

# Hamilton County Unit 10 Schools

Parent-Student Handbook  
2014-2015

**Dahlgren Attendance Center**  
5th & Dale  
Dahlgren, IL 62828  
618-736-2316 or 618-643-5035  
Fax: 618-736-2057

**East Side Attendance Center**  
501 East Randolph  
McLeansboro, IL 62859  
Direct Dial – 618-643-3323  
or 618-643-2328, Ext. 6110 or 6118  
Fax: 618-643-2070

**Unit #10 Website**  
[www.unit10.com](http://www.unit10.com)



**Hamilton County Pre-School**  
204 West Cherry  
McLeansboro, IL 62859  
Direct Dial – 618-643-5034  
or 618-643-2328, Ext. 6160 or 6161  
Fax: 618-643-5304

**Hamilton County  
Junior/Senior High School**  
1 Fox Lane  
McLeansboro, IL 62859  
JH Office – Direct Dial – 618-643-5031  
or 618-643-2328, Ext. 2000  
SH Office – Direct Dial – 618-643-5032  
or 618-643-2328, Ext. 1000 or 1001  
Guidance Office – 618-643-2328, Ext. 3000  
Fax: 618-643-2307

*"In Search of Excellence"*

## TABLE OF CONTENTS

Administration of Medication at School	5	IHSA CPR/AED Training Video	17
Asbestos Management Plan	6	Instruction on AIDS/HIV	7
Athletic Eligibility Rules	16-17	Instructional Materials Fees	3
Athletic Fees	3	Intended Use of Calendar-Handbook	1
Athletic Insurance	3	Internet/Electronic Networks Access	7
Attendance Policies	4	Interscholastic Activities Eligibility	17
Beginning School Age	9	Junior High Extracurricular Participation	17
Bell Schedules (Jr./Sr. High School)	12	Junior High Promotion & Retention Guidelines	7
Board of Education & Board Meetings	1	Leaving Before the Close of School Day	4
Bus Conduct & Emergency Transportation	9	Medicaid Provider Services	13
Chain of Command	1	Notification Rights & Visitation Rights	13
Child Abuse & Neglect	4	Participation in Graduation Ceremonies	8
Child Care Program	3	Phone System	1
Curricular Offerings (Junior/Senior High)	7	Preventing Bullying, Intimidation & Harassment	14
District Budget & IL School Report Card	2	Notice of Registered Sex Offenders	13
District Philosophy & Objectives	2	Report Cards	9
District Public Records Access	13	School Food Service Fees	3
District Technology Vision Statement	2	School Insurance	3
Dress for Commencement	8	Semester Exam Exemption	7
Electronic Devices	11	School Wellness Plan	3
Elementary Promotion Standards	9	Sex Education	7
Emergency Dismissals	4	Special Education Information	4
Emergency School-Supplied Epinephrine	5	Student Discipline	10-11
English Language Learners	7	Student Dress (Jr./Sr. High School)	8
Equal Educational Opportunities	2	Student Record Rights	12
Equal Employment Opportunities	2	Student Searches	11
Fire and Disaster Drills	4	Students with Acute Communicable Diseases	6
Graduation Requirements	8	Surveillance Notification	11
Uniform Grievance Procedure	15	Teacher Qualifications	13
Harassment of Students Prohibited	14	Teen Dating Violence Prohibited	15
Hazardous & Infectious Materials	6	Title I Parent Involvement	4
Health Examinations & Immunizations	6	Vision & Hearing Screenings	6
Homeless Children	6	Waiver of Fees	3
Honors & Honor Roll	7		

## INTENDED USE OF THIS CALENDAR-HANDBOOK

The Hamilton County Unit No. 10 Board of Education provides this calendar-handbook as a service to parents and students of the District. The information in this document is provided to answer frequently asked questions and/or is required to be made available to parents upon enrolling your child in our district. The information is by no means all inclusive as board policies, nor are the sections addressed always verbatim; therefore, if you have a need for exact wording of a certain section, please contact your local school principal or the superintendent's office for clarification.

## CHAIN OF COMMAND

The administration advises parents/guardians who would like to informally resolve problems involving teachers to use the following chain of command: 1) teacher; 2) principal; 3) superintendent; and 4) Board of Education. If the process reaches step four, please be advised that individuals who wish to address the Board of Education must make a written request, with the nature of the concern stated, to the Superintendent one week in advance of the Board meeting.

## BOARD OF EDUCATION

John Ewald, President

Danny Anselment, Steve Becker, Randy Kirsch, Larry Launius, Tom Maulding, Terry Rubenacker

## BOARD OF EDUCATION MEETINGS

The Hamilton County Community Unit District No. 10 Board of Education welcomes public participation in school affairs and encourages citizens to attend Board meetings. School Board meetings are typically held at 6:00 p.m. on the third Tuesday of each month during the months of November through March and at 7:00 p.m. from April through October. Meetings are normally held at the Unit Office located at 109 North Washington Street in McLeansboro. Occasionally, meetings may be scheduled at other times or in other locations, but changes are announced through the public media. At all meetings, during the period of recognition of visitors, citizens are given an opportunity to express their views on matters concerning the schools. According to Board of Education policy KCA, it is preferred to inform the Superintendent in writing one week in advance of the Board meeting of any requests to speak to the Board of Education. Presentations should be limited to five minutes in length. Other requirements to be followed as a part of policy KCA are available upon request at the unit office.

## SCHOOL DISTRICT PHONE SYSTEM

**Direct Dial Numbers:** Dahlgren–618-736-2316 or 618-643-5035; East Side–618-643-3323; Jr. High–618-643-5031; Sr. High–618-643-5032; Pre-School–618-643-5034; Unit Office–618-643-2328

**To reach a person by extension, dial: 618-643-2328** – When connected, you will hear a recorded message. At any time during this message, you may enter the extension number of the person you are trying to reach (listed below). If no one answers, you will be given the option of leaving a message.

<u>UNIT OFFICE</u>		<u>HAMILTON CO. JR./SR. HIGH SCHOOL</u>	
Jeff Fetcho, Superintendent	Ext. 6102	Travis McCollum, Principal	Ext. 2129
Debbie Reed, Secretary	Ext. 6102	Jay Lentz, Assistant Principal	Ext. 2126
Carmen Beck, Bookkeeper	Ext. 6104	Flossie Webb, High School Secretary	Ext. 1000
Irene Biggerstaff, Transportation Director	Ext. 6105	Denise Campbell, High School Secretary	Ext. 1001
Marilyn Lewis, Payroll Clerk	Ext. 6106	Sharon Link, Junior High Secretary	Ext. 2000
Brent Johnson, Maintenance Director	Ext. 6107	Ag Room	Ext. 1190
<u>EAST SIDE</u>		Alesha Hodge, School Nurse	Ext. 2109
Mark Scott, Principal	Ext. 6181	Rhonda Tracy, Nurse's Office	Ext. 2120
Christina Garrett, Secretary	Ext. 6110	Connie Lueke, Sr. High Guidance	Ext. 2116
Samantha Lueke, Secretary	Ext. 6118	Teresa Belangee, Guidance Secretary	Ext. 3000
Guidance Counselor/Nurse	Ext. 6112	Clint Winemiller, Athletic Director	Ext. 3220
Troy Becker, Technology Director	Ext. 6113	Lisa Fetcho, Jr. High Guidance	Ext. 2114
Cafeteria	Ext. 6115	Cafeteria	Ext. 4270
<u>BUS GARAGE</u>		Amanda Woodrow/Kim Barrow, Library	Ext. 5330
Raymond Riley, Mechanic	Ext. 6150	<u>HAMILTON COUNTY PRE-SCHOOL</u>	
<u>DAHLGREN SCHOOL</u>		Christina Epperson, Principal/Sp. Ed. Director	Ext. 6160
Christina Epperson/Principal	Ext. 7001	Ingrid Drone, Secretary	Ext. 6161
Jodi Reyling, Secretary	Ext. 7000	Paula Jackson, Child Care Director	Ext. 6164

## HAMILTON COUNTY UNIT 10 PHILOSOPHY OF EDUCATION

The primary function of Hamilton County Community Unit District No. 10 is to serve the children and youth of our community by providing them with a comprehensive education that is adapted to the differences among people, their vocational interests and aspirations, and their abilities in order to enable all students to become contributing members of our democratic society.

