
HARVARD
School District 50
Parent and Student Handbook
2021 - 2022



This Handbook is a summary of the District's rules and expectations, and is not a comprehensive statement of school or District policies and procedures. The Board's comprehensive policy manual is available for public inspection at www.cusd50.org or in the Board office located at 401 N. Division, Harvard, Illinois. This handbook may be amended during the year without notice.

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Welcome to Harvard

August 2021

Welcome to Harvard Community School District 50! We are thrilled you're a part of the Harvard Hornet family. Our district is committed to ensuring a safe and inspiring environment for all of our students.

The District 50 Student Handbook provides parents and students the framework and understanding of our rules and regulations that help us to provide the best educational environment possible for our students. There is no greater priority in our district than the safety of our children.

District 50 also takes pride in being available and attentive to the needs of our families. Please do not hesitate to contact teachers, counselors, social workers, coaches, advisors, or administrators if you have a concern. The effective partnership of parents/guardians and our schools is one of our district's strategic goals.

2021-2022 is going to be a terrific year as we emerge from all of the pandemic-related changes we had to make. We're excited to start the year and will work hard to achieve educational excellence as we have for many years here in Harvard. We look forward to all of the exciting times ahead this school year.

Sincerely,



Dr. Corey Tafoya
Superintendent

Harvard District 50 School Calendar 2021-2022

August 11-13	New Staff Orientation
August 16-17	Teacher Institute
August 18	First Day of School
September 6	Labor Day - No School
September 8	Early Dismissal/Staff Development
October 6	Early Dismissal/Parent-Teacher Conferences (2:00pm-8:00pm)
October 7	Non-Attendance/Parent-Teacher Conferences (8:00am-6:30pm)
October 8	Non-Attendance Day - No School
October 11	Columbus Day - No School
October 20	Early Dismissal/Staff Development
November 10	Early Dismissal/Staff Development
November 11	Veterans Day - Attendance Day
November 24	Early Dismissal
November 25-26	Thanksgiving Holiday - No School
December 8	Early Dismissal/Staff Development
December 22	Early Dismissal
December 23 - January 4	Winter Break - No School
January 5	Teacher Institute - No School
January 6	Classes Resume
January 12	Early Dismissal/Staff Development
January 17	Martin Luther King Jr. Day - No School
February 9	Early Dismissal/Staff Development
February 17	Parent-Teacher Conferences - No School
February 18	Non-Attendance Day - No School
February 21	Presidents' Day - No School
March 7	Casimir Pulaski Day - Attendance Day
March 9	Early Dismissal/Staff Development
March 25	Early Dismissal
March 28 - April 1	Spring Break - No School
April 13	Early Dismissal/Staff Development
April 15	Spring Holiday - No School
April 18	*Spring Holiday - No School - Make-Up Day*
May 11	Early Dismissal/Staff Development
May 22	High School Graduation
May 26	Early Dismissal/Last Day of School
May 30	Memorial Day - No School

Emergency Make-Up Days

In the event of school closings, the following days will be utilized as alternates:

April 18, May 27, May 31, June 1, June 2

End of Quarters:

Quarter 1: October 15

Quarter 2: December 22

Quarter 3: March 11

Quarter 4: May 25

Early Dismissal Times:

Washington: **No PM 1:30 pm**

Crosby: **1:35 pm**

Jefferson: **1:25 pm**

Harvard Junior High: **1:30 pm**

Harvard High School: **1:30 pm**

1.20 District Contact Information

Board of Education

President

Mindy Shafer
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Julie Lehmann
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Todd Ramberg
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Roger Wilhoit
rwilhoit@cusd50.org

Regional Office of Education

2200 N. Seminary St.
Woodstock, IL 60098
Phone: 815-334-4475

Durham School Services (Transportation)

Phone: 815-943-7060

Aramark Food Services

Phone: 815-943-4022 ext. 2124

Central Office

401 N. Division St.
Harvard, IL 60033
Phone: 815-943-4022
Fax: 815-943-4282

Superintendent

Dr. Corey Tafoya
ctafoya@cusd50.org

Assistant Superintendent

Dr. Vicki Larson
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District Homeless Liaison

Director of Buildings and Grounds

Sean Huffstutler
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Chief Financial Officer

Mike Prombo
mprombo@cusd50.org

Director of Curriculum, Assessment and Grants

Dr. Mary Cooke
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Director of Special Services

Joyce Gronewold
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Coordinator of Language and Cultural Education

Amber Bowgren
abowgren@cusd50.org

Coordinator of College & Career Readiness

Maura Bridges
mbridges@cusd50.org

District Technology Director

John Hummel
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District Activities and Athletic Director

Andrew Walters
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Phone: 815-943-6461

Director of PR and Communications

McKenzie Laurent
mlaurent@cusd50.org

District School Nurse

Noemi Zamudio
nzamudio@cusd50.org

Schools

Washington School

Nikki Gardner
ngardner@cusd50.org
Pre-K & ECE
305 S. Hutchinson St.
Harvard, IL 60033
Phone: 815-943-6367

Crosby Elementary School

Kathleen Ferguson
kferguson@cusd50.org
Grades K-3
401 Hereley Dr.
Harvard, IL 60033
Phone: 815-943-6125

Jefferson School

Dr. Judy Floeter, Principal
jfloeter@cusd50.org
Grades 4-5
1200 N. Jefferson St.
Harvard, IL 60033
Phone: 815-943-6464

Harvard Junior High School

Tom Cardamone, Principal
tcardamone@cusd50.org
Grades 6-8
1301 N. Garfield St.
Harvard, IL 60033
Phone: 815-943-6466

Harvard High School

Carl Hobbs, Principal
chobbs@cusd50.org
Grades 9-12
1103 N. Jefferson Street
Harvard, IL 60033
Phone: 815-943-6461

Harvard Community Unit School District 50

STRATEGIC GOALS

MISSION STATEMENT

To produce a community of learners by cultivating academic, social, and emotional skills to maximize each student's potential.

VISION STATEMENT

Educational excellence and lifelong learning for all.

STRATEGIC GOALS

Goal 1: Student Success

Maximize the academic achievement and personal growth of every student.

Goal 2: Organizational Effectiveness

Cultivate and ensure structural supports that develop and retain high quality staff.

Goal 3: Communication and Community Relations

Build partnerships between the District and community to enhance student learning.

Goal 4: Finance and Operations

Maintain organizational and operational excellence.

The District Strategic Goals, approved May 1, 2017, can be found on the District website.

The Mascot of District 50: Harvey Hornet

The Colors of District 50: Black and Gold

1.40 – Parent Handbook Acknowledgment

PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE SCHOOL

FROM: The Parent/Guardian of _____ (student name):

I have reviewed the electronic Student/Parent Handbook (located on the District website at www.cusd50.org and found under the school's web page under "Forms & Documents"). A hard copy is available for review in the school office or by written request. I have reviewed the Student/Parent Handbook with my student(s) in an effort to promote a better understanding of the school rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that my failure to return this acknowledgment will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

I understand that this Handbook may be amended during the year without notice. The administration will notify all parents and students in writing, where possible, of any changes to the Handbook.

Signature of Parent or Guardian

Date

1.50 - Student Handbook Acknowledgment

FROM: _____(Student Name):

I have reviewed the electronic Student/Parent Handbook (located on the district website at www.cusd50.org and found under the school's webpage under "Forms & Documents"). A hard copy is available for review in the school office or by written request. I have read the Student/Parent Handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to do so. I understand that my failure to return this acknowledgment will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

I understand that my failure to return this acknowledgment will not relieve me or my parents from being responsible for knowing or complying with School and School District rules, policies, and procedures.

I understand that this Handbook may be amended during the year without notice. The administration will notify all parents and students in writing, where possible, of any changes to the Handbook.

