



Maple, Honeywell & Hoopston Area Middle School

2016-17 Student Handbook

Student Handbook

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CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES

Maple School*500 South Fourth Street*(217) 283-6665
Honeywell Grade School*609 East Honeywell*(217) 283-6666
Hoopeston Area Middle School*615 East Orange Street*(217) 283-6664
www.hoopeston.k12.il.us

Mission Statement:

The mission of Hoopeston Area CUSD #11, in cooperation with our families and communities, is to engage all our students in a rigorous curriculum that expects academic and behavioral excellence.

Vision Statement:

The vision of Hoopeston Area CUSD #11 is to EXPECT MORE by

- Building relationships with our families and communities
- Preparing our students for success in college, career, and life
- Ensuring our students have equitable access to excellence throughout the district.

Disclaimer

The statements contained in this handbook are only a summary of Board Policies and the handbook may be changed during the school year without notice.

Privacy Act

Hoopeston Area CUSD #11 upholds the goals and objectives of the Privacy Protection and Parental Empowerment Act. Further information may be obtained by visiting the Hoopeston Area web site.

General School Information 1.30

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website: www.hoopeston.k12.il.us or at the District office. The School Board governs the school district, and is elected by the community.

Communication Process and Chain of Command

The Board of Education wishes to emphasize that complaints concerning certified staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the faculty member directly responsible. If satisfactory results are not achieved, the citizen then may address that faculty member's direct supervisor. Citizens with concerns about non-certified employees should first address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, the Superintendent, and finally the Board of Education. The Board will not address complaints concerning staff and/or programs at Hoopeston Area High School until and unless the chain of command has been completed up to and including the Superintendent.

Visitors 1.40

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Cross-reference: PRESS 8:30, Visitors to and Conduct on School Property

Parents are encouraged to visit your child's classroom, provided prior arrangements are made with the teachers involved. Parents are asked to follow the same expectations as the students and staff. Please leave all electronics and large bags in the office. Our goal is to offer experiences which are least disruptive to the educational environment.

Equal Opportunity and Sex Equity 1.50

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal. Cross-Reference: PRESS 7:10, Equal Educational Opportunities PRESS 2:260, Uniform Grievance Procedure.

Emergency School Closings 1.90

In cases of bad weather, severe heat, and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled unless they are sponsored by another organization such as an IHSA tournament. School closings for any reason will be announced by: School Messenger Phone Call from the Administration, WHPO 100.9 FM Hoopston and WCIA TV Channel 3, WICD TV Channel 15, WAND TV Channel 17. Families may also sign up through the district office for email and text messaging alerts. In the event that school dismisses early for severe heat, practices may not begin until 4:00 pm and with athletic director discretion.

Video & Audio Monitoring Systems 1.100

As part of our Safe School Plan, John Greer, Middle School and the High School buildings are equipped with a video and/or audio monitoring system that may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. This is considered a student record document and the privacy/record laws apply.

Deliveries

Deliveries for students will not be accepted. Parents/guardians are asked not to have gifts, flowers, or other items sent to school during the school day.

Accommodating Individuals with Disabilities 1.110

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

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

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

Assignment to Classes

Registered students are assigned to specific classrooms by the building principal. Parents may complete a student placement inventory to assist the principal with placing their child. Final decision for student placement rests with school officials.

Response to Intervention (RTI)

Hoopston Area School District #11 is committed to an educational change that will increase our ability to provide intervention services to at-risk students in order to meet student needs and to monitor and evaluate student outcomes. This process will seek to build a foundation for students to become respectful citizens and lifelong learners.

Food Brought to School

All food brought to school for class activities must be store bought.

Students with Food Allergies 1.120

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes (Diabetes Care Plan form available in Building Office Upon Request) 1.130

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

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

CHAPTER 2: ATTENDANCE, PROMOTION, AND GRADUATION

Attendance 2.10

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

Student Absence 2.20

All absences are addressed through a phone call through the building office.

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

Family vacations during school time are discouraged. Pre-arranged excused absences must be approved by administration at least five (5) school days prior to departure. Failure to obtain administrative approval of a vacation may result in unexcused absence(s). Vacation days cannot exceed more than five (5) days. Any additional vacation days may be considered unexcused absences. Total responsibility for getting and completing missed work falls upon the student.

In the event of any absence, the student's parent or guardian is required to call the child's school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school on the day of a student's absence, a call will be made by the automated School Messenger system and/or a school official may call the home/work to inquire why the student is not at school. Failure to contact the school will result in an unexcused absence.

Release Time for Religious Instruction/Observance 2.30

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Exclusion from School

A child may be denied the right to attend school. The parent will be notified if this occurs. A child's right to attend school may be denied for disciplinary reasons or for other good cause, such as health problems or lack of proper immunizations.

Make-up Work for Grades 5-8 2.40

Students who are absent (including due to suspensions) will be expected to complete all work missed. Students will have the same number of days they were absent to complete and turn in their work without incurring a grading penalty. When students are absent from school, parents are encouraged to call in the morning and request student work. When this occurs, teachers will prepare the work and have it available in the office by the end of the day. Students and parents can also utilize Google Classroom for homework. At John Greer, students missing work due to absences may be asked to attend Noon Homework Lab or remain after school, not as a penalty, but as an opportunity to receive assistance from their teacher and catch up on the work that was missed.

Truancy 2.50

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law (Cross-references: PRESS 7:70, Attendance and Truancy), and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Grading & Promotion 2.60

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scale K-6

4 = Above Standards; 3 = Meets Standards; 2 = Approaching Standards; 1 = Below Standards

Grading Scale 7-12

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

Honor Roll 7-12

Honor roll is posted approximately two weeks after the end of each quarter

Middle School: Honor roll will be awarded at each grading period. A student will receive high honors for report cards with A's and no more than one B. Honor roll is an A for every C. A student may not be on honor roll with report card grades of D or F.

Homework Policy (Grades 3-4 and 7-8) 2.70

Honeywell: Homework that is assigned by the classroom teacher is considered an essential part of the learning process, and is expected to be done completely and promptly. Parent support and cooperation are needed to see that work is completed and returned to school as required by the classroom teacher. Parents may be notified by the teacher when work is late or not turned in. In these situations, the teacher may send a student to lunch homework lab or use other discipline interventions.

Middle School: Students are expected to complete all classroom assignments and projects. If a student has incomplete assignments, the student must attend the Homework Lab during Encore periods. The assignment will lose 25% of its grade if completed and turned in by 3:30 of the assignment's due date. If the assignment is incomplete at the end of the completion date, the assignment will receive a grade of zero.

Academic Integrity

Academic integrity is essential to student success. Cheating is prohibited. Cheating includes copying the work of another student (homework, test, projects, etc) plagiarizing from print, Internet, or other electronic sources; using "cheat sheets" during a test; and not fulfilling your portion of group work. In other words, cheating is using someone else's work as your own. All cheating incidents will be handled between the issuing teacher and the administration. There may be an academic and discipline consequences. Both the passive and active parties will be held accountable.