In order to achieve this primary function, Unit No. 10 maintains continuous evaluation processes and updates curriculum and materials accordingly so that students acquire the basic skills necessary to function effectively. Emphasis is placed on preparing students to react responsibly to changes in our global society. Unit No. 10 works cooperatively with community resources, area colleges, and universities to acquaint students with ever changing careers and technologies.

It is the responsibility of the school, home, and community to work cooperatively to help all students develop an understanding and a respect for themselves as well as for the integrity, opinions, dignity, and worth of others in their daily lives.

Unit No. 10's motto, "In Search of Excellence", reflects continuing efforts to implement this philosophy.

### Statement of Objectives

1. Students share educational experiences that:
  - A. Provide opportunities to master the basic skills of reading, communication, computation, and problem solving.
  - B. Develop the ability to use sound, efficient, and accurate research procedures which exhaust all available sources of information.
  - C. Foster a feeling of adequacy and self-worth.
  - D. Encourage worthy use of leisure time and provide opportunities to express the full extent of their creativity.
  - E. Develop moral and ethical values that will manifest self-control, honesty, fairness, justice, tolerance, courtesy, and kindness to their fellow men.
  - F. Develop an appropriate understanding of the physical, social, and economic world in which they live and assist them in adjusting effectively.
  - G. Develop the necessary skills to become sufficiently employed in an entry position upon graduation or to continue in a post-secondary school.
  - H. Provide physical education and health services which promote life-long wellness.
  - I. Emphasize good management of human and material resources.
  - J. Enhance decision-making and critical thinking skills.
2. Students develop an understanding of the principles of democracy, an awareness of the importance of democracy, and a desire to participate in democratic activities. The school attempts to achieve these aims through:
  - A. Classroom instruction that develops in each child an understanding of, and an appreciation for, the forces and ideals which have made America great and a sense of personal opportunities and responsibilities as a global citizen.
  - B. Discussion of current events in the classroom.
  - C. Organizations that include an involvement in student government.
  - D. Student participation in patriotic events.
  - E. Student volunteer service in community and school activities.
3. Students develop the attitude that the individual's own efforts are highly important in realizing their potentialities. The school attempts to achieve this objective through:
  - A. Individualized instruction determined by student need.
  - B. Recognition of student achievement.
  - C. Support Services: guidance, health & nutrition services, parental involvement, library & media services.
  - D. Cooperative work programs.
  - E. Evaluation of Scholastic Achievement.
  - F. Extra-curricular activities: athletics, clubs, drama, scholastic bowl.
  - G. Incentive programs.
  - H. Informal peer tutoring.
  - I. Intergenerational activities.
  - J. Intra-curricular activities: field trips, guest speakers, music, etc.

## VISION STATEMENT FOR TECHNOLOGY PLANNING

Hamilton County Community Unit No. 10 School District is dedicated to incorporating technology in a manner that empowers our district-wide community of students, staff, parents, and other stakeholders to become productive citizens in the 21st century. It is the goal of this district to provide broad technological experiences that equip stakeholders with competencies necessary to function in an ever-changing technologically dependent society. To achieve this vision will require a commitment of financial and human resources by the community of learners to be served.

### SCHOOL DISTRICT BUDGET & ILLINOIS SCHOOL REPORT CARD

The School District's financial budget and Illinois School District Report Card are posted on the District's website - [www.unit10.com](http://www.unit10.com). The District's current budget is normally approved at the September Board meeting, and the School Report Cards are usually available in November. Illinois School Report Cards are summary pages of educational, operational, and financial aspects of each building and the District, including the District's progress toward making AYP (Annual Yearly Progress).

### EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy EBH – Use of School Facilities. Any student may file a discrimination grievance by using Board policy GAE – Uniform Grievance Procedure or Board Policy JAAA-R – Handicap Discrimination Grievance Procedure.

#### Sex Equity

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

Any student may file a sex equity complaint by using Board policy GAE – Uniform Grievance Procedure or Board Policy JAAA-R – Handicap Discrimination Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). The Nondiscrimination and Title IX Coordinator for the District is Mr. Mark Scott, and he may be contacted at 501 E. Randolph Street, McLeansboro, Illinois, or by calling (618) 643-2328.

### EQUAL EMPLOYMENT OPPORTUNITIES

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status, provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Nondiscrimination Coordinator for the District is Mr. Mark Scott, and he may be contacted at 501 E. Randolph St., McLeansboro, Illinois, or by calling (618) 643-2328. The Complaint Managers for the District are Jeff Fetcho, 109 N. Washington St., McLeansboro, Illinois, (618) 643-2328, and Christina Epperson, 204 W. Cherry St., McLeansboro, Illinois, (618) 643-2328.

#### Minority Recruitment

The District will attempt to recruit and hire minority employees. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.



## INSTRUCTIONAL MATERIALS FEES

Each pupil is required to pay an instructional materials fee at the time of registration. The instructional materials fee is used to purchase basic and supplemental texts — hard cover and paperback, periodicals, workbooks and supplies. During the 2014-2015 school year, fees for students in grades K-12 will be \$30. Students in grades 5-12 will also pay an additional \$2.00 fee for a student handbook. Students may pay additional replacement costs for books lost or damaged beyond normal wear. Locks for lockers are available at the 7-12 building for \$6.00. Locks are optional at the Sr. High, but required on P.E. lockers at the Jr. High. Fees for specific elective courses are as follows:

### Junior High

A \$20.00 fee for Ag. Discovery I & II, Introduction to Computers, Computer Applications, Computer Exploration, Introduction to Ag. Construction, and Introduction to Vocational Careers.

### High School

<u>\$20.00 Annual Fee</u>	<u>\$25.00 Annual Fee</u>	<u>\$20.00 Per Semester Fee</u>	<u>\$25.00 Per Semester Fee</u>	<u>\$50.00 Per Semester Fee</u>	<u>\$75.00 Per Semester Fee</u>
Accounting I & II	Anatomy	21 <sup>st</sup> Century Foods	Foods	Energy Utilization	Driver's Ed.
Advanced Biology		Orient. To Com. Tech.	Ag Construction		
Advanced Chemistry		Orient.to Energy Tech.	Ag Manufacturing		
BSA in Ag.		Desktop Publishing I	Ag Mechanics		
Green House Production					
PS in Ag.					
Basic Ag Careers					

## WAIVER OF FEES

This is to advise you that you may be eligible for a waiver of student fees if your gross income is under that set out in the federal guidelines for free meals, or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in the principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the school in which your child is enrolled. **Rend Lake College Dual Credit classes and Driver's Education do not qualify for a fee waiver.**

## CHILD CARE PROGRAM

Hamilton County Unit No. 10 School District is one of the very few schools in the state of Illinois that provides a fully approved and licensed child care program for children that have reached the age of 15 months. The fees for children attending the Child Care program are as follows:

<u>Ages 15 - 23 Months</u>	<u>Ages 2-12 Years</u>	<u>Before &amp; After School Child Care</u>
\$24.00/day (5 hrs. or more)	\$19.00/(5 hrs. or more) \$10.00/(a.m. or p.m.)	\$5.00/hour

In addition to the above fees, the cost for breakfast is \$.75/day and the cost for lunch is \$1.75/day. Some students may qualify to receive breakfast and lunch at free or reduced prices. Please see the Building Principal to determine if you meet federal requirements for free or reduced price meals. The reduced breakfast price is 30 cents and the reduced lunch price is 40 cents.

To attend the child care program, a child must be enrolled in advance and parents must sign a contract for a minimum of two (2) days per week. Drop-offs will not be accepted. Available slots will be filled on a first-come, first-serve basis. Payment is expected in advance, no exceptions.

DHS funding is available through the State of Illinois for reduced fees if parents in the family unit are working or going to school. To qualify, parents must verify their income, class schedules, sign an application, and pay the weekly fee which is figured from a state scale. One fee is charged for the entire family and that fee is based on family size and income level. This fee must be paid in advance for the child to attend. It is to your advantage to ask about this program. Check with the director if you need to determine your qualifications or additional information about the child care program.