Signature of Student

Date

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2.10 – Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. **A certified copy of the student's birth certificate.** If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days, he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within the allotted time, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case to the local law enforcement agency. The Superintendent or designee shall immediately report to the local law enforcement agency any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. **Proof of residence**, as required by Board Policy 7:60, Residence.
3. **Proof of disease immunization or detection and the required physical examination**, as required by state law and Board Policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

2.20 – Emergency School Delayed Start and School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of a delayed start, 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 and check the District's website, www.cusd50.org, for emergency information.

The District will notify families through an alert system that is connected to the website and Harvard CUSD 50 App. This system allows the District to efficiently send texts, emails, and prerecorded voice messages to parents of students. The system allows the District to send messages to parents and students based on school, grade level, home language, and many other criteria. In the case of an emergency, the District will contact parents at the phone number listed in PowerSchool. All non-emergency updates will be shared through email, text, or app notification.

If this emergency number has changed, please contact the office with the correct number. If you do not have a phone, please advise your child and the office on the procedure he/she should follow.

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

On delayed start schedule days, District buses will arrive at the scheduled pick-up points two hours later than their regularly scheduled time. Students who walk or drive to school should arrive at the times listed below. In the event a delayed start schedule is used, class periods will be shortened to accommodate a shorter day, but dismissal times will not change.

Delayed Start Schedule

- Washington:
 - No morning session
 - Afternoon 11:50 am – 2:50 pm
- Crosby Elementary: 10:20 am – 3:00 pm
- Jefferson Elementary: 9:55 am – 2:55 pm
- Harvard Jr. High: 10:00 am - 2:45 pm
- Harvard High School: 10:00 am – 2:45 pm

Delayed Start Adjustments

- Students should arrive at the bus stop two hours later than their normal scheduled time
- Parents dropping off students, students who walk, and students driving to school should arrive 2 hours after their regular arrival times
- Morning Washington School session canceled
- Before-school programs will be canceled
- After-school athletic programs will maintain normal schedules unless otherwise notified

2.30 – School Programs

Illinois Learning Standards

The Illinois State Board of Education has adopted academic standards for K-12 education to better prepare Illinois students for success in college and the workforce in a competitive global economy. These benchmarks are known as the Illinois Learning Standards. The Illinois Learning Standards aim to provide clear, consistent academic benchmarks with “fewer, clearer and higher” academic standards. Illinois developed these standards in cooperation with 47 other states. The standards may be viewed for each grade level in their entirety at the Illinois State Board of Education website.

Response to Intervention

The Illinois State Board of Education (ISBE) believes that increased student learning requires the consistent practice of providing high-quality instruction matched to student needs. Response to Intervention (RtI) is a general education initiative which requires collaborative efforts from all District staff, general educators, special educators and bilingual/EL staff. In a quality educational environment, student academic and behavioral needs must be identified and monitored continuously with documented student performance data used to make instructional decisions.

Dual Language

Harvard CUSD 50 provides instructional programming for language and second language learners. Our District values bilingualism, biliteracy, and biculturalism, and we encourage all of our scholars to participate in our Two-Way Dual Language Immersion program. Washington Early Childhood Center provides a 90/10 Dual Language Immersion program, while Crosby Elementary and Jefferson Elementary provide a 50/50 model. Scholars at Harvard Junior High and High School will receive instruction in English and Spanish Language Arts in addition to Social Studies and Science, depending on the grade level.

At all grade levels, the Dual Language program integrates two groups of students – native Spanish speakers and native English speakers. Both language groups receive academic instruction in two languages, Spanish and English. For nine years, Kindergarten-8th Grade, children will be exposed to the same District curriculum with an immersion component that allows for first and second language and content learning. The program sets out to support an “additive bilingual”

environment, meaning that all students learn a second language without compromising the first language.

2.31 – Attendance

Illinois law requires that any child between six (by September 1st) and seventeen years of age shall attend school in the district in which the child resides, during the entire time school is in session, unless the child has already graduated from high school. Additionally, any child below the age of six or above age seventeen who is enrolled in grades kindergarten through 12th grade is also required to attend school while in session during the regular school term.

It is the responsibility of the parent/guardian to ensure their child attends school regularly, during the entire time school is in session, unless the child: attends a private or parochial school, is found by a doctor or psychiatrist as physically or mentally unable to attend a regular school program, is lawfully and necessarily employed, or is temporarily excused for good reason by the Building Principal.

2.32 – Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and District. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are considered truant. Students who miss more than 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truant. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. These services shall include, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services which are available to truant and chronically truant students relative to their needs. 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

2.34 – Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege based upon student behavior. All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately, and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in Board Policy 7:190, Student Behavior.

2.35 – Student Absences

In the event of any absence, the student's parent/guardian is required to call the school before the start of the school day to explain the reason for the absence. If a call has not been made to the school within two hours of the start of the school day on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Excused absences include: illness, observance of a religious holiday with prior approval, 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, attending a military honors funeral to sound TAPS, or other reason as approved by the Building Principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Building Principal. The District may require documentation explaining the reason for the student's absence.

2.40 – Release Time for Religious Instruction and Observance

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

2.50 – School Dress Code and Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, hoods, coats, bandannas, sweat bands, and sunglasses may not be worn in the school buildings during the school day.
4. Any garment that poses a safety hazard is not permitted in the shop, laboratories, or during physical education.
5. Chains, spikes and long straps that can damage furniture shall not be worn in the building.
6. Garments with holes, cut-outs, or transparent material exposing skin or undergarments are not permitted.

7. The length of shorts or skirts must be appropriate for the school environment (i.e. shorts and skirts must, at a minimum, cover to the mid-thigh area).
8. Appropriate footwear must be worn at all times.
9. If there is any doubt or disagreement about a student's dress and appearance, the building administration will make the final decision.
10. Students in violation of the District's dress code will be given an opportunity to correct their attire. Students who refuse to correct their attire, engage in repeated violations of the dress code, or whose dress otherwise violates the student code of conduct may be subject to disciplinary action.

In accordance with Board Policy 7:10, Equal Educational Opportunities, school staff shall enforce dress code violations consistently, and shall not enforce the school's dress code more strictly against any particular student or group of students than other students. School staff and administrators may relax restrictions or impose additional restrictions as may be appropriate for a specific activity that they supervise, such as sporting events, school dances, or after-school activities.

2.60 – General Building Conduct and Student Behavior

Positive Behavioral Interventions and Supports

The focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at all District 50 schools. Through PBIS, we will work to create and maintain a safe, productive educational environment in which all school members have clear understandings of their roles in the educational process.

This proactive approach has four key foundational elements:

1. Behavioral expectations are defined.
2. Behavioral expectations are taught.
3. Appropriate behaviors are acknowledged.
4. Behavioral errors are corrected proactively.

Respect, responsibility and safety or *Hornet Pride*, should be demonstrated in all student conduct whether on the bus, on school grounds, in the hallways, classrooms, locker rooms, bathrooms or gymnasiums.

The District utilizes Crisis Prevention Intervention (CPI), only as necessary, and in compliance with Board policies and procedures and consistent to State law and regulations, in order to maintain student discipline and ensure the safety of all community stakeholders.

Prohibited Student Conduct

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

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 unless the student is authorized to be administered a medical

cannabis infused product and such use or possession is pursuant to Board Policy 7:20, Administering Medicine to students).

- 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 a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited. Any administration of medical cannabis for a student for whom medical cannabis has been prescribed must be approved and in accordance with the District's medication administration procedures.
 - 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: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances (unless the student is authorized to be administered a medical cannabis infused product and such paraphernalia is pursuant to Board Policy 7:270, Administering Medicines to Students).
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 5. Using or possessing an electronic paging device.
 6. 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." Unless otherwise banned under this policy or by the building principal, all cellular phones,

smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. 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.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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.

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.