Physical Education Grades 7-8

All students must dress properly for Physical Education class. Due to health reason, clothes worn while participating in P.E. cannot be worn to other classes. Physical Education Uniform/Dress All students are expected have gym shoes and socks that are used for P.E. only.

Exemption from Physical Education Requirement

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Home & Hospital Instruction 2.100

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal. (Cross Reference: PRESS 6:150)

Leaving the School District-Clearance Forms

Students who are moving from the district should notify the office as soon as possible. On the last full day of attendance the student should pick up a clearance form in the building office at the beginning of the day (Middle School). This form should be signed by teachers and librarian before clearance can be obtained. All books and other related school material must be turned in at this time. All financial obligations must be cleared. The clearance form must be returned to the office by the end of the day.

CHAPTER 3: STUDENT FEES AND MEAL COSTS

Fees, Fines & Charges; Waiver of Student Fees 3.10

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal will give additional consideration where one or more of the following factors are present:

- a. An illness in the family;

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Textbook (Fines & Charges: Waiver of Students Fees)

A fee waiver does not exempt a student from charges for lost and/or damaged books, locks, materials, supplies, and/or equipment.

Debt

Students may accumulate financial debt in a variety of ways. These ways include, but are not limited to: abusing and damaging school property (books, desks, lockers, etc.) or losing school property (textbooks, library books, etc.) failing to pay lunch money and failing to turn in fundraiser money. Students and/or parents/guardians are responsible for paying these debts. Until these financial obligations are met, students may not receive grade reports or participate in any events that involve school paid expenses, including but not limited to – field trips and PBIS Celebrations.

CHAPTER 4: TRANSPORTATION

Bus Transportation 4.10

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by a school administrator who will then contact the transportation director if approval is given. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Transportation Director and Administration. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student’s safety and in compliance with State law, students are expected to observe the following rules:

School Bus Rules

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus.

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

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

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

A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- 1 Violating any school rule or school district policy.
- 2 Willful injury or threat of injury to a bus driver or to another rider.
- 3 Willful and/or repeated defacement of the bus.
- 4 Repeated use of profanity.
- 5 Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 6 Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

Misconduct by students, whether on the bus or at the bus stop, may result in the student's bus riding privileges being suspended or other consequences. Bus riding suspensions will start the next day that the student is to ride the bus. Gross violations, to the extent that continuing the route will endanger the safety of the students or driver, if the behavior continues, may result in immediate suspension. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Parental involvement in making their children aware of the need to obey bus safety rules is the best way to improve behavior on the school buses.

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

Crossing the Street

Students are allowed to cross ONLY AT THE CORNERS unless accompanied by a responsible adult. If parents deliver or pick up their child by car, they should park on the school side of the street. Parents must accompany their child across the street when they park across from the school. Supervisors are directed to let no children cross except at corners or with an adult. Double parking is strictly prohibited.

Change in Transportation

For any change in transportation after school, a student MUST bring a note from a parent/guardian or a phone call needs to be made to before 2:45 P.M. We cannot take the "word" of a student, no matter how reliable.

CHAPTER 5: HEALTH AND SAFETY

Student Insurance

The school does not carry any type of health or accident insurance that would cover a student in case of illness or accident at school, a school related activity, or extracurricular activity. The school does make available student accident insurance from a private insurance company, if the student would want to purchase a policy. The school assumes no financial interest or burden in the area of student health or accident insurance.

Health Records

Section 27-8.1 of the School Code requires school districts to exclude students who have not complied with the health examination or immunization requirements. Section 27-8.1 attempts to provide a reasonable level of health protection for students

in public schools. Only those students who provide written documentation that this compliance is against their religious beliefs or have a documented medical reason may attend school in non-compliance.

Immunization, Health, Eye and Dental Examinations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to: Entering Kindergarten or the first grade, entering the sixth and ninth grades, and enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). (diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted for the above requirements for:

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

Student Medication 5.20

According to Public Act 92-0402, Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's

parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. All prescription medication and non-prescription medication, such as aspirin or ibuprofen that must be taken by a student must be kept in the Office.

Safety Drill Procedures 5.50

Hoopeston Area Schools take any threat to a student, staff, or school as a serious matter. Any threat made the school will investigate, and will notify the Hoopeston Police Department if deemed warranted. Anyone who makes a threat to the school about any student, staff, or the school itself will face prosecution from the school district. The school has a safety plan written, and is located in every classroom. Each year this plan is looked at and modified with the help of the Hoopeston, Illinois Police, Hoopeston, Illinois Fire Department, and other safety personal. A written copy is available for you to look at in the Superintendent's Office. Do to safety reasons; you will not be able to take a copy of the plan. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Shelter in Place Plan

Hoopeston Area Schools has a Shelter in Place Plan. Shelter in Place is a short term measure that helps secure the safety of facilities' indoor atmospheres to temporarily separate people from hazardous outdoor contamination or threats. Parents are encouraged not to come to the school during a Shelter in Place. School doors will not be open in such an event.

Severe Weather Safety Guidelines

In the case of a tornado warning or severe storm, students will not be allowed to leave the building until the warning or immediate threat has passed, as determined by the principal or designated administrator. Parents will be allowed to come into the building and wait with their child.

Communicable Diseases 5.50

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

- a. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- b. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- c. The school will recommend that the parent and guardian contact the Illinois Department of Public Health for written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- d. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice 5.60

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- a. Parents are required to notify the school nurse or main office if they suspect their child has head lice.
- b. Infested students will be sent home following notification of the parent or guardian.
- c. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
- d. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or administration designee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Infectious Diseases and Staph /MRSA Skin Infections

Students with contagious diseases are not permitted to attend school without written consent from a doctor or approval from the school nurse. All cases are to be reported to the Administration. Preventative measures include but are not limited to: covering wounds, washing hands, do not share personal items, as well as following Health Care Provider's guidelines. Hoopston Area High School utilizes MRSA cleaning materials as a preventative measure.

Illness at School

If a student becomes ill during the course of the school day he/she should obtain a pass to come to the office. The office will allow students to go home only if permission is received from a parent/guardian or immediate relative. The school does not accept responsibility in determining the degree to which a student is ill. If a student has a fever and/or is vomiting, they are not allowed to be in attendance at school.

Emergency Medical Attention

In the event of a serious accident or illness of a student during the school day, the school may deem it necessary to contact emergency medical personnel to render treatment and transport the child to a hospital. Please be aware that if this step is taken, the expense of such treatment is incurred by the student's family.

Court Orders

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. To help us maintain a safe environment and communicate correctly with all parties we need your help. If there is a current court order (i.e., divorce order of protection, etc.), please permit us to make a copy of the portion that applies to custody or protection. The copy must include the stamp and signature of the court.

CHAPTER 6: STUDENT EXPECTATIONS

General Building Conduct 6.10

The rules that are Hoopston Area District policies are door-to-door policies; once students enter the front doors to the building, they are to abide by the rules until they exit the front doors.

Care of School Property

Textbooks and other school equipment loaned to students are expected to be cared for properly. Materials damaged intentionally or through misuse must be paid for by the student/parent. Parents/Guardians are financially accountable for any textbooks and other school loaned equipment taken home and subsequently lost or stolen.