## SCHOOL FOOD SERVICE FEES

Hamilton County Unit No. 10 School District maintains 3 cafeterias in order to provide a nutritional lunch and breakfast to each student. The price of lunch is \$1.75 for Pre-K–6<sup>th</sup> grade students, \$2.25 for 7-12 grade students, and \$2.75 for adults. The price of breakfast is 75 cents for Pre-K–6<sup>th</sup> grade students, \$1.00 for 7-12 grade students, and \$1.25 for adults. Some students may qualify to receive breakfast and lunch at free or reduced prices. Parents are requested to apply to the building principal to determine if they meet federal requirements for free or reduced price meals. The reduced breakfast price is 30 cents and the reduced lunch price is 40 cents. Students may bring lunch from home and purchase milk for 40 cents per half-pint.

School food service helps contribute to the education of the students in three ways: (1) their physical well-being; (2) their mental receptivity; (3) their knowledge of food and application of good eating habits.

In accordance with Federal Law & U.S.D.A. policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## SCHOOL WELLNESS PLAN

The Hamilton County Unit No. 10 School District Wellness Committee works to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The District Nurse coordinates the committee meetings. The committee consists of parents, students, school food authority representatives, school administrators, teachers, health professionals, and members of the public (if you are interested in participating, please contact Health Services at (618) 643-2328, ext. 2109 or 2120). The School Wellness Plan is available for review at each school site. The following are our goals:

- Make public aware of nutrition tips, nutrition information, nutrient analyses of school menus, and nutrition snack standards.
- By the 2014-15 school year, school-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited.
- By the 2015-2016 school year, all foods and beverages sold outside the school meal programs (including snack lines, concessions, and fundraising activities) will meet the federal nutrition and portion size standards.
- Involvement of students and public in selection of healthy food choices
- Students will be given opportunities for physical activity beyond physical education classes.
- Student participation in Jr./Sr. High School physical education will be increased.
- A more consistent and efficient method for mental health referral/counseling shall be developed.

## SCHOOL INSURANCE

A student insurance program through Nationwide Life Insurance Company is available from Gerlock & Associates out of Carterville, Illinois. The costs for the student insurance packages are as follows:

<u>Student Accident Insurance – Individual Options</u>	<u>Low</u>	<u>High</u>
At-School Coverage (excludes football)	\$29.00	\$37.00
24-Hour All Year Coverage (excludes football)	\$105.00	\$154.00
Football Coverage (Grades 9-12)	\$171.00	\$284.00

### **Premium Rates Include Extended Dental**

**Athletic Insurance** - It is a requirement that every athlete, 4th through 12th grade, provide verification of insurance coverage prior to participating in interscholastic athletics. If coverage is through a private carrier, verification would include name of the company, policy number and expiration date. Athletes not having access to private coverage must purchase school time insurance as per the information above. Either the Low or High option of school time coverage will be acceptable. Football players must provide verification of private insurance as described above **or** purchase the football coverage. Please contact Gerlock & Associates (618-985-5893) with any questions concerning the various plans and/or coverages.

## ATHLETIC FEES

An athletic participation fee of \$40.00 per year will be charged to 7-12<sup>th</sup> grade students participating in athletics. This fee will be non-refundable after the season starts.



## ATTENDANCE POLICIES

Pupils cannot profit to the fullest extent from school work unless they attend regularly. Regular attendance and scholarship are closely associated.

Policy JBD of the Hamilton County Community Unit #10 Board of Education Policy Handbook dealing with absence and excuses follows:

“Excuses in writing may be required from the parent or guardian for any absence or tardiness. Illness of the pupil, or of some member of the immediate family, or some urgent necessity shall be regarded as the only valid excuse. The principal shall use discretion in regard to specific instances.”

Parents should call the main office before 10:00 a.m. on the day of their child's absence pursuant to 105 IL School Code 5/26-3b. A student who is absent from school should bring a signed statement from his/her parents explaining the cause of the absence. The signed statement should be presented in the main office. At the Junior and Senior High Schools, students will then be issued the necessary “admit slip.” After obtaining an “admit slip”, the student should present it to each of his/her teachers at the beginning of each period, and leave it with the last hour teacher.

All dental and doctor appointments should be made (if at all possible) after school and on Saturdays or during vacation periods. Work missed during an excused absence must be completed to the satisfaction of the teachers. The responsibility for make-up work is placed on the student with reasonable cooperation from the teacher.

### Reasons for Excused Absences

- (A) Sickness - personal or immediate family.
- (B) Death in family or intimate friend.
- (C) Medical or dental appointment (appointments should be other than during school hours).
- (D) Emergency situations.
- (E) Recognized school sponsored field trips.
- (F) Justifiable requests by parents (must be approved in advance by the principal).
- (G) Religious holidays

### Unexcused Absences

Unexcused absences are those which the school administration cannot conscientiously approve. The parent may or may not be aware that the student was absent. Absences for reasons other than those listed will be considered unexcused.

## LEAVING BEFORE THE CLOSE OF SCHOOL DAY

For the welfare and protection of your child, you are asked to cooperate in the following procedures: If for any reason a child is required to leave school during the school day, a signed note from the parent must be sent in advance to the principal's office. This note must be approved by the principal. Any adult who comes for a child must go to the principal's office and receive authorization to take the child from the school.

## EMERGENCY DISMISSALS

In the event of inclement weather conditions or other emergency situations affecting the school schedule, the following radio and television stations will be contacted prior to 6:00 a.m. of the affected day:

WMCL Radio	1060 AM	McLeansboro
WISH Radio	98.9 FM	McLeansboro
WRUL Radio	97.3 FM	Carmi
WFIW Radio	104.9 FM	Fairfield
Z100 Radio	99.9 FM	Marion
WSIL T.V.	Channel 3	Harrisburg

In the event inclement weather conditions or other emergencies occur after school has begun and a decision is made to dismiss classes early, that announcement will be placed on the above listed radio stations. DO NOT CALL the radio stations, bus garage, or school. If no announcement is made, please assume that school will be conducted as scheduled.

You are urged to plan for such contingencies. Be sure that your child and your child's bus driver know where the child should go in the event of an early dismissal.

The District will also activate the SCHOOL REACH automated phone calling system to inform parents of school closings and other pertinent information throughout the year as school officials deem necessary. If you should miss the School Reach call or message, please call 1-855-955-8500 (call back number for School Reach).

## FIRE AND DISASTER DRILLS

All teachers will instruct students some time during the first week of school on procedures to follow in case of fire or disaster drills. Students are encouraged to pay close attention, and follow these directions throughout the school year.

## TITLE I PARENT INVOLVEMENT

It is the policy of the Board of Education to comply with Federal Rules and Regulations to ensure parental participation in the design and implementation of Title I projects. Therefore, steps will be taken to obtain parent participation in all phases of the project. Parents will be:

1. Informed of the instructional outcomes for their child;
2. Given periodic reports on their child's progress;
3. Contacted at least once per year for an individual parent/teacher conference;
4. Given an annual needs assessment for input into the project; and
5. Invited to an annual planning meeting for discussion and suggestions regarding planning, development, and operation of the program.

Each attendance center in the District will maintain a file with appropriate parent involvement information and literature regarding the Title I program, as well as a Complaint Resolution Procedure. For each student served, parents, teachers, and administration will complete a Parent/Student/School Compact whereby responsibilities of each is identified.

## INFORMATION TO PARENTS CONCERNING SPECIAL EDUCATION

The Hamilton County Community Unit School District #10 offers a free and appropriate education to all children. Any child ages 3-21 residing in the school district is eligible for special education service if he/she is:

Deaf	Multiply Disabled
Deaf/Blind	Orthopedically Impaired
Hearing Impaired	Health Impaired
Cognitive (Disabled)	Learning Disabled
Speech/Language Impaired	Visually Handicapped
Emotionally Disturbed	Autistic
Traumatic Brain Injury	

The Hamilton County Community Unit School District #10 makes available:

1. An annual screening of all children between the ages of 0 through 5.
2. Hearing and vision screening at regular intervals.
3. Speech and language screening upon initial enrollment in school if recommended.
4. An ongoing annual screening by teachers and other professional personnel for referral of those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting.

