students should always back up files to a an approved storage device or cloud.

## **Care of Chromebooks**

- Avoid using sharp objects on the Chromebooks
- Avoid applying cleaning agents. Use a soft lint-free cloth.
- Do not attempt to fix the Chromebook yourself. It should be taken to the Library or Technology Department for repair.
- Never attempt to change or alter the operating system of the Chromebook.
- Chromebooks are to remain free of any writing, stickers or labels.
- Never leave your Chromebook unattended or exposed to extreme temperatures

## **Agreement Terms**

Students are expected to comply at all times with the Acceptable Use Policy and provisions of the Student/Parent Chromebook Agreement. Failure to do so may terminate the Agreement.

## **Use and Fees**

All Chromebooks have a 4 year warranty. The student and parent/guardian assume all fees associated with repair or replacement not covered by the insurance. Furthermore, the following are applicable in all instances:

- Damage occurring at school must be reported to the Technology Department or the Library.
- Repeated damage will result in a minimum fee of \$25 to a max of replacement cost.
- In the cases of theft, vandalism, or other criminal acts, the building administrator, Technology Department, or Library should be notified immediately. Such acts occurring off campus should be report to the police and a copy of the report should be brought to the school. Student will be charged for replacement.
- Students will be charged for lost chargers and cases.
- Seniors must clear all records and pay all fees before participating in graduation.

## **Receiving and Returning a Chromebook**

### **Receiving a Chromebook**

- Parents/Guardians and students must sign and return the Heyworth CUSD#4 Acceptable Use Policy and the Student/Parent Chromebook Agreement before a Chromebook will be issued to a student.

- Each student will receive a Chromebook, protective sleeve, and all other accompanying equipment.
- Chromebooks will be labeled by the school district and will include the device serial number. These identifications are not to be altered.
- Chromebooks and district issued email accounts are the property of Heyworth CUSD#4 and, therefore, may be subject to inspection at any time. The student should have no expectation of privacy as it relates to

### **Return of Chromebook**

- Chromebooks, and all accessories as determined by the District, will be returned at a designated time/place during the last two weeks of school.
- If a student transfers to another school, said student should return their Chromebook at the time of transfer. A student leaving the district can make the final payment(s) then ownership will be transferred to the student.
- If a student fails to turn in their issued Chromebook, student/parent/guardian will be held responsible for the replacement cost and, if applicable, any insurance deductible.
- Chromebooks will be returned to Heyworth CUSD#4 one week prior to summer break.

### **Care of Chromebooks**

- Avoid using sharp objects on the Chromebook
- Avoid applying cleaning agents or liquids to the Chromebook. Do not use window cleaners, household cleaners, sprays, solvents or other types of liquid to clean the Chromebook. Rather, use a soft, lint free cloth to wipe down the Chromebook frequently.
- Do not attempt to fix the Chromebook yourself by trying to access internal components of the machine. If a Chromebook fails to work properly, or is damaged, it should be taken to the Library or Technology Department for repair.
- Never attempt to change or alter the operating system of the Chromebook.
- Do not throw or slide the Chromebook
- Carefully insert and/or remove cords and cables.
- Chromebooks and district provided sleeves are to remain free of any writing, drawing, stickers, or labels. Always keep the Chromebook in the provided protective sleeve when not in use.
- Chromebooks can be located remotely. Any attempt to modify, alter, or disable the locator function is a violation of the Heyworth CUSD#4 Acceptable Use Policy and will result in disciplinary action.

- Never attempt to modify or alter the identification label. Never leave a Chromebook unattended.
- Do not expose the Chromebook to extreme conditions of heat, humidity or cold. This will damage the device. Chromebooks should be stored in dry locations and, if exposed to previously stated conditions, it should be restored to room temperature before being turned on.
- It is the student's responsibility to charge the Chromebook each night.
- Do not stack anything on top of the Chromebook resulting in undue pressure.
- If the Chromebook is not working properly, do not contact the manufacturer. Rather, report any incident to the Library Staff or Technology Department and never have an outside party attempt to repair the Chromebook

**Student Responsibility for the Chromebook-** Students are solely responsible for Chromebooks issued to them and must adhere to the following:

- Comply with the district's Acceptable Use Policy outlined in the Heyworth Jr/Sr High and Grade School Student Handbook.
- Bring the Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
- Care for their device and never leave it in unsecured locations.
- Keep devices in the district issued protective sleeve when not in use.
- Promptly report any problems with their Chromebook to the district Technology Director.
- Refrain from removing or altering district identification codes and serial numbers.
- Refrain from attempting to circumnavigate device security or other district measures implemented to protect the device from misuse.
- Never attempt to remove or alter the physical structure of the Chromebook; including keys, screen covers or plastic casings. Never attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Keep the Chromebook clean. Students should not touch the Chromebook screen with their finger, pencil, pen, etc and should only use approved screen cleaners. Routine cleaning involves keeping the keyboard free of debris, maintaining all peripheral equipment properly, cleaning the screen with approved products, and ensuring the device is shut down properly.