Keep Moving Policy (Middle School)

This policy is effective while students are transitioning during the day in the hallways. Students are directed to keep moving toward class from the 5 minute warning bell at 8:10 am until they reach each class during the school day. It will be in effect between all classes until the end of school. At lunch students must move toward their own locker and then the cafeteria only. This means that students are not allowed to stop in the hallways while in transition to their next class or lunch period. Failure to cooperate with this policy may result in disciplinary action.

Lockers (Student) and Damaged Books

- Student lockers are school property and remain under the control of the school at all times, however, students are expected to assume responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school officials at any time without notice, without student consent, and without a search warrant.
- Damage done to locker that needs any repair done on the locker will be at student's cost.
- Students should not share lockers with other students, or tell other students their combination.
- Students should not put anything in their locker to keep the lock from not working.
- Students are expected to keep their lockers clean, organized, and neat at all times.
- Do not bring valuables to school. The school is not responsible for any items that are stolen from student lockers. Only school locks may be used on student lockers. Do not reveal your combination to anyone and use only your assigned locker. If your locker does not work properly notify the office immediately.
- All books lost or damaged will be charged to the student.

Tardy

Students arriving to school late, after 8:20, will need to check into the office with their parent/guardian and obtain a pass before going to class. (Middle School students may check into the office without a parent/guardian.) Oversleeping and car troubles, are not considered as a valid excuse, and will not be accepted as an excused tardy or absence. Tardies to school will accumulate to unexcused absence. Every four tardies will result in one-half day of unexcused absence.

School Dress Code & Student Appearance Guidelines 6.20

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment or interfere with the maintenance of a positive teaching and learning environment. Dress or grooming which is not in accord with the reasonable standards of health, safety, modesty, and decency, will be considered inappropriate. Students are to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. School administration has the authority to determine whether the student's attire is within the limits and guidelines of decency and modesty and can amend the dress code as fashion changes. Examples of clothing that are deemed unacceptable and are not permissible during school hours or at school-sponsored activities include, but are not limited to the following: clothing that display messages of alcohol, marijuana, illicit drug, violence, gangs, or are sexual in nature; clothing that is excessively baggy, torn, or tattered; any holes/rips above the knee must be covered; clothing that is immodest such as halter tops, strapless tops, pajamas, tank tops, mesh tops, and spaghetti strap tops are not permissible unless a shirt is worn over them; clothing that exposes cleavage, torso, midriff, or naval; shorts, skirts, or dresses that are above mid-thigh; sunglasses, scarves, hats or hoods, or unusual headgear of any kind.

Maple and Honeywell

- Students may wear tank tops to school. (No spaghetti straps.)

District

Additional guidelines for students include, but are not limited to the following;

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, controlled substance ads or references, drug paraphernalia, violent behavior, discriminative/disrespectful messages, or other inappropriate images/messages.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang related messages and/or symbols (This includes how the clothing is worn).
- No Gang colors by any student, especially those who professes gang allegiance.
- No Clothing with satanic or demonic images/messages, violence, weapons, profanity, sexual images/messages, or criminal acts.
- Shoes and appropriate footwear must be worn at all times. No house slippers.
- Pants, shorts, skirts, etc. must be worn at the waist as designed. Not sagging.
- Unusual or "costume" dress is not allowed.

Students wearing unacceptable (not allowed or questionable) attire will be asked to change into acceptable attire. Violators will be sent home to change or may be asked to cover up the inappropriate attire with another garment and may not be allowed to attend classes until this is corrected. Repeat offenders and/or insubordination may result in disciplinary consequences. Teachers and administrators are responsible for monitoring these student handbook guidelines of dress. If you have any questions regarding acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

PBIS

Hoopeston Area CUSD #11 utilizes the PBIS System (Positive Behavior Interventions and Supports) for creating a safer and more effective school. This program is based on researched best practices in improving and rewarding the healthy choices of student behavior. It is a strategy used in helping all students achieve important social goals. As part of the PBIS program, several clear expectations are established for the behavior we expect in all areas of our school. These expectations for behavior are posted and taught throughout the year. The Hoopeston Area CUSD #11 frequently recognizes students for positive behaviors. The goal is for each student to *Be Respectful, Be Responsible, and Be Safe*.

Student Discipline: Prohibited Conduct 6.30

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

1. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing, and destruction or defacing of school, student, school personnel and/or visitor property. (The student may also be held financially responsible for the incident.)
2. Exhibiting disrespect to any student, school personnel, or visitor.
3. Causing or attempting to cause physical injury or harm to any student, school personnel, or visitor on school premises or at any school related or school sponsored activity.
4. Threatening, slandering, or intimidating any student, school personnel, or visitor.
5. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
6. 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. (a) be a threat or an attempted intimidation of a staff member; or
 - b. (b) endanger the health or safety of students, staff, or school property.
7. Using, possessing, distributing, purchasing, selling tobacco materials, including electronic cigarettes or e-cigarettes.
8. Using, possessing, distributing, purchasing, selling, or under the influence of alcoholic beverages.
9. Using, possessing, distributing, purchasing, selling or offering for sale or under the influence of any narcotic. This includes “look alike” drugs, hallucinogenic drugs, marijuana, barbiturates, amphetamines, intoxicants, or paraphernalia relating to any of the above while on school premises or attendance at a school related activity. Any student who comes to a staff member seeking assistance for substance abuse will be extended every possible means of assistance to end the dependency. The student must do this when disciplinary action is not pending. No financial assistance will be granted. (See section entitled Drugs and Alcohol.)
10. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering reports cards and wrongfully obtaining test copies or scores.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity. This includes making a false call from a classroom by pushing the emergency call button or tampering with or causing to set off any Automatic External Defibrillator.
13. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
14. Being absent without a recognized excuse.
15. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as “sexting”.
16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if
 - a. the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
17. Use or attempt to use a forged note, student planner, parent signature, phone pass, phone call, hall pass, report, school records, or any other deceptive or deceitful practice.
18. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
19. Use or possession of fireworks, smoke bombs, water guns, water balloons, stink bombs, mace, pepper spray, flammable liquids, etc...
20. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

21. Dressing or grooming in a manner which constitutes a threat to the health and/or safety of self or others or in a manner which causes an interference with school work or creates a classroom or school disruption.
22. Gross repeated display of affection.
23. Engaging in sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
24. Engaging in teen dating violence.
25. Entering school property or a school facility without proper authorization.
26. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
27. Violation of suspension rules.
28. Repeated violations of school rules.
29. Involvement in any conduct on school premises or at any school sponsored or school related activity which violates local, state, or federal law where conduct poses a clear and present danger to the health, welfare, or safety, of other students, school personnel, or visitors.