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of the child, community service agency personnel having primary care and custody, other professional persons having knowledge of the child's problems, the child, or the State Board of Education when there is reason to believe that a child may require 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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

## CHILD ABUSE AND NEGLECT

School personnel and Board of Education members are required by law to immediately report (or cause a report to be made) to the Department of Children and Family Services when child abuse or neglect is suspected.

## ADMINISTRATION OF MEDICATION AT SCHOOL

The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the education program.

If a student demonstrates a sufficient need for medication during the school day, the district may allow either self-administration of the medication, or may provide for a school employee to administer the medication (following the District's procedures on dispensing medication). No student shall possess or consume any prescription or non-prescription medication on school grounds or at school-related functions other than as provided for in this policy and its implementing procedures.

The intent of the guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

The objective of any medication program includes facilitating self-responsibility for medication after appropriate counseling and teaching children and families about health and self-care. It is within the scope of the school nurse's responsibility to provide counseling to children regarding appropriate medication use. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. In the absence of licensed medical staff, the school principal or their designee will be responsible for delegating a staff member to dispense any student medications required during school hours. It is recommended that the school nurse inservice the delegated staff on medication administration and safety.

- a) The school nurse should be notified before medication is to be given in school by the parent, so an individual schedule can be established for the student.
- b) Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reason(s) shall be entered in the record.
- c) The certified school nurse may, in conjunction with a licensed prescriber and the parents/guardians, identify circumstances in which a child may self-administer medication.
- d) Effectiveness and side effects shall be assessed with each administration and documented as necessary in the child's individual health record. Written feedback in regard to effects for long term medications will be provided to the licensed prescriber or parent/guardian as indicated or requested.

- e) All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
- f) All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status (with two exceptions - see Sections M & Q).
- g) A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. This order includes: child's name; date of birth; licensed prescriber and signature; licensed prescriber phone/emergency number; name of medication, dosage, route of administration, and frequency and time of administration; date of prescription; date of order; discontinuation date; diagnosis requiring medication; other medication child is receiving; time interval for re-evaluation.
- h) In addition to the licensed prescriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency. It is the parent's/guardian's responsibility to assure that the licensed prescriber's order, written request and medication are brought to school.  

If an individual Health Care Plan/Action Plan is completed by an MD or other state approved health care provider and includes medication to be received (including dose and route), then the District Medication Form will not be used. The parent will also sign consent on the Individual Care Action Plan in place of the District Medication Consent Form.
- i) Medication must be brought to the school by the parent/guardian (NOT the student) in the original package or an appropriately labeled container. Prescription medications shall display: child's name; prescription number; medication name and dosage; administration route and/or other directions; date and refill; licensed prescriber's name; pharmacy name, address, and phone number; and name or initials of pharmacist.
- j) Over the counter medications (non prescription) shall be brought in with the manufacturer's original label with the ingredients listed and child's name affixed to the container.
- k) All liquid medication doses shall be measured and witnessed by 2 staff members (only 1 if nurse is administering).
- l) Medications for inhalation nebulization therapy must be premixed in individual doses before administration of the medication.

- m) Jr./Sr. High School students may self-administer Acetaminophen (age appropriate dose) during school hours through the Health Services office (with parent/guardian permission). If a second dose is needed in the same day, it must be approved by the parent/guardian on the day it is requested. If over 3 doses have been needed in a one week period, the parent/guardian will be notified so that a determination can be made in regard to the need for medical follow-up.
- n) Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
- o) The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.
- p) Medications sent to school by way of the student, without following the administration of medication guidelines, will not be given. The only exceptions will be emergency medications (asthma inhalers, epi-pens, etc.) with parent/guardian consent. Prescriber orders should be obtained as soon as possible.
- q) Children needing to carry inhalers are to have the inhalers properly marked. No physician order is necessary but a parental consent form should be completed. The parent/guardian will be required to initial an agreement (per med consent form) that the school district, its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication. If the school nurse determines that a student is unable to administer an inhaler effectively, consenting trained staff will be asked to assist the student.

### Emergency School-Supplied Epinephrine

Hamilton County Community Unit District No. 10 understands that it is crucial for children and staff with life-threatening allergies to have immediate access to emergency epinephrine when anaphylaxis occurs and before medical help arrives. In accordance with Public Act 97-0361, the Illinois Emergency Epinephrine Act, stock epinephrine will be kept in a centrally located, well labeled area in each school. The supply of Epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students/staff with known allergies requiring epinephrine (with orders from a licensed prescriber).

If the preceding guidelines are not in concordance with parent's wishes, parents have the right to come and give the medication at school.

## **HEALTH EXAMINATIONS & IMMUNIZATIONS**

In compliance with the School Code of Illinois, a student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician, PA, or APN: (1) within one year before entering kindergarten or the first grade; (2) upon entering the sixth and ninth grades; and (3) whenever a student first enrolls in a district school, regardless of the student's grade (unless a copy of an Illinois school physical is presented, required grade appropriate, from previous Illinois school attended). A student coming to the District from another state must have a new physical completed (the only exception being the review and approval by the District's school nurse of the presented out-of-state physical that meets the Illinois requirements for a school physical examination). The Illinois school physical examination form must be completed in its entirety (including diabetes screening).

Immunizations against, and screenings for, preventable communicable diseases, as stated by the Illinois Department of Public Health guidelines, will be required. Health Services will notify parent(s)/guardian(s) prior to the requirement deadlines so that immunizations can be completed in a timely manner.

Current (within the last 395 days) physicals are also required for a student trying out for sports/cheerleading activities. The physical time-frame must cover the entire length of the sports season for that school year. Documentation must state that the student is able to participate in the activity. Remember, state required physical exams in sixth & ninth grades will meet the sports physical requirement.

Dental examinations are now required for students entering Kindergarten, second, and sixth grades before May 15 of the current school year.

Eye examinations are required for Kindergarten students and for a student in any grade if enrolling in an Illinois school for the first time.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician/public health official that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination regulations unless it interferes with the October 15 deadline.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the superintendent a signed statement explaining the objection. Exemption on medical grounds requires written verification (including reason for exemption) by a licensed physician, physician's assistant, or nurse practitioner. Exemption on religious grounds requires a statement from the parent(s)/guardian(s) stating the religious belief (church established or personal) that exempts the student (and specifically what is to be exempt). The District's school authority is responsible for determining whether the written statement constitutes a valid

religious objection. Exemption by parent request simply because a parent/guardian wants the student to develop immunity by exposure will not be acceptable as stated per Illinois Public Health guidelines.

### **Homeless Child**

Any homeless child shall be immediately admitted even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policies JBCBC, JBCA, and JGCA, *Education of Homeless Children*, governs the enrollment of homeless children.

### **Vision & Hearing Screenings**

Vision and hearing screenings will begin in the fall for certain ages/groups mandated by the Illinois Department of Public Health. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that the evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school, your child, if mandated, will be screened. The parent or legal guardian of a student may object to vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the screening entity.

### **Students with Acute Communicable Diseases**

Disposition of students with acute communicable diseases will be determined by the school nurse or the principal (with consultation by school nurse when possible). The school nurse or principal will refer to the Communicable Disease Guide issued by the Illinois Department of Public Health. In cases of concern, a physician's (or physician's assistant's) note may be required before the student returns to the school setting. The note should state words to the effect that the student is no longer considered contagious. The communicable disease guide will be used to offer education in regard to a disease whenever deemed necessary (i. e., to students, parent/guardian, staff).

## **HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate implementation of Policy JBCBC.

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

## **Hazardous and Infectious Materials**

The Superintendent shall take all reasonable measures to protect the safety of district personnel, students, and visitors on district premises from risks associated with hazardous materials, including pesticides, and infectious materials as per policy EBBF-A. Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. The District pesticide program is managed by Brent Johnson, Building & Grounds Supervisor, and he may be reached at 643-2328, extension 6107.

Any parent wishing to be notified before any pest control spraying is done in our schools must go to the school office where the child(ren) attends school and sign a notification registry. Parents will then receive notification prior to any spraying for pests within the school building. This notification will be sent out at least 2 days in advance of any spraying. If parents do not sign the registry requesting notification, they will not receive notification prior to the spray application.