### **Student Responsibility for Electronic Data**

Students are solely responsible for applications or extensions on their Chromebook not installed by the district Technology Coordinator or staff. Students are also responsible for backing up data to protect from loss. Users of district technology have no rights to

ownership, nor an expectation of privacy, regarding any data that is, or was, stored on the Chromebook, network, or any school issued applications. Further, users are provided no guarantee data will be retained or destroyed.

### **Use of Chromebooks at School**

Chromebooks are intended for use at school each day. Along with specific classroom instruction, the Chromebook can serve as a medium for announcements, schedule, or calendar changes and other school messaging needs. Each student is responsible for bringing a fully charged Chromebook each day.

- If a student leaves his/her Chromebook at home, a limited number of “loaner” devices are available through the Technology Coordinator. The student is responsible for checking this device back in at the end of the day unless given other specific instructions by the Technology Department.
- “Loaner” devices may also be issued if a student’s machine is under repair.
- Each student should ensure his/her Chromebook is fully charged at the beginning of each school day.
- Personalized screensavers and backgrounds are permissible, however, any screensaver containing inappropriate images or language will result in disciplinary action.
- Sound on the Chromebook should be muted at all times unless directed otherwise by the classroom teacher.
- Students should use their own headphones/earbuds with the Chromebooks. Microphone capabilities are preferred.
- Internet games are not allowed on the Chromebook.
- Instructions on how to print from the Chromebooks will be provided to students.

### **Use of Chromebooks at Home**

- Heyworth CUSD#4 will install Internet filtering when the device is off the school network. However, no system is foolproof. It is the parent's responsibility to monitor their home Internet usage. Parents/guardians should take an active role in monitoring their students’ activity on school issued electronic devices, especially as it pertains to use outside of the school setting.
- Chromebooks are equipped with a camera feature and video recording capabilities. These functions should only be used for school use and never without permission. Per state statute, cameras and video are strictly forbidden in restroom and locker room areas.

## **Repossession of Equipment**

If a student does not fully comply with the Acceptable Use Policy and the Chromebook Agreement, Heyworth shall be entitled to declare them in breach and repossess any Chromebook and associated devices.

## **Website and Social Media Guidelines**

- Don't post anything you wouldn't want others to see.
- Follow guidelines on appropriate and inappropriate writing online.
- Never give out personal information online and never give out your passwords.
- Always check your sources, in their entirety, when using online resources.
- Never assume someone else's legal intellectual property as your own without their permission. Proper citations and credit must be given to online sources.
- Be aware of copyright laws in relation to text and images.
- Never misrepresent yourself online.
- Understand the expectations of online writing are the same as those of conventional writing. Shortcuts used in texting and posting are not permissible when writing online.
- Always report any material you feel is inappropriate for the school setting.

## CHAPTER 8 EXTRACURRICULAR AND ATHLETIC ACTIVITIES

### Extracurricular Activity Policies

#### **Elementary and Junior High School - IESA**

Heyworth Community Unit School District No. 4 is a member of the Illinois Elementary School Association. Our extracurricular policies meet and in some cases exceed the requirements of these organizations.

#### **Elementary School Activities/Clubs**

Elementary students may participate in the following activities and/or clubs:

6th Grade Track	5th/6th Grade Literary Competition
5th/6th Grade Intramural Girls' Basketball	Student Council (3-6 Grades)
5th/6th Grade Intramural Boys' Basketball	Honors Chorus (5-6 Grades)
	Art Club (5-6 Grades)

#### **Senior High School - IHSA**

Heyworth Community Unit School District No. 4 is a member of the Illinois High School Association. Our extracurricular policies meet and in some cases exceed the requirements of these organizations.

#### **Activities/Clubs**

Students may participate in the following activities:

#### **Jr. High School:**

Cheerleading  
Scholastic Bowl

Yearbook  
Math Counts  
Speech

Sports  
Student Council

#### **High School:**

Yearbook  
Cheerleading  
Class Organizations  
Spanish Honor Society  
Speech Team

Student Council  
Art Club  
Chess Club  
FFA  
National Honor Society  
Sports

Scholastic Bowl  
Key Club  
WYSE  
Spanish Club  
Spring Musical

Heyworth High School is a member of the Heart Of Illinois Conference and competes in football, volleyball, cross country, wrestling, golf, basketball, softball, baseball and track.