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 two (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 "lookalikes" 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.

Gang and Gang Activity Prohibited

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

Detention

Detention may be assigned by teachers for violations of minor problem behaviors or any major problem behavior, or by the administrators. The student will be given a 24-hour notice before the detention is to be served to allow the student time to make transportation arrangements. Students

are responsible for their own transportation home when their behavior warrants a detention. Students who ride a bus, who work, participate in extracurricular activities or who have other transportation problems; are not in any way excused from detention.

3-hour Detention

Students may receive a 3-hour detention as a consequence of misbehavior. Parents/guardians of the students in 3-hour detention will be notified by a letter and/or phone call. Only an administrator can give a 3-hour detention to a student. 3-hour detentions are held on Wednesday from 3:00 p.m. – 6:00 p.m. Students will report to the pre-arranged location prior to 3:00 p.m. *Students who have a 3-hour detention pending may not attend, participate in, or practice for any extracurricular activity effective the next school day after the detention is levied until the detention is served.* Saturday detention may be assigned as an alternate time to serve a major detention at the administration's discretion. Students may attend, practice and participate in extracurricular activities the day following the completion of their last assigned detention. The following rules apply to 3-hour detentions:

1. The supervisor is not permitted to accept tardy students without the Assistant Principal's approval. Being tardy may result in additional detention time, other consequences or parental conference.
2. Students may be allowed one break about halfway through the period only with the supervisor's approval.
3. Students failing to have sufficient work for the entire time may be issued additional assignments by the detention teacher or be sent to the Assistant Principal for additional time in detention or other consequences.
4. The Assistant Principal may assign a discipline packet to be completed in order for the major detention to count.
5. School rules are in effect at times of 3-hour detention. Additional regulations include:
 - a. No sleeping
 - b. No talking
 - c. No noise or visual disturbances
 - d. The student must stay seated except with teacher approval to leave the desk.
6. Students absent (excused or unexcused) from school on the day assigned to the major detention will be assigned a make-up day as soon as possible.
7. Refusal to serve a major detention may result in further disciplinary action.

In-School Suspension (ISS)

Students may receive an In-School Suspension (ISS) as a consequence of misbehavior. Students who are assigned an ISS may not attend, participate in or practice for any extracurricular activity on the day they serve the ISS. Students may attend, practice and participate in extracurriculars the day following the completion of the last assigned ISS. Students serving an ISS will receive credit for assignments provided the assignments are completed during the ISS period. It is the student's responsibility to get these assignments. Parents of the students serving an ISS will be notified by letter or phone call. Only an administrator can issue an ISS to a student.

Out-Of-School Suspension Procedures

Superintendent shall implement out of school suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall be provided to the parent(s)/guardian(s) and the student, which shall:
 - a. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - b. Provide the specific act of gross disobedience or misconduct resulting in decision to suspend;
 - c. For a suspension of five (5) or more school days, documentation of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Student Expectations During Suspension

Suspended students are expected to complete all assignments and may be given alternate assignments when labs cannot be accomplished due to suspensions. Regular contact with the teacher via email, PowerSchool, phone, and/or pick up and drop off of assignments through the guidance office are expected to foster and secure student learning during suspension periods. The student should return to school with schoolwork completed.

Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. The hearing shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why

the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether the student engaged in gross disobedience or misconduct and take such action as it finds appropriate.

Corporal Punishment

Corporal punishment 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.

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.

2.61 – Fees, Fines and Charges; Waiver of Student Fees

For the 2021-2022 School Year, student registration fees, AP test fees and all extra-curricular fees for sports and activities will be paid for each student with grant money received from the Federal Government through the federal dollars given to support District 50. The yearly fees established by the Board will be re-instituted for the 2022-2023 School Year.

The Board establishes fees and charges to fund various school activities. Some parent(s)/guardian(s) may be unable to pay these fees; however, students will not be denied educational services or academic credit due to the inability to pay fees or certain charges. Students whose parent(s)/guardian(s) are unable to afford student fees may complete an application for a fee waiver.

To be submitted to the Building Principal

Student's Name (*please print*): _____ School: _____

As the parent/guardian of the above named student, I request a waiver of school fees. I am asking for a waiver of school fees because (*please check at least one box*):

- The above-named student (or student's family) is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children, AFDC) and evidence of participation is enclosed;
- The above-named student is currently eligible for free meals pursuant to 105 ILCS 125/1 et seq.;
- While none of the above two statements are true, there are other reasons why I am unable to afford the school fee assessed to the above-named student which are: (*describe in detail*)

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6). I attest that the statements made herein are true and correct.

Parent/Guardian (please print): _____ Address: _____

Signature: _____ Date: _____

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, Chromebooks, equipment or other school-owned materials.

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 household size, that are used for the federal free meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal employment;
4. Emergency situations; and/or
5. When one or more of the parents/guardians are involved in work stoppage.

The Superintendent or designee will notify the parent(s)/guardian(s) in writing within 30 calendar days as to whether the fee waiver request has been granted or denied. Denial of a fee waiver request may be appealed by submitting the appeal in writing to the Superintendent. The appeal must be decided within 30 days of receipt.

2.62 – Free/Reduced-Price Food Services

District 50 has been accepted into the Community Eligibility Option (CEO) program. Families **do not need to fill out any paperwork** or provide any information. Students in grades K through 12 can receive breakfast and lunch at **NO CHARGE** to the students.

Aramark kitchen staff prepares a variety of food for the staff and students. Students ALWAYS have the option to bring lunch from home. The meal programs at the Junior High School and the High School also offer a la carte items that require money in the lunch account. The a la carte costs are set by Aramark. Any questions may be directed to the main office at your student's school.

2.70 – Bus Transportation and Conduct

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. Information regarding bus stops, pick-up, and drop-off times will be sent to the student's home prior to the first day of school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in

other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. Parents will be provided written notice in the event their student is suspended from the bus.

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.

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 5 minutes prior to pick-up 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®, smart phones, 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.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Durham Transportation, 815-943-7060.

2.80 – Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors must present photo identification and inform office personnel of their reason for being at school. Identification will be processed through Raptor Technologies to ensure the safety of our students and staff.

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 will be escorted to their location by a staff member. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all District rules, including Board Policy 8:30, *Visitors to and Conduct on School Property*, during their time on District property and at District-sponsored events. 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.

2.81 – School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available at the District 50 School Board Office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision at their sole discretion. Teachers who desire parent volunteers will notify parents directly. For school-wide volunteer opportunities, please contact the Building Principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination in accordance with Section 1.40 of this Parent/Student Handbook.

2.9 – Treats and Snacks for Special Occasions

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged and approved in advance by the classroom teacher. All treats and snacks must be store-bought and pre-packaged in individual servings. No homemade treats or snacks are allowed at school for such occasions. Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a healthy treat or snack.

2.91 – Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home.

3.10 – Grading and Promotion

School report cards are issued to students on a quarterly basis (see District Calendar for schedule). 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. Participation in the 8th grade promotion ceremony is a privilege which must be earned.

Harvard High School students earn credits at the end of first and second semesters. Letter grades of A, B, C, and D are considered passing. A letter grade of F is considered failing. No credit is earned for courses in which a letter grade of F is received. The grade earned at the end of the semester is the cumulative grade for that term and is the one that is recorded on the student’s permanent record. A total of 26 credits are required for graduation to meet the requirements established by the state of Illinois and the policies of Harvard CUSD50. For questions regarding credits please contact the guidance.

Semester grades are determined by combining the course grade at 80% and the course’s final exam at 20%. Freshmen must earn at least 5 credits to be considered a sophomore. Sophomores must earn at least 10 credits to be considered a junior. Juniors must earn at least 17 credits to be considered a senior. A student must have a D- or higher to receive graduation credit.