## **Asbestos Management Plan**

As required, Hamilton County Community Unit District No. 10 initiated a program to identify and manage all asbestos containing building materials. Unit 10 has also designed a program to reduce the health risk posed by asbestos containing building materials. Unit 10 employed engineering firms to conduct the required building inspections. These building inspections resulted in the identification and evaluation of asbestos-containing building materials in some school buildings and the development of a written plan to properly manage these materials. This plan includes:

- a. the ongoing observation and maintenance of all asbestos-containing materials;
- b. the removal of asbestos materials which are judged to pose a potential health risk;
- c. the clear identification of friable asbestos building materials with warning signs;
- d. the education of school occupants concerning the location of potentially hazardous asbestos-containing materials;
- e. the training for custodial, maintenance, and service personnel concerning the proper procedures and methods to be used when cleaning, maintaining, and working around asbestos-containing materials;
- f. the regular surveillance and reinspection of all asbestos-containing building materials in the schools in order to monitor any change in condition;
- g. provisions to record all activities related to or affecting the asbestos-containing materials within our schools. These records are kept as part of the ongoing Asbestos Management Plan.

The written Asbestos Management Plans are kept in the Office of the Board of Education, P. O. Box 369, 109 North Washington, McLeansboro, Illinois, and are available for public review during normal office hours. We ask you to call 643-2328 to make an appointment to review these documents.



# CURRICULAR OFFERINGS

## SENIOR HIGH CURRICULAR OFFERINGS

### Language Arts

English I & II  
English III & C. P.  
English IV & C. P.  
English IV-AP\*\*\*  
Creative Writing  
Speech  
Spanish I, II, III, & IV

### Mathematics

Algebra I & II  
Geometry  
Principles of Geometry  
Pre-Calculus  
Calculus\*\*\*

### Science

Intro. to Biology/Chemistry  
Biology  
Biological Science in Ag  
Advanced Biology\*\*\*  
Chemistry  
Advanced Chemistry\*\*\*  
Anatomy/Physiology  
Physics

### Social Studies

Social Studies  
Civics  
American History  
Economics  
Psychology  
Modern Wars I & II  
World History  
Study of Holocaust  
Current Events/World Affairs

### Physical Education

Physical Education  
Health  
Driver Education

### Fine Arts

Chorus  
Music Appreciation  
Band

### Business

Business & Technology Concepts  
Introduction to Computers  
Computer Concepts I & II  
Computer Programming  
Word Processing I  
Desktop Publishing I & II  
Accounting I & II  
Information Processing

### Family & Consumer Science Education

Foods & Nutrition  
21<sup>st</sup> Century Foods & Nutrition  
Child Development  
Adult Living  
Advanced Child Care  
Parenting  
Resource Management  
Clothing 1 & 2

### Agricultural Business & Management

Agricultural Science  
Agricultural Leadership & Communications  
Land Turf Mgmt./Horticulture Production Mgmt.  
Physical Science in Ag. App.  
Basic Ag Careers  
Greenhouse Production & Floral Design  
Ag Metal Fabrication  
Ag Mechanics & Tech.

### Industrial Occupations

Orientation to Communication Technology  
Orientation to Energy Technology  
Orientation to Construction  
Construction I & II  
Drafting I, II, & III  
Energy Utilization

## JUNIOR HIGH CURRICULAR OFFERINGS

English/Language I & II  
English/Literature I & II  
Science I & II  
Accelerated Science  
Social Studies I & II  
Mathematics I & II  
Pre-Algebra  
Algebra I  
Health Education  
Physical Education  
Keyboarding

Introduction to Computers  
Computer Applications  
Computer Exploration  
Current Events  
Intro. to Ag Construction  
Intro. to Vocational Careers  
Internet  
Ag Discovery I & II  
Band  
Chorus



### SEX EDUCATION

In accordance with the School Code of Illinois, Section 698.21 titled "Sex Education Act", Hamilton County Unit #10 provides instruction in sex education. The instructional process takes into account the maturity level of the student; nevertheless, pursuant to 105 IL School Code 5/27 - 9.1, no pupil shall be required to take or participate in any class or course in comprehensive sex education if his parent or guardian submits written objection thereto and refusal to take or participate in such course or program on such grounds shall not be reason for suspension or expulsion of such pupil. Nothing in this Act shall prohibit instruction in sanitation, hygiene or traditional courses in biology.

### INSTRUCTION ON PREVENTION, TRANSMISSION, AND SPREAD OF AIDS/HIV

Public Law 85-680 requires instruction in grades 6 through 12 on the prevention, transmission, and spread of AIDS as a part of the health education program. Content on this subject will be included in all Unit #10 health classes. In accordance with School Board Policy IDB, no student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent(s)/guardian(s) submits a written objection to the Building Principal. Parent(s)/guardian(s) of students in grades K-8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parent(s)/guardian(s) shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

### ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The superintendent or designee shall develop and maintain a program for English Language Learners as per Policy IDDG.

#### Parent Involvement

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

## ACCESS TO INTERNET/ELECTRONIC NETWORKS

As per policy IFBG, the District will maintain content filtering technologies that will block obscene, pornographic, or material that is inappropriate for staff and students, on computers and other computer network equipment.

### SEMESTER EXAM EXEMPTION

Exemption from high school semester exams can be earned by meeting academic and attendance standards. Please refer to the Senior High School Student Handbook and the high school administration for further clarification of guidelines.

### HONORS

At the end of the school year, recognition will be given for superior achievements in scholarship. To qualify for honors, the student must have a 4.0 average. A student with a 4.5 average qualifies for high honors. In order to achieve this academic distinction at the elementary level, a student must attain the average over the first three (3) quarters of the school year. At the high school and junior high school level, the attainment of honors or high honors recognition shall be based on achievement for three consecutive quarters. For students to be considered for high school honor roll, they must take at least 4 academic subjects each quarter and semester. In addition, the honor roll will be published in the Times Leader each quarter.

### HONOR ROLL

At the junior high and at the high school, honor roll standards shall be set at 4.0 for honors and 4.5 for high honors. Honor rolls at the junior high and senior high levels shall include all course work. However, grades attained in physical education, band and chorus shall be equivalent to 1/2 the credit of the regular academic class work.

At the high school, gold honor cords will be worn at graduation by those students maintaining a 4.5 overall average after seven semesters.

In grades 4 through 6, there will also be two honor rolls. To attain the high honor roll, students must have a combined average of 4.5 on all letters assigned. To attain the honor roll, students must have a combined average of 4.0 on all letters assigned. Physical education, art, music, handwriting and band will not be included in the computation of the elementary honor roll.

### JR. HIGH PROMOTION AND RETENTION GUIDELINES

The following guidelines will assist students and parents with the understanding of the promotion and retention process. Each semester of a graded class will receive one-half (1/2) credit for a passing grade (70% or higher). The semester credit will be based on an average of the two quarter grades. Each student will be scheduled a minimum of 7 credits of course work for the year. A student must successfully complete a minimum of 5 ½ credits for the school year to be promoted to the next grade level. All graded classes count the same; study hall and Success do **NOT** count for credit.

\*\*\*Classes designated as advanced are weighted as follows:

A = 6 points; B = 5 points; C = 4 points; D = 2 points; F = 1 point.

## GRADUATION REQUIREMENTS

High School graduation requirements shall be in accordance with, meet, and/or exceed state requirements and regulations. No prospective graduate from high school shall participate in the graduation exercises in any manner until he/she has met all of the requirements for graduation. The requirement for graduation is twenty-three and one-half units of credit. Requirements include the following:

1. Four credits of English.
2. Three credits of Mathematics – one credit must be Algebra I or higher.
3. Two credits of Science
4. Two and one-half credits of Social Studies (one must be American History and one must be Civics).
5. Physical Education or Health Education (while in attendance at HCHS unless excluded for health reasons or under policy IHFG).
6. One-half credit of consumer education.
7. One-half credit of Health Education
8. One credit of Foreign Language, Fine Arts, or Vocational Education
9. One credit of Computer Education
10. Sixteen units of credit must be made up of courses other than Band, Chorus, and Physical Education.
11. Students must attempt at least five units to six and one-half units of credit freshman, sophomore, and junior years; and four and one-half senior year.