### **Extracurricular Athletics**

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, Extracurricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgement of receiving information about the Board's concussion policy 7:305, Student Athlete Concussions and Head Injuries.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirements(s) comply with Board policy 7:10, Equal Educational Opportunities, and (2) maintain the necessary records to ensure student compliance with this policy.

#### **Participation Code - Requirements for Extracurricular Athletic Activities**

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian.



3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
5. A signed agreement by the student and student's parent/guardian acknowledging they have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy.
6. A signed Parent/Coach communication agreement by the student's parent/guardian.

### **Athletic/Activities Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

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

The student shall not:

Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;

- 1.. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
2. Ingest or otherwise use tobacco or nicotine in any form;
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood altering and performance enhancing drugs or chemicals) or paraphernalia;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
5. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
6. Act in an unsportsmanlike manner;
7. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
8. Haze or bully other students;

9. Violate the written rules for the extracurricular or athletic activity;
10. Behave in a manner that is detrimental to the good of the group or school;
11. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
12. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.
13. Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber bullying (bullying through the use of technology or any electronic communication) and means any 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:
  - A. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
  - B. Causing a substantially detrimental effect on the student's or students' physical or mental health;
  - C. Substantially interfering with the student's or students' academic performance; or
  - D. 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.

### **Due Process Procedures**

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

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

Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

### **First violation**

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

### **Second violation**

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

### **Third violation**

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

the date of the suspension, including all extracurricular and athletic activities during this period.

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

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

### **Drug and Alcohol Testing Program**

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

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

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

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

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed

to return only after all statutory prerequisites are completed, including without limitation, the School District's return to play and return to learn protocols.

### **Sportsmanship**

Heyworth High School is a member of the Heart of Illinois Conference, and we abide by the sportsmanship code established by the conference, our high school athletic teams compete for a sportsmanship award presented by the conference. All Heyworth students, coaches, and fans are expected to demonstrate the highest level of sportsmanship.

### **Heart of Illinois Conference Code of Conduct**

- Respect our game, yourself, and others.
- Respect our officials at all times.
- Show sportsmanship in victory or defeat.
- Be positive in your actions and comments.
- Never single out an athlete with criticism.
- Set a good example for us and those around you.
- Cheer for good play.
- Practice self control.
- Remember: This is a game, we are here to have fun!!!

### **Eligibility**

Selection of members or participants in extracurricular athletic activities is at the discretion of the designated teachers, sponsors, and coaches. In order to be eligible to participate in extracurricular athletic activities, a student must be passing all classes. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until academic requirements are met, whichever is longer.

### **IHSA (or) IESA**

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

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

Students who wish to attend or participate in any extracurricular activity must be in school at least a 1/2 day on the day of the activity unless excused by the principal. Medical visits and family emergencies will be considered.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

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

### **Injuries and/or Illness**

If the candidate is unable to participate because of doctor's orders, he/she may letter provided that he/she plays in half of the quarters, meets, innings, or games. Or accumulates the proper number of points in the case of track during that part of the season in which he/she is allowed by the doctor to participate. Individuals who are injured or ill need to attend all practices and games within their abilities.

### **Summer Activities and Camps**

At the discretion of the school administration, coaches may offer summer activities such as weight lifting, track, baseball leagues, and/or open gym. The criteria for these kinds of activities are as follows:

1. They must be within the rules and spirit of the IHSA/IESA.
2. The coach involved must want to manage the activity. It will not be assigned.
3. There must be no coercion or pressure to cause students to participate.

Students may attend summer sports and other camps as long as the camps are conducted within IHSA/IESA rules. It is each student's responsibility to verify this with his/her coach and /or principal.

### **Athletic Success**

Athletic Success is achieved when student athletes demonstrate appropriate levels of development in athletic, and personal growth consistent with the larger mission of the school district.

## **The “H”**

The Varsity “H” signifies that the person who has earned it has made a major contribution in at least one sport or activity and has fulfilled the requirements of the Participation Code. To earn the varsity letter, the athlete must finish the season in good standing: This includes NOT being ineligible or suspended. This letter is an honor and a representation of Heyworth High School. When a person wins his/her first Varsity letter, he/she will receive an “H” insignia of the sport and a bar, which indicated one letter won.

For each subsequent letter earned in the same sport, the letter winner will receive another bar that is to be placed under the pin and bar previously earned. For each letter earned in a different sport or activity the recipient will be awarded a pin recognizing that activity and bars to be placed under it. During his/her high school career a person will be awarded only one “H” with as many pins and bars as have been earned.