3.12 – Grading Scale

Crosby School follows a three tiered marking system that measures how the students are progressing in meeting the Illinois State Standards. This system gives parents and educators specific information and insights into the student’s individual strengths and weaknesses within subject areas as it focuses on specific skills. Students will be assessed using the following:

M = Meets Expectations

P = Progressing

N = Needs Improvement

Jefferson School, Harvard Junior High School, and Harvard High School use the following grading scale:

A+	98 – 100%	B+	87 – 89%	C+	77 – 79%	D+	67 – 69%	F	0 – 59%
A	94 – 97%	B	83 – 86%	C	73 – 76%	D	63 – 66%		
A-	90 – 93%	B-	80 – 82%	C-	70 – 72%	D-	60 – 62%		

3.13 – Academic Honors and GPA Calculation

The honor roll at Harvard Junior High School has three levels based on grade point average in the four primary academic subjects, physical education, health, and exploratories: High Honors (4.0), Honors (3.5+) and Honorable Mention (3.0+). All grades must be a C- or above for all honor rolls.

The honor roll at Harvard High School has three levels based on grade point average: *High Honors* 4.0+, *Honors* 3.5 – 3.99 and *Honorable Mention* 3.0 – 3.49. Students on the honor roll may be recognized at an Honors breakfast by the Booster Club. Class rank is determined at semester based on semester grades.

Weighted grades are used at Harvard High School to:

1. Give students increased grade points for taking courses that are academically difficult.
2. Encourage students to take courses that will challenge them by reducing the risk of loss of GPA.
3. Ensure that scholastic excellence and effort will be the major determinant of class rank.

GPA is determined using the following values:

REGULAR CLASSES:

A+	4.34	B+	3.34	C+	2.34	D+	1.34	F	0
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.66	B-	2.66	C-	1.66	D-	0.66		

HONORS CLASSES:

A+	5.34	B+	4.34	C+	3.34	D+	2.34	F	0
A	5.00	B	4.00	C	3.00	D	2.00		
A-	4.66	B-	3.66	C-	2.66	D-	1.00		

ENROLLMENT & PERMISSION TO DROP A COURSE

When a student selects a course, the student is expected to complete it. Requests to drop a course by students will be handled on an individual basis. Requests to drop a course should be taken 1st to the teacher, 2nd to the counselor, and then approved by administration.

1. An add/drop form must be completed by the student and signed by a parent/guardian and the teachers of the classes involved.
2. Course changes must be completed by the third meeting block in order to withdraw. Drops after the third meeting block may result in an F and affect GPA.

SENIOR COMMENCEMENT PARTICIPATION

Participation in commencement exercises is a privilege that seniors earn by completing necessary academic requirements. Students who have earned all their credits, have paid all of their student fees, have met all disciplinary obligations, and have been in attendance for at least one full semester at Harvard High School may participate in commencement ceremonies and receive a diploma from Harvard High School.

3.14 –PowerSchool

PowerSchool is our web-based student information system (SIS). Parents and Students can access the Parent/Student portal to view schedules and grades.

Parents can also configure their messaging preferences (including preferred language) from within the Parent/Student portal for PowerSchool. You can reach the portal at cusd50.powerschool.com.

PowerSchool allows parents to create one parent account that can be connected to multiple students. There is also a PowerSchool app available to parents, to easily access student information on the go.

3.15 – Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework at the primary level should be minimal. A general guideline should be 10 minutes per grade level. If you feel that your student is spending too much time on homework, please contact your student's teacher immediately. Occasionally, teachers will assign a special project to be completed at home. The project is usually designed to involve parent(s)/guardian(s) and students in an activity that goes along with the curriculum. If preplanned extended absence homework is necessary, a teacher must have at least three days to prepare and provide assignments to the student prior to the start of the extended leave.

3.16 – Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work. The student will be permitted the same number of days he/she was absent to turn in the make-up work.

3.20 – Accelerated Placement Program

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be

limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the Building Principal for additional information.

3.21 – High School Course Alternatives and Substitutions

A maximum of 1 credit per year may be transferred in toward high school graduation requirements from the following: Correspondence Courses, Distance Learning Courses, Including Virtual or Online Courses.

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

1. The student is sophomore or above;
2. The course is offered by an institution *approved in advance* through the guidance office;
3. The course is not offered at HHS; and
4. The student assumes responsibility for all fees (including tuition and textbooks).

Exchange Programs

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

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

Summer School

A student will receive high school credit for successfully completing any course given by an institution accredited by AdvancED of Illinois provided the student obtains the consent of a supervising teacher as well as the Building Principal. Summer school may be available at Harvard Community High School. The guidance office handles registration.

College Courses

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

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

Dual Credit Courses

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

Volunteer Service Credit Program

A student may earn high school credit through community service activities. The Superintendent or designee shall implement the volunteer service credit program to ensure student enrichment, educational growth and personal welfare. Students shall receive .5 credit for 70 hours of community service.

Vocational Education Program

Students participating in the Interrelated Occupations Vocational Education Program (Tech Prep), the capstone class to vocational sequences at Harvard Community High School, may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

3.30 – Exemption from Physical Education Requirement

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

- A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.
- A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.
 - a. Enrollment in a marching band program for credit;
 - b. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
 - c. Ongoing participation in an interscholastic or extracurricular athletic program;
 - d. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
 - e. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
- Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.
- Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.
- State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.
- Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²
 - a. The time of year when the student's participation ceases.
 - b. The student's class schedule.

The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

3.40 – Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or accommodations. This notification should occur at least 10 days prior to the school-sponsored function, program, or meeting.

3.41 – Education of Children with Disabilities

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

In accordance with state and federal legislation regarding the education for students with disabilities, CUSD50 offers a wide range of programs and services to eligible students age three (3) to twenty-two (22). Special education programs and services are available to students meeting qualifying conditions within the following categories:

- Developmental Delay
- Deaf-Blindness
- Deafness
- Intellectual Impairment
- Other Health Impairment
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including blindness)
- Autism
- Emotional Disability
- Multiple Disabilities
- Specific Learning Disability
- Hearing Impairment
- Orthopedic Impairment

Students are identified eligible for services under the regulations set forth by the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible, services will be delivered by learning behavior specialists or speech pathologists. Student may qualify for services provided by other related service providers as deemed necessary including speech and language therapists, occupational and physical therapists, school psychologists, school social workers, teachers of the visually impaired, and hearing itinerants.

Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment; within special education classrooms; or within non-district facilities when alternatives to the public school setting are needed. In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, CUSD50 has also developed policies and procedures designed to assure an appropriate education to eligible students.

Copies of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” and/or the Illinois State Board of Education’s special education regulations may be obtained from the District office, upon request. **Section 504 of the Rehabilitation Act**

Students with disabilities who do not qualify for an Individualized Education Program (IEP), may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

If you believe your student meets one of the above categories and requires reasonable accommodations, you may contact your Building Principal for more information regarding the identification, assessment and placement of your student.

Related Service Logs

Parents have a right to request copies of related service logs that record the types of related services administered under a child’s individualized education program and the minutes of each type of related service that has been administered.

Qualified Interpreter Services

Interpretation services are available at IEP team meetings for parents/guardians whose native language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact the Building Principal, at least 5 business days in advance, to request an interpreter at their child’s IEP meeting.

A parent or guardian has the right to request that the interpreter serve no other role in the IEP meeting other than interpreter, and the school should make reasonable efforts to fulfill this request. A parent/guardian may contact the Building Principal with any questions or complaints about interpreter services.

For more information regarding the provision of special education and related services within the District, please contact the District’s Director of Student Services, Joyce Gronewold, at 815-943-4022 Ext. 2112.