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, when practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Routine classroom discipline issues are handled by classroom teachers
 - a. through classroom management systems
 - b. through a system of behavior modification techniques
 - Warning by Teacher
 - Withholding of privileges
 - Student conference with Teacher
 - Sentences assigned by Teacher
 - Notifying parents/guardians
 - Temporary removal from the classroom
 - Detention(s) assigned by Teacher

- Student discipline conference with Teacher and parent – It is very important that the student realizes that his/her teacher and parents are working together and that the teacher has the complete support of the student’s parents.
 - Other behavior modification techniques related to the consequence.
2. Routine discipline issues in areas outside of the classroom will be handled by all school personnel, using any of the above behavior modification techniques.
 3. Non-Routine management/discipline issues will be referred to the office. This includes major or continually repeated problems that were not corrected at the previous stages. Major disciplinary problems that occur when students are not in direct supervision by their classroom teacher may also start at this stage. The administration may use the following types of behavior modification techniques:
 - Notifying parents/guardians
 - Disciplinary conferences
 - Withholding of privileges
 - Seizure of contraband – confiscation and temporary retention of the personal property that was used to violate school rules.
 - Return of property or restitution for lost, stolen or damaged property
 - Temporary removal from the classroom
 - Detention – Noon Hour – Students will lose recess privileges and be sent to the detention room. The office may notify the student’s parents. The student will write sentences and/or work on a Disciplinary Learning Packet. If a student fails to neatly complete the assigned sentences or Disciplinary Learning Packet he/she may keep returning until the work is finished. Disruptive behavior in the detention room may result in the student being assigned additional office detentions. Lunch is eaten in the detention room.
 - Detention – After School – Students will be kept after school in the detention room until 3:50 P.M. The office may notify the student’s parents. The student will write sentences before being allowed to work on homework. Disruptive behavior in the detention room may result in the student being assigned in-school suspension. These detentions are normally held on Tuesday and Thursday. If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.
 - Suspension of bus riding privileges
 - Overnight Suspension (Middle School only) A parent/guardian must accompany the student back to school at a designated time scheduled by the parent/guardian and administration in order to get the student reinstated.
 - In-School Suspension – The student will be excluded from the classroom for an assigned period of time. The office may notify the student’s parents.
 - Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. The office will notify the student’s parents. A suspended student is expected to complete all assigned class work.
 - Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
 - Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under state law.
 - Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
 - Other behavior modification techniques related to the consequence.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. When a student violates school behavior expectations, the school principal, the dean of students, or the next highest authority will determine severity of the infraction and the penalty. When a

student violates school rules and regulations and he/she is also in violation of state laws or city ordinances, a complaint may be signed by the administration with the appropriate law enforcement agency.

Any student found guilty of gross misconduct and/or disobedience may be subject to school detention, suspension, or even expulsion. Severity of the infraction and the penalty will be determined by the high school administration. A penalty may be appealed in writing to the principal. These offenses shall have been committed:

- On school property or under school supervision.
- While attending a school related or school sponsored activity.
- Upon school personnel while in discharge of official business.
- While on a school bus or other transportation authorized by school personnel.
- In any other circumstances as determined to have a bearing on school, personnel, or any school activity.

Corporal Punishment

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

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person. (PRESS 7:190 Student Discipline)

Definitions of Potential Consequences

Detention-Teacher Issued

Teachers may issue classroom detentions to students for violation of classroom rules/regulations. Teacher-issued detentions are to be served with the teacher who issued the detention. Failure to serve a teacher-issued detention may result in additional disciplinary action by the administration.

Detention-Administration/Office Issued

Office detentions will be served according to building policy.

- Maple-Lunch detentions
- Honeywell-Lunch detentions
- John Greer-Lunch detentions and after school until 3:50.
- Middle School-Before school (7:55-8:15) and lunch detention.

Discipline Referral

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. Discipline referrals are documented.

Social Probation

A student may be placed on Social Probation in lieu of a suspension for certain offenses. Social probation may include a “suspension” from any or all school-related extracurricular activities for a period of time to be determined by the Administration.

In School Suspension 8:20-3:05 (Elementary)/3:20 (Middle School)

- a. In-school suspension student may not attend his/her activity the day of the suspension.
- b. Students are to report to the office to meet with administration at the beginning of the day.

- c. If the entire day of school is not completed in good standing, the day may have to be made up on the next school day of attendance.
- d. Students will eat lunch at the designated ISS area.
- e. The school handbook rules are still in effect during this time.
- f. Students must bring schoolwork and necessary study materials with them.
- g. No talking or communicating verbally or nonverbally. There is to be a silent period throughout the day.
- h. Students are expected to use this as a supervised study time.
- i. Students are not allowed to sleep or lay their heads down.
- j. Students are not to leave their seats without permission.
- k. No food, candy, or beverages will be allowed.
- l. No cell phones, smartphones, electronic devices, games, playing cards, or other non-school related materials are to be brought to the school or ISS area..
- m. Obey all instructions given by the In School Suspension Supervisor.

Suspension (Out of School)

- a. Section 10-22.6 of the Illinois School Code provides that the Board of Education has the power to delegate authority to the school administration to suspend pupils guilty of gross disobedience or misconduct for a period of up to ten school days.
- b. A suspension will become part of the student's temporary record file.
- c. A student who is on suspension will be allowed to make up any work missed during the period of suspension. It is highly encouraged to have all work completed due the day the student returns from the suspension. Students who are suspended will need to take all necessary books/projects with them at the time of their suspension.
- d. Students who are suspended will not be allowed to go to classrooms or their locker while they are suspended from school.
- e. When a student is on suspension, he/she is not to be on or near school premises unless permission is given in advance by the administration. In addition, he/she may not attend or participate in any school sponsored or school related activities such as athletic contests, musical events, plays, etc.
- f. ALL students who are suspended are required to have a reinstatement conference with the Administration prior to returning to their regular class schedule. Parents/Guardians will be notified about the reinstatement conference by Administration.

Expulsion

The Board of Education may expel pupils guilty of gross disobedience or misconduct for up to three hundred sixty school days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board of Education or its delegate(s) to discuss their child's behavior. The Board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

Re-engagement of Returning Students

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

Attention Deficit Disorder

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. The school district shall provide in-service training at least once every two years to certified staff regarding attention deficit disorder and attention deficit hyperactivity disorder, behavioral interventions and the use of psychotropic or psychostimulant medications.

Discipline of Students with Disabilities

Behavioral Interventions:

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students:

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Miscellaneous Student Policies

Aggressive Behavior Policy

Hoopeston Area CUSD #11 prohibits students from using any form of type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, without limitation, the use of force, noise, coercion, threats, intimidation, fear, bullying, or as deemed by the school district, any other comparable conduct. The parent or custodian of a student who exhibits a prohibited aggressive behavior will be contacted by the school administration. This notification will also include early intervention procedures intended to help the student avoid repetition of the behavior.

Anti-Bullying Policy: Complete Hoopeston Area CUSD #11 (6.40) Policy is located at www.hoopeston.k12.il.us

Introduction

The Anti-Bullying Policy in full is located in the Board of Education Policy Manual and is also posted on the school district's website. The purpose of this policy on bullying is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly, and respectful environment that promotes teaching and learning.