### **Criteria for Earning the “H”**

**Band:** One must have completed two years as a member of the band, and in each year participated in all rehearsals, functions, and concerts. He/She must have participated in the IHSA Solo & Ensemble Contest and received a Division 1 rating on a solo. Students must also audition for and make the ILMEA District Band.

**Baseball & Softball:** One must have played in half or more of the innings played by the team. A candidate who only pitches, but in a regular rotation, may letter. A candidate who is only a relief pitcher, but who pitches often and is relied upon, may letter.

**Basketball:** One must participate in one-half or more of the quarters played by the Varsity team. If a candidate is out for the team four full seasons, he/she will letter as a senior regardless of the quarters played.

**Cheerleading:** One must be a member of the Varsity Squad and have attended all practices and games (football and basketball). He/She must also have followed all squad rules.

**Choir:** One must have completed two years as a member of the choir and in each year have participated in all rehearsals, functions, and concerts. He/She must have participated in the IHSA Solo & Ensemble contest and received a Division 1 rating on a solo. Students must also audition for and make the ILMEA District Band.

**Cross Country:** One must finish the season in the top five for points for more than 50% of the season. This applies to the top five boys and the top five girls.

FFA: One must attend all chapter meetings unless he/she is absent from school on that day. The candidate must attend at least two CDE's per year, one being Chapter SAE interviews. The candidate must have attended at least one leadership conference in their FFA career and hold a Greenhand FFA Degree.

Football: One must participate in half or more of the quarters played by the Varsity team. If the candidate is out for the team four full season, he will letter as a senior regardless of the quarters played.

Golf: One must have played in half or more of the matches played by the Varsity team.

Manager (Athletics Only): One must have attended all practices and games and must have satisfactorily completed the responsibilities assigned by the coach.

Speech: One must have competed on the regional team for all 4 years.

Track: One must have earned an average of 1.5 points per meet for all Varsity meets. This includes large meets, (e.g. district) even though a full team may not be entered.

Volleyball: One must have played in half or more of the games played by the Varsity team. If a candidate is out for four full seasons, she will letter as a senior regardless of the quarters played.

Wrestling: One must have participated in more than half of the Varsity matches.

## **Sportsmanship**

### **Coaches Responsibilities**

1. Create a positive environment through sincere praise, immediate encouragement, and corrective instruction.
2. Develop and communicate clear and specific goals for the team and for individuals.
3. Set the benchmark for sportsmanship by modeling and enforcing a strict code of ethics.
4. Maintain open and honest communication.
5. Provide enjoyable experiences for the student athletes.
6. Support student academic expectations, responsibilities and achievements.

### **Parents and Guardians Responsibilities**

1. Support the decisions of the coach.



2. Expect and support student attendance at practices and games.
3. Use good sportsmanship as a spectator and conduct themselves in a manner that reflects positively on both the team and the school.
4. Respect officials, opponents, peers, and all others associated with an event.
5. Understand that the game is for the students, not the adults.

### **Fans and Supporters Responsibilities**

1. Recognize that a ticket to an athletic contest is a privilege to observe a game.
2. Cheer for your team, not against officials and opponents.
3. Demonstrate good sportsmanship and citizenship.

### **Administration and Board Responsibilities**

1. Provide means for conflict resolution.
2. Provide and maintain the best possible athletic facilities.
3. Hire qualified coaches that are supported by continuing education. Empower coaches to lead their programs and support their decisions.
4. Create and maintain a safe and secure environment for students, staff, parents, and the community.
5. Assign and communicate appropriate levels of accountability to student athletes and coaches.

### **Student Athletes Responsibilities**

1. Demonstrate good sportsmanship and respect for coaches, opponents, fellow athletes and players, parents, and the community.
2. Maintain and practice good health habits by being alcohol and drug-free and participating in off-season training to avoid injury.
3. Follow all rules as set by the coach and the school.
4. Seek high academic standards to be the best students they can be.
5. Be an active participant and promoter of a positive team attitude.
6. Communicate with coaches openly and honestly.

## **Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend Heyworth schools may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance to the event. A guest must be "age appropriate" as defined by the school administration. All school rules, including the school's discipline code and dress code are in effect during school sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's

parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Separate dances are held for junior high students and for high school students. Junior high and elementary students are not eligible to attend high school dances and high school students are not allowed to attend junior high and elementary dances and/or parties.

- Dances must be sponsored by a school club or organization.
- At least two staff members must chaperone dances and be present at all times.
- The sponsoring club or organization must clean up after the dance.
- Guests requesting to attend a HHS dance must be pre-approved by the principal.
- Guests are not permitted at junior high dances.
- Except for Prom and Homecoming, dances will end no later than 11:00 p.m.
- All dances must be placed on the school calendar and approved by the principal.