3.42 – Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions, including use of physical restraint, time out, and Nonviolent Crisis Intervention shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School District 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 Act of 2004 and the all applicable State and federal regulations when disciplining special education students. No special education student shall be expelled or have their placement changed if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

3.43 – Exemption from Physical Education Requirements – Special Education

A student who is eligible for special education may be exempted from physical education or permitted alternate courses based on the following situations:

- 1) He or she (a) Provides a medical order by a physician documenting why the student should not participate in physical education or adaptive PE.
- 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.

3.44 – Certification of High School Completion – Special Education

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

3.50 – Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege based upon student behavior. All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately, and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in Board Policy 7:190, Student Behavior.

3.60 – Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the Building Principal.

3.70 – High School Study Hall

Study Hall is for academic purposes. Each student in the study hall must have something with which to occupy himself/herself for study purposes. Books and other material needed for study are to be taken there at the beginning of the period. Each student will be assigned a regular seat. The following rules and procedures will be in effect for all study hall periods:

1. Students are to be in assigned seats when the bell rings.
2. Students are to come to study hall prepared with all needed material.
3. Students are to work the entire period. Disruptions are not permitted.
4. Present all passes at the beginning of the period.
5. Passes or permission to leave study hall will not be honored until roll has been taken.
6. Passes to leave study hall to work in another room, a Resource or other guided study area as required by a student's IEP, RTI recommendation, or request of parent, should come from the student's case manager, teacher, or member of the administration.
7. Electronic devices are allowed to be used in study hall only with teacher permission.

3.71 – High School Graduation Requirements

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

1. Completing all district graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.

3. Passing United States Government and the Illinois State Constitution and Federal Constitution Tests.

NOTE: Students earn credits for successful course completion and must have at least 26 credits to graduate and meet certain requirements.

Course Requirements

- 4 years of English including English I, II, and III
- 3 years of Math
- Earth Science Physical Science (ESPS), Chemistry I, Biology I
- 2 years of Social Studies including: Civics (0.5 year), U.S. History (1 year)
- Strategies for Success (1 year)
- Health (0.5 year)
- Driver Education (0.5) year
- Consumer Economics (0.5 year)
- Business Elective (0.5 year)
- 1 year of Fine Arts, Foreign Language, or vocational education

Physical Education each semester while enrolled at HHS. (May be replaced with Health and Driver Education.

3.72 – High School Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the close of first quarter of the student's seventh semester. Request for early graduation forms are available in the guidance office and will be accepted at the close of junior year.

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

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

3.80 – Standardized Testing

Students and parent(s)/guardian(s) should be aware that students take standardized tests. 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, parent(s)/guardian(s) are encouraged to cooperate in preparing students for the standardized testing. Parent(s)/guardian(s) can assist their students in achieving 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.

Parents may request and the District will provide information regarding any State or District policy regarding student participation in any assessments mandated by Every Student Succeeds Act, Section 1111(b)(2). This shall include any policy, procedure, or parental right to opt the child out of such assessment, where applicable, and information on each assessment required by the State to comply with Section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the District

3.90 – English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Our District only provides native language instruction for students who qualify based on their English language proficiency. Every student who marks yes for either of the questions on the home language survey will need to be screened with the MODEL screener. The MODEL is an English language proficiency "screener" test given to incoming students who may be designated as English language learners. It assists educators with programmatic placement decisions such as identification and placement of ELLs. The W-APT is one component of WIDA's comprehensive assessment system. Depending on the results of the placement test your child might qualify for bilingual education, ESL (English as a Second language) services or no services.

Parent(s)/guardian(s) of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the District's Bilingual and Dual Language Coordinator at the Central Administration Center at 815-943-4022.

4.10 – Equal Opportunity and Sex Equity

Pursuant to Board Policy 7:10, *Equal Educational Opportunities*, Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, and actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian who believes their rights under this Policy may have been violated may file a complaint using Board Policy 2:260 *Uniform Grievance Procedure*, which can be found on the District's website, or by contacting the District's Nondiscrimination/Title IX Coordinator, Dr. Vicki Larson: 815-943-4022 or Complaint Manager, Dr. Judy Floeter 815-943-6464.

Subject to criminal penalties for trespass and/or disruptive behavior.

4.20 – Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available on the District website and upon request.

4.21 – Student Privacy Protections

Surveys by Third Parties

Before a District official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon the parent's/guardian's 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.

Parent(s)/guardian(s) 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

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

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

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

Instructional Material

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

4.22 – Student Records

Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

Upon the initial enrollment or transfer of a student to the District, the District must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parent(s)/guardian(s).

To contact the School's Official Records Custodian, please contact your child's school.

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

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required under Section (5)(b)(1) of the Missing Children's Records Act;
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System.
4. Attendance record.
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
6. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released.
 - b. The name and signature of the official records custodian releasing such information.
 - c. The name and capacity of the requesting person and the purpose for the request.
 - d. The date of release.
 - e. A copy of any consent to a release. Scores received on all State Assessment Tests administered at the high school level (that is, grades 9 through 12).

The *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State Assessment Tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed Home Language Survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.

5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”.
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth, has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or District to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The *temporary record* may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities, including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Other disciplinary information.
10. Special education records.
11. Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973.
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education.

The *Family Educational Rights and Privacy Act* (FERPA) and the *Illinois Student Records Act* afford Parent(s)/guardian(s) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. **The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age.

Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parent(s)/guardian(s) or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. Within 10 business days, the Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b) (15)).

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request an amendment and/or to challenge the contents of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend or may challenge the contents of 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. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the 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(s)/guardian(s) 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 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 may disclose education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) 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.

Disclosure is also permitted without parent consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect and copy the student records and to challenge their contents; 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; a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois; those SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act; or the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform research and planning.

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent(s)/guardian(s)' 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. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable.

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

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent(s)/guardian(s), or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

8. 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.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

4.30 – Harassment of Students Prohibited

Pursuant to Board Policy 7:20, *Harassment of Students Prohibited*, no person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination/Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any other District employee with whom the student is comfortable speaking. For any report or

complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination/Title IX Coordinator shall consider whether action under Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated. For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*, 7:190, *Student Behavior*, or any other relevant Board policy should be initiated, regardless of whether a written report or complaint is filed.

4.31 – Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying, and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has

information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

District Complaint Managers and Nondiscrimination Coordinators:

Dr. Judy Floeter
Jefferson Elementary School
1200 N. Jefferson Street
Harvard, Illinois 60033
(815) 943-6464

Dr. Vicki Larson
Harvard CUSD 50
401 N. Division St.
Harvard, Illinois 60033
(815) 943-4022

4. Consistent with federal and state laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

4.32 – Title IX Sexual Harassment Grievance Procedure

Sexual Harassment Defined

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) and Board Policy 2:265; Title IX Sexual Harassment Grievance Procedure, is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, Curriculum Content, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.

This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.

2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX/Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Non-Discrimination/Title IX Coordinator: Dr. Vicki Larson, 401 N. Division St., Harvard, IL 60033; (815) 943-4022 Ext. 2101.

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, Uniform Grievance Procedure; 5:20, Workplace Harassment Prohibited; 5:90, Abused and Neglected Child Reporting; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

Where the Title IX Coordinator determines that the report will be processed and reviewed according to this policy, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

- 1) Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
- 2) Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- 3) Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
- 4) Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
- 5) Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
- 6) Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- 7) Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
- 8) Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 9) Include reasonably prompt timeframes for conclusion of the grievance process.
- 10) Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
- 11) Base all decisions upon the preponderance of evidence standard.
- 12) Include the procedures and permissible bases for the Complainant and Respondent to appeal.
- 13) Describe the range of supportive measures available to Complainants and Respondents.
- 14) Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. A person who believes that he or she is being retaliated against should make a report to the Title IX Coordinator, Nondiscrimination Coordinator, or Building Principal.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

4.33 – 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 by Board Policy 7:185, *Teen Dating Violence Prohibited*. For purposes of Board Policy 7:185, 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.