Bullying/Cyber-Bullying Defined

"Bullying is intentional harmful physical or verbal behavior, including communications made in writing or electronically, initiated by one or more students and directed toward another student. It exists when a student deliberately seeks to exercise power (physical or social) in order to intentionally dominate and harass another student. It is typically repeated. It is an imbalance of power where the bully targets a student who has difficulty defending himself or herself." (*Illinois Principals Association*) This specifically includes any behavior that represents cyber-bullying (bullying through the use of technology or any electronic communication). It can be reasonably predicted to have the effect of one or more of the following:

- 1 Placing the student in reasonable fear of harm;
- 2 Causing a substantially negative effect on the student's physical or mental health;
- 3 Substantially interfering with academic performance;
- 4 Substantially interfering with the student's participation in any school-based activities.

(Paraphrased from IL legal definition in 105ILCS 5/27-23.7(b))

Bullying Prohibited

Bullying is NOT acceptable and is strictly prohibited by Illinois state law and HA CUSD #11. Bullying behavior that is covered by this Policy is behavior that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, and may include incidents that occur off school grounds. No student shall be retaliated against for reporting bullying behavior. A student's act of retaliation will be treated as bullying and shall be subject to appropriate discipline. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying and shall be subject to appropriate discipline.

Bystander Responses

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, looking away, or otherwise actively encouraging the bully. Any student who is a bystander to any bullying behavior and who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline.

Report and Investigation

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

- Maple Grade Center (217) 283-6665
- Honeywell Grade Center (217) 283-6666
- John Greer Grade Center (217) 283-6667
- Hoopeston Area Middle School (217) 283-6664
- Hoopeston Area High School (217) 283-6661

The principal or designee(s) responsible for student discipline shall as soon as practicable conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and an opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to school social work services, restorative measures, school psychological services, and community-based services. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code. The police may be notified of incidents involving bodily harm or property damage.

Notification

Students and Parents/legal guardians will be notified of this Policy annually through receipt of each school's Student Handbook. The Anti-Bullying Policy in full is also posted on the school district's website.

Conclusion

HACUSD #11 recognizes the importance of a safe, orderly, and respectful learning environment. The purpose of this Policy on Bullying is to ensure, to the greatest extent possible, that no student will be subject to bullying.

Drugs and Alcohol

Students may be disciplined for:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
 - b. Any anabolic steroid unless it is 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 the manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (2) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Weapons Prohibition

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Racial Harassment is Prohibited 6.45

Any type of racial harassment, verbal or physical is not permitted at school functions and should be reported to school officials immediately. Appropriate action will be taken that may include police involvement.

Sexual Harassment & Teen Dating Violence is prohibited 6.45

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

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

- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint: Enforcement

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

Nondiscrimination Coordinator: Social Worker and/or Designee of the building Administration

Complaint Managers: Building Administration

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cross-references: PRESS 7:20, Harassment of Students Prohibited PRESS 7:185, Teen Dating Violence Prohibited

Sex/Gender Equity

Hoopeston Area High School C.U.S.D. #11 has sex equity policies which forbid any type of discrimination on the basis of sex except where necessary to accomplish a specific purpose that does not impinge upon the essential quality or fundamental fairness in the treatment of students or employees of this district. Detailed copies of these policies may be obtained from any school building office or the central district office.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cafeteria & Lunch Rules 6.50

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch. Misbehavior may result in disciplinary action in according to the school's disciplinary procedures.

- Students shall stay in seats.
- Individual voices should not be heard above the normal volume of conversation.
- All messes made by students, should be cleaned up by students.
- Students should remain in their seats until dismissed by lunch supervisor.
- Failure to comply with lunchroom rules may result in a student being given an assigned seat and/or other consequences.

Closed Campus Policy

Hoopeston Area CUSD #11 has a “closed” campus policy. Once a student arrives at school, he/she is to remain on school property until school is out or he/she is properly authorized to leave. No one is to be in the parking lot or a vehicle during school hours, unless permission is given by school authorities. All visitors must check in at the office before entering the building.

Field Trips 6.60

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- a. Failure to receive appropriate permission from parent/guardian or teacher
- b. Failure to complete appropriate coursework and academic eligibility
- c. Behavioral or safety concerns
- d. Denial of permission from administration
- e. Other reasons as determined by the school

Access to Student Social Networking Passwords & Website 6.70s

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. Cross-references: PRESS 7:140, Search and Seizure

Student Use of Electronic Devices 6.80

ELECTRONIC DEVICES: The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

For the purpose of this policy, all listed devices are called cell phones. It is recognized that sometimes parents need to communicate with students after school via cell phone. If a student brings a cell phone to school, it must be turned off and kept inside the student’s locker 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. If a cell phone is found in a student’s possession or in any location other than a locker, the cell phone may be confiscated. Cell phones should not be used by students from the moment they arrive on school property until the end of the school day (3:05 PM). Cell phones may be used after school hours, outside the building. Texting and receiving/sending calls during the school day is a violation of this policy. Anytime a student cell phone is seen, it is subject to seizure by staff. Parents may be required to come to the Building Office to pick the cell phone up and students may be given additional consequences. If there are repeated cell phone infractions, the student may be barred from bringing a cell phone to school. Students in violation of these rules and expectations may be subject to consequences.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes using an electronic device to take photographs in classrooms, hallways, locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as “sexting”.

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CHAPTER 7: PARENT INVOLVEMENT

Parent Involvement

Given the key role of parents in promoting effective schooling, the Hoopeston Area Middle School administration will assist in developing comprehensive, continuing programs of parent involvement at the seventh and eighth grade level. The district will provide welcoming opportunities for parent participation in resolving concerns. The major goal is to promote greater student success in all curricular areas by making schools and parents more productive partners in their children's education. To support the mission of Hoopeston Area CUSD#11 schools to educate all students for success in life, schools and parents must work as knowledgeable, respectful partners.

Definition

The term "parental involvement" means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including providing opportunities and support for the following: That parents play an important role in supporting their child's learning and the overall educational program and environment of the school; That parents are encouraged to be actively involved in their child's education at school and at home; and that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child. The building shall provide full opportunities for the participation of all parents, including those with limited English proficiency, parents with disabilities, and parents of migratory children.

Contact Information Page

The back page contains District and building contact information.

Student/Building/District Information

Hoopeston Area CUSD #11 delivers many types of electronic access for student information

The District webpage is www.hoopeston.k12.il.us The District site includes information on all five buildings, district calendar, and access to Information Now-the District's student information system for academics, behavior, and attendance.

1. Individual school webpages can be found on the District site.
2. School Messenger is an automated system utilized to get information to parents through phone, email, and text. You must "opt in" for access to the text option.
3. Information Now is the District's student information system. A username and password is given out for each student at registration. Information on student grades, attendance, and discipline can be accessed.

CHAPTER 8: INTERNET, TECHNOLOGY, AND PUBLICATIONS

HOOPESTON AREA CUSD #11 STUDENT ACCEPTABLE USE POLICY (April 2015)7.10, E1

Student Authorization for Electronic Network Access

This form accompanies Administrative Procedure 6:235- Acceptable Use of Electronic Networks. It must be signed when students will have unsupervised Internet access or when supervision will be minimal. Please submit this form to the Building Principal.