### HIGH SCHOOL CREDIT ALTERNATIVES

In order to serve in-school and out-of-school youths and adults who want a high school diploma, the following options may be considered:

#### Correspondence Credit

A maximum of two units of correspondence credit may be counted toward meeting the above requirements if approved by the high school principal. The factors considered before granting approval are:

1. Correspondence courses are taken after the student's third year of high school attendance.
2. The credits are needed in order for the student to graduate with his/her class.
3. The credits needed cannot be obtained through the regular school program due to time restraints.
4. No alternative credits will be included on a student's GPA or will be included for honor roll calculations, i.e. RLC high school classes, summer school, night school or correspondence courses.

#### Alternative School Credit

Recognizing that the Alternative School is not in competition with the local school district and that it offers an alternative for those who cannot or will not attend the regular public schools, the high school principal may approve credits earned at an Alternative School and count them toward meeting the above graduation requirements. In doing so, the following factors shall be considered:

1. The percentage of attendance at Hamilton County Senior High School during the student's senior year. A minimum of three periods per day is required.
2. The number of units earned at Hamilton County Senior High School. The fewer the number of credits earned in the regular program the less likely the student could earn a diploma from Hamilton County Senior High School unless the student's course of study had received prior approval.

3. The age of the student. Special consideration on an individual basis shall be given to students over the age of twenty-one (21) who attended our school system but failed to graduate.

#### Summer School Credit

Credit that would count toward graduation may be earned in a summer school program. Because a student may have to attend a summer school program at another school, these credits must be approved in advance by the high school principal.

#### Evening School Credit

A student may earn evening school credit through classes offered by the Alternative School or Rend Lake College. They must be approved in advance by the high school principal.

#### Dual Credit/Community College Credit

Students may take classes with Rend Lake College to satisfy high school graduation requirements. Courses must be approved in advance by the high school principal. One-half unit of credit will be given for each one-semester class successfully completed. Students must pay for their own tuition, fees, & textbooks.

## PARTICIPATION IN GRADUATION CEREMONIES

As described in Policy IHFA, a student with a disability whose Individualized Education Program (IEP) prescribes special education, transition planning, transition services, and related services beyond the student's four years of high school, and who has completed four years of high school by the end of the school year, will be allowed to participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion.

A certificate of completion serves to acknowledge that a student with a disability has completed four years of high school. It is not the equivalent of a high school diploma, and it does not relate to the student's progress on meeting District graduation requirements.

If a student described above desires to participate in the graduation ceremony, the student or the student's parent(s) must notify the Superintendent in writing at least (60) days prior to the date of the graduation ceremony. Failure to timely notify the Superintendent may result in denial of participation. If the student has reached the age of 18 and is not under court-ordered guardianship as a disabled adult, the decision as to whether to participate in the graduation ceremony shall be made by the student.

Nothing in the policy and procedures prohibits the Superintendent or designee from prohibiting a student from participating in the graduation ceremony of his/her graduating class or a subsequent graduating class for other reasons (such as disciplinary sanctions or non-payment of fees) which would disqualify students without disabilities from participating in the graduation ceremony.

A student's receipt of a certificate of completion will have no bearing on whether services provided pursuant to the student's IEP are terminated or continued.

## STUDENT DRESS (Junior/Senior High School)

Young men and women should recognize the importance of being well groomed at all times. Clothing need not be expensive to be clean, neat and attractive. One of the most important factors in being well groomed is wearing clothing appropriate for the occasion. Dress that may be proper at home or on the beach may be out of place at school.

Clothing shall not be hazardous to health and safety of the students or disruptive to the educational program of the school. Any extremes of dress which detract from the orderliness of the school program by bringing undue attention to the individual are, of course, inappropriate. In order to provide parents, students, and teachers guidelines as to the District's expectations, the following shall be considered inappropriate:

1. Short shorts - those with less than a four and one-half inch inseam regardless of any undergarment worn.
2. Extremely short skirts or dresses - for example: mini or tennis skirts. Length of dresses or skirts must be within six inches of the middle of the knee.
3. Items of clothing which contain printed messages, logos, and/or activity which are deemed offensive or condone an activity which is socially unacceptable or unwise (i.e. alcohol, drugs, cigarettes, profanity, etc.).
4. Bare midriff clothing, "see-through mesh" attire, undershirts, half shirts, or split-side shirts.
5. Caps, hats, or sunglasses while in the buildings.
6. Sleeveless tops and pants not worn at the natural waist.
7. "Bicycle" or very tight fitting pants made of lycra and/or similar materials.
8. "Razor cut" jeans which have cutting(s) in areas which might offensively expose various parts of the anatomy. Jeans with holes or slits above the knee will not be permitted.
9. Bill-fold type chains of any size.
10. "Roller Shoes" of any type will not be permitted.
11. Shirts that show cleavage, not more than 3 ½" from the collar bone.

Students are not to wear the above to school. Those doing so will be asked to correct the problem immediately or be sent home to change. The time missed as a result will be considered unexcused. All classrooms are air-conditioned; therefore, it should not create a hardship on anyone to wear adequate clothing.

## DRESS FOR COMMENCEMENT

Like parents, we are very proud of our graduates and want the commencement exercises to reflect that pride. These are important occasions and students, who wish to participate, must dress appropriately. Men shall wear dress slacks, light colored shirts with a collar, and black dress shoes under their gowns. Women shall wear a light colored dress or a blouse and slacks or skirt, and dress shoes (must be closed toe) under their gowns. No student will be permitted to participate wearing jeans, shorts, tennis shoes, or sandals.

# B U S C O N D U C T

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Each year, millions of boys and girls are transported to and from school safely. This is only possible because they understand how to act safely in the school bus. Everyone has a part in helping the driver maintain order—the classroom teacher, parents, and last but not least, the riders themselves. The following list of safety commandments, although far from complete, will provide a basis for safe conduct.

1. Be on time at the designated school bus stop. The driver has a schedule to keep, so he/she cannot wait for you; if thirty students each delay thirty seconds, the schedule will be fifteen minutes late.
2. Be careful in approaching the place where the bus stops. Walk on the left side facing on-coming traffic. Do not move toward the bus until the bus has been brought to a complete stop. This is particularly important during icy weather, because the bus might skid as it is stopping for you. If it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus, then WAIT for a SIGNAL from the bus driver permitting you to cross.
3. Stay off the road, out of danger of passing vehicles and flying stones, at all times while waiting for the school bus.
4. Board in an orderly fashion; do not crowd, push or shove, and always use the handrail. Go quickly and directly to your seat.
5. Stay in your seat while the bus is in motion.
6. Keep your voice low; remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Keep your head, arms, and hands inside the bus at all times. Do not throw anything out of the bus windows.
8. Keep your feet, books, packages, coats and other objects out of the aisle, so that students will not trip over them—musical instruments and other large packages should be placed under the seat.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. If you detect any approaching danger that you believe the driver is not aware of, don't hesitate to warn the driver—sometimes the driver cannot see in all directions. If you see that a car is not going to stop while he is loading or unloading, or if some vehicle is passing on the right, let the driver know about it quickly and calmly.
11. Be alert in the event of a road emergency or danger signal from the driver. Remain seated in the bus until instructions are given by the driver.
12. Treat bus equipment as you would valuable furniture in your own home; damage to seats, etc., is unnecessary, costly and wasteful.
13. Help keep the bus clean and sanitary; this means no eating is allowed on the bus.
14. Carry no animals onto the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official or parent.

18. Observe the same safety precautions when the bus stops; get off the bus quietly and quickly, do not crowd, push or shove, always use the hand rail. If it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus, then WAIT for a SIGNAL from the bus driver permitting you to cross.
19. Observe these same rules and regulations on other school sponsored trips. Respect the wishes of the chaperone appointed by the school.

The bus driver shall have the primary responsibility for discipline on his/her bus. However, in cases when a child does not conduct themselves properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

## EMERGENCY TRANSPORTATION

Since the fall of 1986, Unit #10 bus drivers have been directed to deliver students only to the child's home or at a regularly scheduled alternate emergency site designated by the parent. This location does not have to be the same as the morning pick-up in instances where students routinely go to a babysitter.