4.40 - Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parent(s)/Guardian(s) at the start of the year. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

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

The school provides Parents/Guardians with access to:

- a. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- b. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;

- c. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- d. Timely responses to suggestions.

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the District 50 Central Office at 815-943-4022.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The District will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the District 50 Board Office at 815-943-4022.

4.41 – School Visitation Rights

The School Visitation Rights Act permits employed parent(s)/guardian(s), 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.

4.50 – Homeless Child's Right to Education

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

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

For assistance and support for homeless families, please call Dr. Vicki Larson, the District's Homeless Liaison, at (815) 943-4022 Ext. 2101.

4.51 – Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

4.60 – Access to Classroom for Special Education Observation or Evaluation

A parent, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent or child will be permitted reasonable access to the District's educational programs in accordance with the terms outlined below.

"Qualified professional" is defined as an individual retained by or on behalf of a parent or child who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate.

1. The parent, independent educational evaluator or qualified professional must submit a written request to the Building Principal if they wish to visit an educational program or classroom within the District. Such a written request must indicate the specific educational program or classroom the parent, independent educational evaluator or qualified professional wishes to visit and must outline the purpose for the visit.
2. A visit by the parent must be for the purpose of observing his or her child in the child's current educational program or visiting the educational program proposed for the child.
3. A visit by an independent educational evaluator or qualified professional must be for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, or the educational program proposed for the child.
4. The visit will be scheduled on a day and time that is mutually agreed upon.
5. The parent, independent educational evaluator or qualified professional must comply with the District's school visitation policy outlined in **Board Policy 8:30, *Visitors to and Conduct on School Property***.
6. Any observation of the child's current or proposed educational program by the parent, independent educational evaluator or qualified professional will be limited to one hour per semester. Any alteration of this time period must be approved by the Building Principal.
7. If, as part of an evaluation, the independent educational evaluator or qualified professional intends to conduct any interviews of school personnel who have information relevant to the child's educational program or proposed program, such interviews must be arranged for in advance of the visit and must be conducted at a mutually agreed upon time, date and place that do not interfere with the school employee's duties.
8. A school administrator or his/her designee will be present during a classroom observation by a parent, independent educational evaluator or qualified professional and during any interviews of relevant school personnel conducted by the independent educational evaluator or qualified professional.
9. During the classroom observation, the parent, independent educational evaluator or qualified professional shall not address the teacher, staff or students present in the classroom so as to not disrupt the educational process.

10. During the classroom observation, the parent, independent educational evaluator or qualified professional will remain in the location or seat directed by the teacher so as to not disrupt the educational process.
11. If at any time during the observation or evaluation, the parent, independent educational evaluator or qualified professional disrupts the educational process, the observation will end and the visitor will be escorted out of the building.
12. The parent, independent educational evaluator or qualified professional shall not discuss the observation, including a description of the students observed and/or their educational needs, except in the context of an IEP or other educational meeting with school staff regarding the child for whom the observation or evaluation is being conducted.
13. The parent, independent educational evaluator or qualified professional will comply with the *Family Educational Rights and Privacy Act* and the *Illinois School Student Records Act* and other applicable privacy laws and will not re-disclose any information obtained during the observation, including a student's name, disability, educational needs, performance and/or educational programming, except in the context of an IEP meeting or other educational meeting with school staff related to the child for whom the observation or evaluation is being conducted. An independent educational evaluator or qualified professional retained by a parent who conducts an observation of the classroom is not precluded from sharing information about their observation with that parent. The parent, however, remains subject to the same confidentiality provisions.
14. The Building Principal may impose additional terms whenever necessary to prevent disruption of the educational process.

4.70 – Teacher Qualifications

Parent(s)/guardian(s) may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification; and
4. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

4.80 – Video and Audio Monitoring System

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

4.81 – Lockers

At Crosby and Jefferson Elementary Schools, each student will be assigned a hall locker for the school year. **Students are not to switch or share lockers.** It is the responsibility of each student to keep his/her locker closed at all times when a locker has a door and is not in use. Substantial amounts of money or other valuable items should not be brought to school.

At the junior high and high school, each student will be assigned a hall locker for the school year. **Students are not to switch or share lockers.** All students in physical education classes are also assigned lockers. It is the responsibility of each student to keep his/her locker locked at all times when not in use. Many students lose materials at school because of their failure to lock lockers. Substantial amounts of money or other valuable items should not be brought to school.

Locker inspections will be conducted periodically. Students are responsible for anything found in the locker assigned to them. There is to be no open liquid in lockers; if found, staff will automatically confiscate the item. For health and safety reasons, students are reminded to store food in closed containers.

Harvard Community Unit School District 50 is not responsible for lost or stolen items. Do not leave valuables unattended. Do not leave your locker unlocked.

4.82 – Personal Property – Lost and Found

Students who find lost articles are asked to take them to the office where the owner can claim them. Items will be taken to the lost and found the next day if the item was not claimed the day it was turned in. Additionally, each classroom and the locker room have lost and found sites. Items not claimed at the end of each quarter become school district property and may be donated to a charitable organization.

4.90 – Search and Seizure

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

District Property and Equipment as well as Personal Effects Left There by Students

District Authorities may inspect and search District property and equipment owned or controlled by the District (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 District property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

District Authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a

reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

4.91 – Student Biometric Information Collection

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

4.92 – Military Recruiters & Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the Building Principal.

4.93 – Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Non-Discrimination/Title IX Coordinator.

4.94 – Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the

prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.¹

Parents or guardians may examine the instructional materials to be used in any District sex education class or course

4.95 – Work Permits

For Students Under 16

Work permits for Wisconsin - Big Foot High School (262) 275-2116

Work Permits for Illinois:

WHEN SCHOOL IS NOT IN SESSION YOU MAY WORK

- a. Up to 8 hours a day
- b. Up to 6 days a week
- c. Up to 48 hours a week
- d. Between 7 a.m. and 7 p.m., except from June 1 to Labor Day when 9 p.m. is the latest work hour.

WHEN SCHOOL IS IN SESSION YOU MAY WORK

- a. Up to 3 hours a day – but school hours and work hours cannot exceed 8 in total
- b. Up to 23 hours a week.

5.10 – Face Covering

Face Coverings Required: The School Board acknowledges the continuing need to follow the Joint Guidance issued by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) with respect to health and safety protocols for the return to in-person instruction. Accordingly, except for individuals younger than 2 years of age, any individual present in any building, facility or transportation vehicle (i.e. bus) owned, operated or used by the District, shall at all times wear a face covering, even when social distancing is maintained.

What Constitutes A Face Covering

For purposes of this section, "face covering" means a cloth face covering, N95 mask, surgical mask, or other material that fully covers the nose and mouth and is approved by the Centers for Disease Control and Prevention. Face covering designs and images must comply with the District's Student Appearance Policy and must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

When Face Coverings May Be Removed

Face coverings may be removed when:

1. Individuals are eating and/or drinking in spaces and at times so designated by the District;
2. Teachers and students are engaged in band activities necessitating such removal;
3. Individuals are outside and social distance (at least six feet apart) is maintained; or
4. Individuals are having trouble breathing.

Reasonable Accommodations

Individuals (Students or Visitors) who cannot tolerate a face-covering due to a medical condition or disability-related condition, or who present other valid documented reasons for not being able to wear a face covering, may be permitted to utilize alternative reasonable accommodation. Face shields or Gaiters are **NOT** considered optional face covers by ISBE or the IHSA. The Superintendent or designee shall have the discretion to determine whether an employee, visitor, or third-party individual qualifies for reasonable accommodation.

Student Accommodations

For a student with a medical condition or disability, the student's educational team (i.e. IEP team, 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the District may require an individual to provide a physician's note and/or other relevant information, documents, or certifications with respect to the condition or circumstance. Requests for reasonable accommodations from the face-covering requirement shall be assessed in accordance with applicable state and federal law.