Dear Parents/Guardians: Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians will sign this *Authorization for Electronic Network Access* yearly while the student is enrolled in the School District. The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access. With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Acceptable Use Policy – Violation(s) may result in loss of privileges and further disciplinary consequences

CYBER BULLYING MAY HAVE MORE SEVERE CONSEQUENCES (See HA CUSD#11 Anti-Bullying Policy)

CHROMEBOOK AGREEMENT

Selected students across the district will be issued Google Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

To fully understand the technology expectations of CUSD #11, students and their parents/guardians are responsible for reviewing the District's Acceptable Use Policy (AUP).

Ownership of the Chromebook

Hoopston Area CUSD #11 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Hoopston CUSD #11 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the Hoopston Area CUSD #11 AUP Policy.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the homeroom teacher or designated technological support staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students may not attempt to install any apps or extensions to the Chromebooks that are not authorized by appropriate school personnel.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Responsibility for Electronic Data

Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, District administered Google "cloud storage"/ Google Drive, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

Students must adhere to the following conditions of being a good digital citizen:

Be Respectful

- I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
- I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

Be Responsible

- I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Be Safe

- I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not visit sites that are degrading, pornographic, racist, or inappropriate.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

District Provided Accounts

The District will provide and support Google accounts for students in grades 3-12, as determined by the District administration. Google accounts must be used for all email communications related to learning and must adhere to all the rules regarding the District Acceptable Use Policy. Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities.

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Guidelines
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Signature Form

By signing the Hoopeston Area Handbook Verification Sheet, the student and their parent/guardian agree to follow and accept:

- Hoopeston Area CUSD #11 Acceptable Use Policy
- The Chromebook Agreement
- The Website and Social Media Guidelines
- That Hoopeston Area CUSD #11 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Hoopeston Area CUSD #11, the student will return the Chromebook in good working order or pay the full replacement cost of the device.
- In no event shall Hoopeston Area CUSD #11 be held liable to any claim of damage, negligence, or breach of duty.

Telephone Calls

Students will not be called to the telephone to receive messages during school hours, except in cases of emergency. Notices that the office deems necessary will be forwarded to the students. Sending or receiving social calls in the office is not acceptable. Emergency calls made by students to their homes must be cleared by staff.

Guidelines for Student Distribution of Non-School-Sponsored Publications 7.20

The distribution of non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district. This will occur only after being approved by the building administration.

CHAPTER 9: SEARCH AND SEIZURE

Search and Seizure (105 Ilcs 5/10 - 22.6e) 8.10

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. Only Administrative personnel will be permitted to conduct searches.

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

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

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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

CHAPTER 10: ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Extracurricular Athletic Activities Code of Conduct (Requirements for Participation) 9.10

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Illinois Elementary School Association Member School (IESA)

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

Weekly Eligibility

John Greer and Hoopston Area Middle School have eligibility criteria in line with Illinois Elementary School Association (IESA).

Eligibility runs from Monday through Saturday of the following week.

Requirements for Participation – Documents on File

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

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate.
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian.
3. Proof the athlete is covered by medical insurance.
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

*See Athletic Handbook for more information.

Parent Meeting

A parent meeting will be scheduled before every extracurricular activity. This meeting will review policies and procedures for the activity. Responsibilities of the coach, student athlete, and parent will be reviewed.

Eligibility-Academic

Students must be passing all subjects in order to participate in any extracurricular contest. Eligibility is determined weekly from the first attendance day of the week until the first attendance day of the following week.

Students that are ineligible will exercise the following requirements:

- 1) Students will be allowed to practice.
- 2) Students will be restricted to traveling to all away games.
- 3) Students will be allowed to attend all home games, but will not dress in uniform.
- 4) Three weeks of ineligibility during each sport will result in dismissal from the team and/or activity.

Eligibility-Team Procedures

Team rules may suspend play. If a student is ineligible due to team rules, he/she will not be allowed to travel to away games.

24 Hour Rule

Students or parents may have concerns during extra-curricular activities. It is Hoopeston Area Middle School's goal to communicate clearly and to resolve any conflicts at the lowest possible level that parents or students have about practice rules, playing time, coaching strategies, or any matter related to the individual student athlete or coach. For concerns, the first contact should be the coach. All meetings will adhere to the 24 Hour Rule. The 24 Hour Rule is that all scheduled meetings with a coach must be 24 hours after a scheduled event, and never immediately after an event. If the circumstance is not resolved, a scheduled meeting can be set with the Middle School Principal and the Athletic Director. Violation of the 24 Hour Rule will be addressed by the Hoopeston Area Middle School administration.

IESA Requirements

In order to participate in any Illinois Elementary School Association (IESA) activities at Hoopeston Area Middle School, each prospective student must meet the following requirements:

1. Students must comply with all rules and regulations of the IESA.
2. Students must agree to care for and be responsible for school equipment used or issued and make necessary restitution whenever loss or damage is the student's responsibility.
3. Students must furnish the school with proof of passing a physical health exam. Physical exams are good for one calendar year.
4. If necessary, students must purchase school accident insurance or furnish proof of insurance coverage.
5. Students must comply with all policies as established by the coach of each activity in which they are participating.
6. Students who miss any part of a school day due to illness, personal business, doctor appointments, etc. are not allowed to participate in any contest or practice that evening. If students know ahead of time that they are going to miss part of a school day for an appointment then the student may be allowed, if cleared before the appointment with the coach or principal, to participate in the activity.
7. Students who are experiencing conduct or disciplinary problems may be denied participation in extracurricular activities.
8. Anything that is related to regular school activities (make up work, teacher/student conference, detention, etc.) will take precedence over extra-curricular activities.
9. Students are responsible for understanding and following the Hoopeston Area Extra-curricular Policy.
10. Students must be passing all of their classes in order to participate in activities. Grades are figured cumulatively from the beginning of each grading period.
11. Students who miss any part of the school day for an extracurricular activity are responsible for making arrangements for assignments with their teachers at least one day prior to the absence.
12. There are eligibility requirements regarding age; check with the office for dates.

Behavioral Conduct-"Building Blocks to Success" Good Sportsmanship Expectations

Building Blocks to Success campaign was developed by the IESA Sportsmanship Advisory committee. The campaign includes nine (9) character principles that the IESA sportsmanship advisory committee feels are key components to the development of *Today's Youth and Tomorrow's Leaders*.

Absence from School on Day of Activity

An athlete who is absent from school after 8:45 A.M. on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Spectators

All spectators are expected to display appropriate and sportsmanlike behavior. Any behavior deemed unacceptable by the Administration, Staff, Coaches, and/or Officials may result in removal of the spectator for at least the remainder of the event. Any additional violations or violations that are of a severe nature that may threaten the safety of the participants, coaches, supervisors, officials, or other spectators may result in the permanent removal of the offending spectator. This removal may be applied to any and all school-sponsored events. School officials may require the assistance of local police agencies to remove an unruly spectator when deemed necessary by the Administration. Any student of Hoopeston Area CUSD #11 who violates this policy may be subject consequences.