While Unit #10 accommodates routine and regularly scheduled deliveries, a concern is raised to the dangers of transporting to sites other than the home because of the increased likelihood of miscommunication. That situation provides too many opportunities for error which risks the safety of children. Our responsibility is to provide transportation between the home and the school. Parents should take note that all Unit #10 bus drivers have been directed to require a "special pink transportation slip" from any child boarding their bus that is not a regular bus student. That pink transportation permit can only be issued by the building principal of your child's school after specific communication (preferably in writing from the parent). These pink transportation slips are to be used on rare occasions when a family emergency requires assistance. At no time is a pink trip ticket to be provided for a child going home with a friend or any other form of request based on convenience.

## BEGINNING SCHOOL AGE

In order to be eligible for entrance into the Hamilton County Unit No. 10 kindergarten, a child must be five years of age on or before September 1 of the year in which they intend to enroll in kindergarten as directed by School Code 105 ILCS 5/10-20.12. For a child whose parents elect not to send a child to kindergarten, the same entrance requirements for kindergarten will be in affect except that the child must have reached his or her sixth birthday on the prescribed dates. A person enrolling the student must provide a certified copy of the student's birth certificate or other reliable proof.

## ELEMENTARY PROMOTION STANDARDS

Elementary (K-6<sup>th</sup> grade) promotion requirements shall be in accordance with, meet, and/or exceed state and federal requirements and regulations and Board Policy IHE.

Student retention at the elementary level shall be based on the number of failing grades received throughout the school year. The subjects of reading, math, science and social studies are given major consideration in deciding whether or not a student shall be passed to the next grade level. All other subjects will be considered in the promotion/retention process if there is a reasonable doubt as to whether a child should be retained.

If a student receives four or more failing grades during the first two quarters, a letter shall be sent to parents expressing a concern about the child's academic progress and encouraging parent/teacher conferences. If at the end of the third quarter a student has accumulated six or more failing grades, a letter shall be sent to parents expressing the possibility of the child repeating the same grade. Parent/teacher/principal conferences will be recommended to discuss the possibility of retention.

During the first week of May, a staff meeting will be held to discuss whether retention is needed for students at risk of failing. Then the principal, with input from teachers and parents, shall determine whether to retain a student or provide appropriate remediation considering the following factors: (1) grades; (2) test results; (3) ability; (4) attendance; and (5) available remediation assistance.

## REPORT CARDS

Four grade reports will be issued to parents during the school year. Report cards are issued to students the week following the end of each quarter. Parents are encouraged to not wait until report cards are issued to check on academic progress. Check frequently with your child about how class work is going. Also, please feel free to call or come in to confer with your child's teacher. We do ask that you phone the school to set up a convenient time that will not disrupt class work.

## Explanation of Grades

All grades for students in the first through the twelfth grades will be as follows:

100 = A+	86-91 = B	77 = C-	0-69 = F
94-99 = A	85 = B-	76 = D+	
93 = A-	84 = C+	71-75 = D	
92 = B+	78-83 = C	70 = D-	



## STUDENT DISCIPLINE (Policy JD)

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited

conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under

the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

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

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

### Disciplinary Measures

Disciplinary measures may include:

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

11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look 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 determination may be modified by the Board on a case-by-case basis. The Superintendent or 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 item is not equipped, nor intended, to do bodily harm.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) 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, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) 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 parent/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.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational

employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal is 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, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

#### Misconduct by Students with Disabilities

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining IDEA eligible students. Prior to expelling a special education student, a Manifestation Determination Review (MDR) shall be held to determine whether the conduct is a manifestation of the student's disability. The findings of the MDR shall be provided to the Board of Education. No student may be expelled if the conduct alleged is a manifestation of his/her disability. Any IDEA eligible student whose gross disobedience or misconduct is not a manifestation of the student's disability may be disciplined in accordance with district policies, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

Nothing shall prohibit a special education student from being suspended for an aggregate of 10 school days per school year, regardless of whether the student's conduct is a manifestation of his or her disability.

An IDEA eligible student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the district demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

An IDEA eligible student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be placed in an appropriate interim alternative educational setting for a period not to exceed 45 school days. For purposes of this policy, a weapon is defined as a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. The term does not include a pocketknife with a blade under 2 1/2 inches in length. Also, for purposes of this policy, a drug is any controlled substance identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act, 20 U. S. C. 812.

### NOTICE OF SURVEILLANCE

The District does use surveillance cameras in the use of school security, discipline, and behavior management.

## ELECTRONIC DEVICES (POLICY JD-AP)

#### Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

#### Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e. *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods, some cellular telephones, laptop computers, and iPads.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, CD players, MP3 players/iPods, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The School District is not responsible for the loss, damage, or theft of any electronic device brought to school.

### STUDENT SEARCHES

The Board of Education recognizes that searches of students, their personal belongings, their vehicles, or their lockers may be necessary in order to maintain order and discipline in the school and that there may be seizure of alleged, unauthorized, or contraband material. The Board of Education hereby states its intention to comply with the applicable law concerning the search of students. It hereby sanctions such searches which are reasonable under all the circumstances of the search. JCAB-R policy regulations have been adopted to authorize such searches by school personnel. However, school personnel shall not conduct a strip search, body cavity search, or a search which requires the student to remove clothing except as specified in the policy.

**NOTIFICATION OF STUDENT RECORD RIGHTS**

As a parent or student in Hamilton County Unit School District No. 10, you are hereby notified, pursuant to the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Students Records Act (ISSRA) and Regulations issued thereunder, that the Board of Education has enacted a Student Records Policy and issued Regulations thereunder that set out your rights under these laws. The key provisions of said Policy and Regulations are set forth herein. Additional details relative to such provisions are included in Board Policy JR and all of the accompanying Regulations which are available for perusal in the school district administrative offices, located at 109 North Washington Street in McLeansboro, Illinois, or may be mailed upon request.

**I. Permanent and Temporary Records**

The Student Permanent Record shall consist of:

- (a) basic identifying information, including student's and parent's names and addresses, birthdate and place, and gender;
- (b) academic transcript including grades, class rank, graduation date, and grade level achieved;
- (c) attendance record;
- (d) accident reports and health record;
- (e) record of release of permanent record information;
- (f) honors and awards received;
- (g) information concerning participation in school-sponsored activities or athletics and offices held in school-sponsored organizations. No other information shall be placed in the Student Permanent Record. The Student Temporary Record consists of all information not required to be in the Student Permanent Record.

**II. Right to Inspect Records**

A parent has the right to inspect, challenge and copy student records, except as specifically limited by the statutes and Regulations. Such requests must be granted no later than fifteen (15) days after the date of receipt. A fee for copying records not to exceed \$0.35 per page will be charged parties able to pay.

**III. Access to Records**

Access to student records shall be limited to parents and parties authorized by them, except that:

- (a) information may be released without parental consent in connection with an emergency or a subpoena, as provided in the Regulations;
- (b) the records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll;
- (c) the school shall grant access to persons authorized or required by state or federal law to gain such access, as provided in the Regulations.

Any release of information other than specified above requires the prior, specific, dated, written consent of the parent. A record of any release of information shall be made and kept as a part of the school student record.

**IV. Challenge of Records**

A parent shall have the right to challenge any entry, exclusive of grades and references to expulsions or out-of-school suspensions, in the school student records on the basis of accuracy, relevance and propriety. As provided in the Regulations, a hearing may be requested and the district's decision may be appealed.

**V. Maintenance and Destruction of Records**

Permanent records will be maintained for sixty (60) years. Temporary records will be maintained in no case longer than five (5) years after the student has transferred, graduated or otherwise permanently withdrawn from school. Before any school record is destroyed or information deleted therefrom, the parents shall be given reasonable prior notice via a legal notice published in the McLeansboro Times Leader and an opportunity to copy the record and information proposed to be destroyed or deleted. After five (5) years, special education records may be transferred to the custody of the parent who shall be advised of the future usefulness of these records by the school district.

**VI. Directory Information**

Information that may be designated as directory information shall be limited to:

- (a) identifying information: name, address, gender, grade level, birthdate and place, and parent's names and addresses;
- (b) academic awards, degrees and honors;
- (c) information in relation to school-sponsored activities, organizations and athletics;
- (d) major field of study;
- (e) period of attendance in the school; and
- (f) school portraits and pictures of students in school attendance or participating in school sponsored activities, on school literature, or the District's website

"Directory Information" may be released to the general public, unless a parent informs the school in writing within ten (10) school days after publication of this Notice that such information respecting his/her child shall not be released.