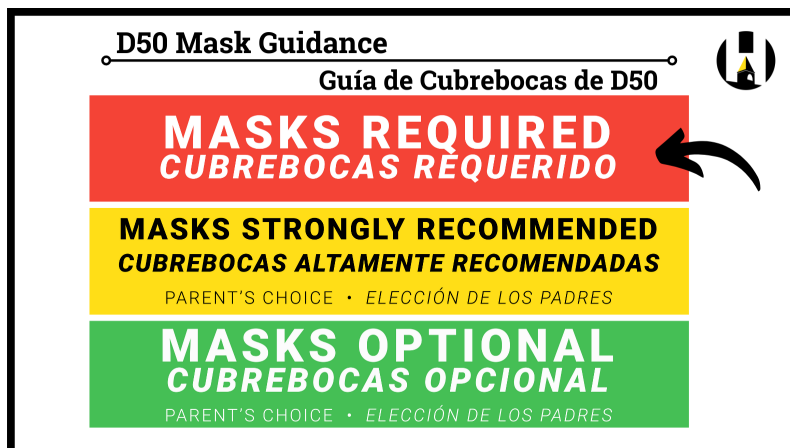
Consequences for Violating Policy

An individual's refusal to wear a face-covering in accordance with this policy shall constitute a violation of the District's applicable rules of conduct, and may subject the individual to disciplinary action and/or prevent the individual from entering the District's buildings, facilities or transportation vehicles until the individual complies with this policy.

Application and Duration of Policy

This policy shall apply any time ISBE and/or IDPH Joint Guidance recommends that face coverings be used in Illinois schools. The Superintendent or designee shall apply and enforce this policy.

District 50 will communicate local masking requirements using a three-stage chart showing the mask requirements at that time: red (masks required), yellow (masks strongly recommended), and green (masks optional).



District 50 may need to alternate guidance regarding mask-wearing throughout the school year as conditions and guidance change.

5.20 – Students with Life-Threatening Food Allergies, Chronic Illness, Other Disabilities

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

If your student has a life-threatening allergy or chronic illness, please notify the Building Principal

5.21 – 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.

Parents may grant consent for and authorize designated 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.

5.30 – 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 District.

The District maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of District's policy, Board Policy 7:290, *Suicide Prevention and Awareness*, is available on the District website. Information can also be obtained from the school office.

5.40 – Immunization, Health, Eye and Dental Examination

Required Health Examinations and Immunizations

All parent(s)/guardian(s) are required to present appropriate proof that their student(s) received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of six months and six years must provide a statement from a physician that their child(ren) were "risk-assessed" or screened for lead poisoning. The required health examinations must include a diabetes screening (diabetes testing is not required).

Failure to comply with the above requirements prior to October 15th of the school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to

certain exceptions. New students who register after October 15th of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15th may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

If a medical reason prevents a student from receiving a required immunization prior to the deadline, the student must present an immunization schedule and a statement from the physician regarding the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Students with Asthma

District 50 requests families of an asthmatic student to submit an Asthma Action Plan from their healthcare provider. We encourage students with other chronic health conditions to request and submit plans from their healthcare providers. District 50 has an Asthma Episode Emergency Response Protocol in place.

Eye Examination

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

A student will be exempt from eye examination requirements 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.

Certain students receive vision and hearing screenings as mandated by **Illinois School Code**. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Dental Examination

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

A student will be exempt from the dental examination requirements if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Religious/Medical Exemption

A student will be exempt from the above requirements based upon religious or medical grounds if the student's parent/guardian provides a completed Certificate of Religious Exemption to the Building Principal.

CPR and AED Training

The Illinois High School Association has a video available on their website regarding training on cardiopulmonary resuscitation (CPR) and automated external defibrillators (AEDs), which can be found at <https://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>. Students, parents, and staff are encouraged to watch this free video.

5.41 – Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student by submitting a completed "Student Medication Authorization Form", which is available at the school health office and on the District's website. Generally, the health care provider's signature and dispensing instructions must be completed for prescription and non-prescription medication.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The District schools may maintain the following undesignated prescription medications, and standing protocol for the administration of such medications, for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

The District, its employees and agents, including a physician, physician assistant or advance practice nurse providing the prescription and/or standing protocol will incur no liability, except for willful or wanton conduct, as a result of an injury arising from the administration of undesignated medications, regardless of whether authorization was given by the student's parent/guardian or the student's health care provider. Any parent/guardian wishing to exclude their child from the administration of any of the undesignated medications referenced herein will need to submit a written request indicating such to the Building Principal.

Emergency Aid to Students

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

5.50 – Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

5.60 – Guidance and Counseling

The District provides guidance and counseling services for students. The District's social workers and counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the

opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.70 – Communicable Diseases

The District observes the following recommendations of the Illinois Department of Public Health regarding communicable diseases:

1. Parent(s)/guardian(s) are required to notify the school health office if they suspect their child has a communicable disease.
2. In certain cases, students with a suspected communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/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.

5.80 – Head Lice

The District observes the following procedures regarding head lice:

1. Parent(s)/guardian(s) are required to notify the school health office if they suspect their child has head lice.
2. The school will provide written instructions to parent(s)/ guardian(s) regarding appropriate treatment for the infestation and may provide, as appropriate, written notice to other families of the existence of head lice in the classroom.

6.1 – Telephone Use

Parents who need to contact their children in case of emergency should do so through the main office. Students are called from class for emergencies. All other messages will be delivered to the students.

Students may make brief calls from the office phone before and after school. Telephones in the classroom are for teacher-use only; students may not use these phones. Students found to be using a classroom phone will be referred to administration for discipline.

6.2 – Student Social Networking Passwords & Websites

The District may not request or require your student 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. The District 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. During the course of the investigation, the students may be required to share the content that is reported in order to make a factual determination.

6.3 – Student Use of 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, smart phone, 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.

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, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; (3) audio or video recording other students or staff without their permission, and (4) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

Students in violation of this procedure are generally subject to the following consequences depending on the nature of the misconduct but consequences will be issued on a case specific basis:

1. First offense – The device may be confiscated by school personnel. A verbal warning may be assigned. The student may receive the device back at the end of the day in the school office.
2. Second offense – The device may be confiscated. A detention may be assigned. The student's parent/guardian may be notified and required to pick up the device in the school office.
3. Third offense – The device may be confiscated. A detention may be assigned. The student's parent/guardian may be notified and required to pick up the device in the school office. Additionally, the student may be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student may be prohibited from bringing the device to school for the remainder of the school year. The student may also face disciplinary action for insubordination.
4. Fourth and subsequent offense – The device may be confiscated. The student may be assigned a detention and may be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian may be notified and required to pick up the device in the school office. The student may also face disciplinary action for insubordination.

6.4 – Internet Acceptable Use

Student access to the District's electronic network must be for the purpose of education or research, and be consistent with the District's educational objectives. The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke or suspend access at any time. His or her decision is final.

Students are responsible for his or her actions and activities involving the network. Examples of unacceptable uses include, but are not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

3. Downloading of copyrighted material for other than personal use;
4. Wastefully using resources, such as file space;
5. Hacking or gaining unauthorized access to files, resources, or entities;
6. Invading the privacy of individuals, including the unauthorized disclosure, dissemination and/or use of information about anyone that is of a personal nature (such as a photograph);
7. Posting material authorized or created by another without his/her consent;
8. Posting anonymous messages;
9. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
10. Using the network while access privileges are suspended or revoked.

Network Etiquette

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.
7. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
8. Do not use the network in any way that would disrupt its use by other users. Consider all communications and information accessible via the network to be private property.