Hoopeston Area Extra-Curricular Policy

Statement of Philosophy

Participation in extracurricular activities (athletics and non-athletics) is a significant component of a high school student's development. Through participation, students develop many life-long skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for the rules and regulations. Concurrently, participating in extracurricular activities is a privilege made available to each student. As with all privileges, there are responsibilities. This privilege asks students to meet certain expectations beyond those found in the traditional classroom environment. There is no right of students to participate in extracurricular activities in the Hoopeston Area School District. This policy was developed to generate certain behavioral guidelines and expectations for those students who choose to take advantage of the activities and/or athletics offered to them by the school district. Evidence suggests that most abuse of tobacco, alcohol, steroids and other illegal drugs takes place away from the school setting. Hoopeston Area School District #11 strongly discourages students from attending and or being present at parties or other situations where these abuses take place. Students involved in extracurricular activities should not jeopardize their individual, team, or school reputation by attending these functions. Further evidence suggests that students are most successful in avoiding drug abuse when students, parents, school personnel, and the community are working together to have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time, adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be held accountable for their actions.

Rules of Conduct

Students participating in extracurricular activities at Hoopeston Area High School are highly visible to the student body, the Hoopeston Area School District community and the communities with whom Hoopeston Area students compete. The privilege of participation carries the responsibility of adherence to the extracurricular policy which reflects the role model status of student athletes and non-athletes which will bring credit to that person and to Hoopeston Area High School. Failure to conform to the extracurricular policy may result in appropriate disciplinary action by the principal and/or the athletic director. Behavior not specifically covered in the extra-curricular policy but clearly contrary to the spirit of the extra-curricular policy is subject to review by the principal and/or the athletic director, resulting in possible disciplinary action. Each Student will be given "due process" to insure that the disciplinary action fits the violation. It is possible that any offense could result in a harsher penalty being rendered at the discretion of the administration. Example: If a student/athlete has drugs in his possession at school for the purpose of selling them, that violation may result in a more severe consequence/penalty than a first strike.

Due Process Procedures

In cases involving the violations of any of the rules and regulations of the policy, the following guidelines and procedures will be implemented: Information concerning a violation of the rules and regulations may be obtained in writing from law enforcement officials. Information may be obtained through a voluntary admission by the student, which is initiated by the student. Furthermore, information may be obtained through an eyewitness account from law enforcement officials, middle school certified staff, high school certified staff, extra duty paid coaches, other paid certified staff, and Hoopeston Area School District #11 administration.

- a. The principal, Dean of Students and/or athletic director may conduct a due process meeting with the student pertaining to the violation.
- b. The principal, Dean of Students and/or athletic director may notify the parent/guardian of the consequence in writing via certified mail.
- c. If the parent/guardian feels there has been a violation in the implementation of this policy, they may request an appeal in writing to the district superintendent, and an appeal to the Hoopeston Area Board of Education.
- d. If an appeal request is made, the ruling of the Hoopeston Area School District #11 School Board is the final step of due process available to the student and parent/guardian.

Violating the Hoopston Area Extra Curricular Policy

Any violation of the Hoopston Area extra-curricular policy has occurred when the participant possesses, actively seeks, solicits, supplies, transports, sells, uses or is under the influence of tobacco, alcohol, steroids, or other illegal drugs, look-alike drugs, or possesses drug-related paraphernalia, violate the rights of others, theft, vandalism, violations which result in a police referral or arrest.

Consequences

- **1st Offense** –The participant will be suspended for 25 percent of the scheduled contests. For non-athletic extra-curricular activities, the closest numerical equivalent to the 25 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 25 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **2nd Offense** – If a second violation occurs, the participant will be suspended from all extracurricular scheduled contests for one calendar year from the date of the last violation. If the participant so chooses, he/she may elect to reduce the suspension to six months by completing 30 hours of community service. Such community service must be completed within 90 days of the last violation. Verification of the community service hours must be in writing and presented to the building principal.
- **3rd Offense** – If a third violation occurs, the participant will be suspended from all extracurricular contests for a minimum of one calendar year from the last violation. If the participant so chooses, he/she may elect to reduce the suspension to six months by completing 60 hours of community service. Such community service must be completed within 120 days of the last violation. Verification of the community service hours must be in writing and presented to the building principal.
- **4th Offense** – If a fourth violation occurs, the participant will be suspended for one calendar year.

Explaining the Extra-Curricular Policy

The extra-curricular policy covers, but is not limited to the following organizations and activities:

Non-athletic Organizations – Drama Club, Show Choir, Jazz Band, Scholastic Bowl, School Play, Student Council, Yearbook, and any other school group not related to a curricular class.

Athletic Organizations –Boys Basketball, Boys Track, Cheerleading, Girls Basketball, Girls Volleyball, Wrestling, and any other athletic organization/team.

The extra-curricular policy is a twelve (12) month policy. The sanctions apply year round, including the summer months, and to all school activities whether or not the student(s) is actively engaged in an activity/sport at the time of the violation. When a student signs this agreement he/she is bound by this agreement throughout his/her middle school career. If by chance a student does not participate during a school year, he/she is still bound by the agreement if he/se decides to begin participation in a subsequent year. Once the policy is signed for the current school term it will remain in effect for the remainder of the school term. Parent/guardians and student participants must understand by signing the policy, it shall be sufficient for two years at the middle school level, although the student and parent/guardian will be requested to review and sign the policy each year.

If an extra-curricular policy violation occurs during the off-season, or the season length does not allow the student to successfully complete the suspension, the suspension shall carry on the next sport season in which the athlete successfully participates and completes. The principal and/or dean of students will inform the student of the number of contests in which the student cannot participate. First offense suspensions will be rounded up the next whole number. Second suspension will start from the date of the last violation.

If a student is suspended due to the extra-curricular policy, they may be allowed to practice and participate in team functions but not allowed to participate in contests and events.

After a student completes the last day of eighth grade, the high school extra-curricular policy will be in effect.

Effective date of the extra-curricular policy: November 13, 2003, Revised July 19, 2007, Revised May 15, 2014

CHAPTER 11: SPECIAL EDUCATION

If you feel that your child has a disability for which he/she may qualify for special education services, please contact your child's principal to request a full case study evaluation.

(Spanish Version) Si usted cree que su hijo / hija tiene una discapacidad para que él / ella puede calificar para recibir servicios de educación especial, por favor póngase en contacto con el director de su hijo para solicitar una evaluación de su caso de estudio completo.

Education of Children with Disabilities 10.10

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Discipline of Students with Disabilities 10.20

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

Exemption From Physical Education Requirement 10.30

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

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

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

Access to Classroom for Special Education Observation or Evaluation 10.50

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

CHAPTER 12: STUDENT RECORDS AND PRIVACY

Student Privacy Protections 11.10

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

- a. Political affiliations or beliefs of the student or the student's parent/guardian.
- b. Mental or psychological problems of the student or the student's family.
- c. Sexual behaviors or attitudes.
- d. Illegal, anti-social, self-incriminating, or demeaning behavior.
- e. Critical appraisals of other individuals with whom students have close family relationships.
- f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- h. Income other than that required by law to determine program eligibility.