Provisions of the No Child Left Behind Act require that the district will, upon military recruiter's request, provide access to the student's name, address, and phone number, subject to the parent's right to request that this information not be disclosed with prior written consent.

A written/signed request from a parent that the information not be disclosed without written consent must be submitted to the high school principal by September 15 of each school year.

"Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to . . . transportation personnel . . .); . . . or a person,

agency or company with whom the District has contracted, or otherwise arranged to perform a special task or service . . . such individuals have a legitimate educational interest if she/he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members."

**VII. Additional Rights**

No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or the Regulations issued there under.

**JR./SR. HIGH SCHOOL BELL SCHEDULES**

<b>Regular Schedule</b>	
First Bell	8:00 a.m.
1 <sup>st</sup> period	8:10 a.m. – 8:54 a.m.
2 <sup>nd</sup> period	8:58 a.m. – 9:42 a.m.
3 <sup>rd</sup> period	9:46 a.m. – 10:30 a.m.
4 <sup>th</sup> period	10:34 a.m. – 11:18 a.m.
Lunch A	11:18 a.m. – 11:50 a.m.
Lunch B	12:06 p.m. – 12:38 p.m.
5 <sup>th</sup> period	11:54 a.m. – 12:38 p.m.
5 <sup>th</sup> period	11:22 a.m. – 12:06 p.m.
6 <sup>th</sup> period	12:42 p.m. – 1:26 p.m.
7 <sup>th</sup> period	1:30 p.m. – 2:14 p.m.
8 <sup>th</sup> period	2:18 p.m. – 3:02 p.m.
<b>Early Dismissal Schedule</b>	
First Bell	8:00 a.m.
1 <sup>st</sup> period	8:10 a.m. – 8:48 a.m.
2 <sup>nd</sup> period	8:52 a.m. – 9:29 a.m.
3 <sup>rd</sup> period	9:33 a.m. – 10:10 a.m.
4 <sup>th</sup> period	10:14 a.m. – 10:52 a.m.
Lunch A	10:52 a.m. – 11:23 a.m.
Lunch B	11:34 p.m. – 12:05 p.m.
5 <sup>th</sup> period	11:27 a.m. – 12:05 p.m.
5 <sup>th</sup> period	10:56 a.m. – 11:34 p.m.
6 <sup>th</sup> period	12:09 p.m. – 12:46 p.m.
7 <sup>th</sup> period	12:50 p.m. – 1:28 p.m.
8 <sup>th</sup> period	1:32 p.m. – 2:10 p.m.



## **NOTIFICATION RIGHTS**

Parents and students who are emancipated minors or older than 18 must give their consent in writing before the district can administer any student surveys funded by the U. S. Department of Education if the surveys include questions falling into any of the following eight categories:

- Political affiliations;
- Mental & psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as those with attorneys, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; and
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

If such surveys are to be administered to students, the District will notify parents and eligible students of their (1) right to opt out, (2) inspection rights, and (3) right to report violations as a part of federal law requirements under the Protection of Pupil Rights Amendment. The notice will tell parents and students the specific or approximate dates during the school year when these activities are scheduled. Then as the date of each scheduled activity approaches, the district will send parents and students a notice reminding them of the scheduled activity so that they can opt out, if desired.

Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The School District has developed Policy JKAA, in consultation with parents, regarding these rights and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students through the Parent-Student Calendar/Handbook of this policy at least annually at the start of each school year and after any substantive changes are made.

Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

## **PARENTS' SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends.

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.
2. For regularly scheduled, non-emergency visitations, the school district will make time available for visitation during both regular school hours and evening hours.
3. The School District will provide documentation to the parent of the time and date of each school visitation upon a parent's assertion of their rights under the Act.

## **TEACHER QUALIFICATIONS**

As a parent of a student of Hamilton County Unit No. 10 School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law (No Child Left Behind) allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher, aide, or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact Jeff Fecho at 643-2328, extension 6185.

## **MEDICAID PROVIDER SERVICES**

EPSDT (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention/prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, personal health aides, counselors, and special transportation services. These services may be provided to students per his/her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings/assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

Please go to the HFS Web Site for more information on Medicaid and its Benefits: [www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx).

## **ACCESS TO DISTRICT PUBLIC RECORDS**

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), Policy KABA, and implementing procedures.

### Freedom of Information Officer

The superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and school board policy KABA. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

## **NOTICE OF REGISTERED SEX OFFENDERS**

Public Act 94-994 requires schools to notify parents that information about sex offenders is available to the public. Parents may find this information at the Illinois State Police website [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) OR you may contact your child's building principal for this information.

## 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 is an important District goal.

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

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

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements & enforces each of the following Board policies:
  - a. Policy JGI – Harassment of Students Prohibited  
This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. Policy JD – Student Discipline  
This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - c. Policy IFBG – Access to Electronic Networks  
This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy IDAA – *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy IDBC – *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parent/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

## HARASSMENT OF STUDENTS PROHIBITED

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

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The Nondiscrimination Coordinator for the District is Mr. Mark Scott, and he may be contacted at 501 E. Randolph St., McLeansboro, Illinois, or by calling (618) 643-2328. The Complaint Managers for the District are Mr. Jeff Fetcho, 109 N. Washington St., McLeansboro, Illinois, (618) 643-2328, and Mrs. Christina Epperson, 204 W. Cherry St., McLeansboro, Illinois, (618) 643-2328.

## 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 (JDJ), 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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. JGI, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. JDH, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events, and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy JGI, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy IDAA, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy IDBC, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parent/guardians of this policy.

## UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his/her rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy, or have a complaint regarding any one of the following:

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. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual Harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or 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
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

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 under this procedure 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.

### 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 gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

### 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 under 18 years of age, 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, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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 of 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, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### 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 to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board 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. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. 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 hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

The Nondiscrimination Coordinator for the District is Mr. Mark Scott, and he may be contacted at 501 E. Randolph St., McLeansboro, Illinois, or by calling (618) 643-2328. The Complaint Managers for the District are Jeff Fetcho, 109 N. Washington St., McLeansboro, Illinois, (618) 643-2328, and Christina Epperson, 204 W. Cherry St., McLeansboro, Illinois, (618) 643-2328.



# IHSA ATHLETIC ELIGIBILITY RULES

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

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

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

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

## 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11<sup>th</sup> school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

## 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

## 3. Residence

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

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

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

## 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer **after the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  - E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
  - F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  - G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- ## 5. Age
- You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20<sup>th</sup>) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20<sup>th</sup>) birthday occurs.
- ## 6. Physical Examination
- You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner, in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.
- ## 7. Amateur Status
- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

#### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.  
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

#### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

#### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.  
You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

#### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

### JR. HIGH EXTRACURRICULAR PARTICIPATION

Students must meet academic, attendance, and behavior standards in order to maintain eligibility for Jr. High extracurricular programs. Student academic progress is checked every week with penalties for violations clarified in the Jr. High Student Handbook. If you have questions or wish to know more details about this policy, please call the building principal or guidance counselor.

### INTERSCHOLASTIC ACTIVITIES ELIGIBILITY

Student participation in public school academic and non-academic activities is limited to full-time students currently enrolled in and attending Hamilton County Community Unit School District No. 10. Participation in public school academic and non-academic activities is allowed for non-public school children only in driver's education and other programs as required for in the Illinois School Code. Policy IDF and Policy JHD further outline school board policy regarding participation eligibility.

### IHSA CPR/AED TRAINING VIDEO

In August 2013, Public Act 098-0305 took effect. This act requires the IHSA to be given a CPR/AED training video to post on its website so that staff at IHSA-member schools can watch it. The act also indicates school districts shall notify parents and encourage them to view the video.

The following is a link to the act on the General Assembly's website:

- <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0305&GA=98>

The following is a link to the CPR/AED training video that can be accessed on the IHSA's Sports Medicine page. The video can also be accessed from the Hamilton County Unit 10 School District website.

- [www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx)
- [www.unit10.com](http://www.unit10.com) (click on the Connections Tab then click on IHSA)