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

Student Records (Cross-reference: PRESS 7:340) 11.20

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

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is

also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs Academic awards, degrees, and honors Information in relation to school sponsored activities, organizations, and athletics Major field of study Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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

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

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

CHAPTER 13: PARENTAL RIGHTS AND NOTIFICATIONS

Teacher Qualifications 12.10

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals. If you would like to receive any of this information, please contact the district office.

Instructional Materials

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

Standardized Testing 12.20

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

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

7. Encourage students to relax on testing day.

Homeless Child's Right to Education 12.30

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

Sex Education Instruction 12.40

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:

PRESS 6:60-AP, Comprehensive Health Education Program. PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

English Learners 12.60

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Amy Linares at 217-283-6661.

School Visitation Rights 12.70

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

Pesticide Application Notice 12.80

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the district office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters 21.90

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

Transfer to Another School 12.100

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

Sex Offender Notification Law 12.110

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct

supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws 12.120

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Student Rights and Responsibilities

All students are entitled to the rights protected by the United States and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate the District policies or rules may be subject to disciplinary measures.

Management Plan Availability Form Letter Asbestos Containing Building Materials (ACBM are present in our school)

In accordance with the Federal Asbestos Hazard Emergency Response Act, and accredited inspector and management planner have completed a review of the locations, quantities, friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce the exposure to asbestos fibers. Copies of the asbestos management plan for our school, including the inspection report, are located in the Superintendent's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form "Request for Inspection Management Plan" will be provided upon request. Should a request be made for a copy of the report, the district is allowed to charge a reasonable fee to make copies of the plan.

Notice of Disability Accommodation at Parent Teacher Conferences, School Programs, and Board Meetings

In accordance with the American With Disabilities Act, parents needing accommodations or auxiliary aids in order to participate in parent conferences, school programs, and board meetings should contact the school administration at least 24 hours in advance.

SCHOOL-PARENT-STUDENT COMPACT

The **Hoopston Area Maple, Honeywell, and Middle Schools** and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The Hoopston Area Maple, Honeywell, and Middle Schools will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent reports to parents.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities

As a parent, I will:

- Require my child to attend school daily and be on time.

- Expect my child to show positive school behavior.
- Ensure that homework is completed.
- Participate, as appropriate, in parent-teacher-student conferences and decisions relating to my child’s education.
- Promote positive use of my child’s extracurricular time.
- Stay informed about my child’s education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

As a student, I will:

- Attend school daily.
- Follow positive school behavior expectations by being safe, respectful, and responsible
- Complete daily assignments and homework to the best of my ability and ask for help when I need it.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Hoopeston Area Community Unit School District #11 Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

**Hoopeston Area
Community Unit School District #11
Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Education Rights and Privacy Act* (FERPA), a Federal law, requires that Hoopeston Area C.U.S.D. #11, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Hoopeston Area C.U.S.D. #11 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Hoopeston Area C.U.S.D. #11 to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent’s prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want Hoopeston Area C.U.S.D. #11 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by. Hoopeston Area C.U.S.D. #11 has designed the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--------------------------|---|
| -Student’s name | -Participation in officially recognized activities and sports |
| -Address | -Weight/height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107, the legislation that provides funding for the Nation’s armed forces.

**Hoopeston Area
Community Unit School District #11
PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Hoopeston Area C.U.S.D. #11 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.)

Student Medication Authorization Form

Prescription Medication

Child’s Name _____ Grade _____ Teacher _____

(To be completed by student’s physician, physician assistant, or advanced practice RN)

Date: _____

Medication Purpose: _____

Prescription Medication Name: _____

Dosage: _____

Frequency: _____

Time to be given at school: _____

Duration: _____

Side Effects: _____

Signature of Physician

Printed Name of Physician

Address

City

State

Zip

Emergency Telephone Number

Asthma Inhalers or Epinephrine Auto-Injectors

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian Initials

(To be completed by Parent or Legal Guardian)

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Hoopston Area School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the Hoopston Area School District), lawfully prescribed medication in the manner described above. **I understand that it may be necessary that the administration of medication to my child may be performed by an individual other than a school nurse and I give consent to such practices,** and I agree to indemnify and hold harmless the Hoopston Area School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication. The medication will be sent to school in an original container appropriately labeled by the pharmacy.

Parent/Guardian Printed Name

Phone Number

Parent/Guardian Signature

Date

**Student Medication Authorization Form
Non-Prescription Medication**

Child's Name _____ Grade _____ Teacher _____

(To be completed by student's parent/guardian.)

Date: _____

Medication Purpose: _____

Non-Prescription Medication Name: _____

Dosage: _____

Frequency: _____

Time to be given at school: _____

Duration: _____

Other Information: _____

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Hoopetston Area School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the Hoopetston Area School District), medication in the manner described above. **I understand that it may be necessary that the administration of medication to my child may be performed by an individual other than a school nurse and I give consent to such practices,** and I agree to indemnify and hold harmless the Hoopetston Area School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication. The medication will be sent to school in an original container labeled by the pharmacy.

Parent/Guardian Printed Name

Phone Number

Parent/Guardian Signature

Date

Care of Students with Diabetes

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

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

For further information, please contact the building principal.

Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities

As provided by the Care of Students with Diabetes Act, I hereby authorize Hoopeston Area CUSD #11 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Hoopeston Area CUSD #11. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____

Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

Hoopeston Area CUSD #11 Contact Information

District Office 283-6668

Superintendent: Hank Hornbeck
Business Manager: Mark Eighner
Assistant to the Superintendent:
Rosellen Cornelius
Paymaster: Christine Coffman
Accounts Payable: Nancy Stipp
Buildings & Grounds: Curt Spaur
Transportation: Mark Eighner

**Hoopeston Area High School
283-6661**

Principal: Larry Maynard

**Honeywell Elementary
283-6666**

Principal: Suzi Root

Dean: Michl Kearney
Counselor: Kay Brown
Secretary: Heidi Crouch
Secretary: Leanne Stibbins

Secretary: Whitley Klaber

**Hoopeston Area Middle School
283-6664**

**Maple Elementary
283-6665**

Principal: Anne Burton
Student Support Services:
Special Education Coordinator:
Mary Schoonover
Social Work: Carlee Johnson
Secretary: Donna Spear

Principal: Lori Eells
Student Support Services: Kathy
Vines
Secretary: Kari Rayls
Secretary: Jill Bence

**John Greer
283-6667**

Bus Route: Mark Eighner
283-5969

Principal: Daniel Walder
Psychologist: Robin Eighner
Social Work:
Secretary: Dana Knoll

Home/School Liaison: Amy Linares
283-6664

Curriculum Director: Emily Brown
283-6664

Rtl Coordinator: Lisa Acton
283-6664

Please visit our website for additional information and resources for both parents and students.
www.hoopeston.k12.il.us