No Warranties

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

Indemnification

The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

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

Vandalism

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

Telephone Charges

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

Copyright Web Publishing Rules

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Student and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail (E-Mail)

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

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

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

Internet Safety

Internet access is limited to only those acceptable uses as detailed here. Staff members will supervise students using District Internet access to ensure that the students abide by these Terms and Conditions for Internet access.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. While the District utilizes a filtering device, students and parents are ultimately responsible for safe and appropriate access to the internet.

Student Authorization for Electronic Network Access

The following form must be signed and submitted to the Building Principal when a student will have unsupervised Internet access or when supervision will be minimal.

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.

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 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.

6.5 1:1 Chromebook Procedures

Please see the building-specific pages for 1:1 Chromebook Procedures.

6.6 Annual Notice to Parents About Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

In addition to the above, the federal Children's Online Privacy Protection Act, or COPPA (15 U.S.C. §§ 6501-6506) requires that educational technology vendors obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students. For more information on the web-based tools currently being utilized within the District, please contact John Hummel, Director of Technology, at (815) 943-4022 Ext. 2107.

6.7 – Guidelines for Student Distribution of Non-School Sponsored Publications

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

- 1) The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material.
- 2) The material may be distributed at times and locations selected by the Building Principal, such as, before the beginning or ending of classes at a central location inside the building.
- 3) The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- 4) Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- 5) The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- 6) Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Parent and Student Handbook
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
- 7) A student may use the District's Uniform Grievance Procedure to resolve a complaint.
- 8) Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

7.1 – Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.

5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Violations of the Cafeteria Rules may result in disciplinary action according to the District's disciplinary procedures.

HIGH SCHOOL UNDERCLASSMEN:

During lunch, underclassmen are restricted to the cafeteria and picnic tables outside, during acceptable weather. (Parents may request their student be restricted to the building during lunch, but the school is not responsible for the student if they leave.)

HIGH SCHOOL UPPERCLASSMEN:

Only Junior Silver Card Members & Senior Gold Card Members may walk off campus if wearing their Silver or Gold card ID. All other upperclassmen are restricted to the areas above.

During lunch a Senior Gold Card Members may drive during lunch period without any passenger/s if wearing their Gold card ID.

7.2 – Field Trips

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 disciplinary action. 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 under circumstances, as determined necessary by administration.

7.3 – Safety Drill Procedures

Safety drills will occur at times established by the building administration. 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 to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the discretion of the administration. Drills will not be preceded by a warning to the students.

7.4 – Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. Should a student require the assistance of a service animal on school grounds, the student's parent/guardian must contact the school in advance in order to develop a service animal support plan. The rule prohibiting animals, other than service animals on school property may be temporarily

waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

7.5 – Pesticide Application Notice and Asbestos Notification

Pesticide Application Notice is available on the District's website under facilities documents. Please contact the Director of Facilities Management with any questions or concerns.

An Asbestos Notice is available on the District's website under facilities documents. Please contact the Director of Facilities Management with any questions or concerns.

7.6 – Mandated Reporter

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.

7.7 – Sex Offender Notification Law

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

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

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

Any time that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the Building 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. A violation of this law is a Class 4 felony.

7.8 – Sex Offender & Violent Offender Community Notification

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, www.isp.state.il.us/sor/
- Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/
- Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

8.10 – Athletic Rules and Code of Conduct

See *STUDENT ATHLETIC/ACTIVITIES HANDBOOK*



***HARVARD COMMUNITY UNIT SCHOOL DISTRICT 50
HARVARD, ILLINOIS***

STUDENT ATHLETIC/ACTIVITIES HANDBOOK

2021-2022

**Harvard Community Unit School District No. 50
Harvard, Illinois**

**Student Athletic/Activities Handbook
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I. ELIGIBILITY

A. Required Documentation

All of the following, with the exception of the physical examination form and high school drug testing consent form, will be completed via the online registration program. The following documentation must be on file with the athletic office or activity sponsor before a student may participate in school-sponsored extracurricular activities:

- Permission from the student's parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
- All rostered students must have a current physical issued by a licensed physician, an advanced practice nurse, or a physician assistant within the last 395 days who assures that the student's health status allows for active athletic participation.
- Written authorization from the student's parent(s)/guardian(s) for medical treatment.
- Proof of accident insurance coverage, either by a policy purchased through the District approved insurance plan, or a parent(s)/guardian(s) statement that the student is covered under a family insurance plan.
- Written consent from the student and his/her parent(s)/guardian(s) to random drug testing pursuant to the Extracurricular Drug and Alcohol Testing Program. (School Board Policy 7:300, Section 6 - high school athletes only).
- Consent from the student and his/her parent(s)/guardian(s) of knowledge of and information pertaining to District 50 Concussion Protocol.
- A principal's certification of academic eligibility.

B. Academic Eligibility

- Participants should understand that their first responsibility is to meet the requirements of their coursework. Participants should realize that if they are not successful in their courses, they will not be successful in extracurricular activities.
- Academic eligibility is based upon Illinois Elementary School Association ("IESA") and/or Illinois High School Association ("IHSA") rules and requirements.
- Definitions
 - "Extracurricular Activities" are all IESA and/or IHSA activities and those activities which are organized and sponsored by Harvard Community Unit School District 50, but do not include graded courses, classes or activities for which academic credit is received. Occasions such as homecoming, prom, class trips, variety shows, and student organizations are also not included.
 - "Participation" is defined as competing in athletics/activities.
 - Attending regularly scheduled or special meetings or events of any extracurricular activity is required.
- Credit and Grade Point Average Requirements
 - a. Honors and Regular Grading Scale:

<u>HONORS =</u>	<u>REGULAR</u>	<u>PERCENTAGE</u>
A+ 5.34	4.34	98-100 %
A 5.00	4.00	94-97 %
A 4.66	3.66	90-93 %

B+ 4.34	3.34	87-89 %
B 4.00	3.00	83-86 %
B 3.66	2.66	80-82 %
C+ 3.34	2.34	77-79 %
C 3.00	2.00	73-76 %
C 2.66	1.66	70-72 %
D+ 2.34	1.34	67-69 %
D 2.00	1.00	63-66 %
D 1.00	0.66	60-62 %
F 0.00	0.00	0-59 %

- b. To be eligible to participate in a given semester, a high school student must earn 2.5 credits (five classes) in the previous semester. A student who does not meet this requirement shall be ineligible for participation for the following semester. The ineligibility pertains to all rostered participants (managers, statisticians, etc.)
 - c. No student shall be failing more than **two** classes to remain eligible in any week even if earning 2.5 credits (5 classes).
 - d. For a student to be eligible to participate in extracurricular activities, he/she shall maintain a semester GPA of 1.66. A student who does not meet this requirement shall be ineligible for participation for the following three weeks.
 - e. The high school principal or his/her designee will conduct weekly eligibility reviews. Students must pass three credits per week. Students who fail to meet this requirement shall be ineligible for one week, Monday -Sunday. All classes will be included in computing the student's credits for the week. Junior High School students must be passing all classes.
- C. Only those courses in which the student is enrolled for credit and are approved by Harvard High School Guidance Department and/or principal will be considered for determining eligibility to participate in extracurricular activities.
- D. Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless determined by the student's educational team or case manager. The nature of the disability must be stated in the IEP or 504 Plan and will be a determining factor in a student's eligibility. Eligibility limits cannot be made below minimal requirements of the IHSA.
- E. Eligibility for extracurricular participation of students who are in their first year of the Bilingual Education Program and are receiving reasonable accommodations through this program shall be subject to this policy, unless it is determined by a team composed of the bilingual staff, the athletic director, and an administrator that their inability to use English is preventing them from meeting this requirement. Eligibility limits cannot be made below minimal requirements of the IESA and/or the IHSA.

II. ABSENCE FROM SCHOOL - PROCEDURE

If a student is too ill to attend school, the student is too ill to participate in athletics or activities.

- A. Any student who is absent from school for thirty or more minutes, at any point of the day, shall not participate in practice sessions or any contests or performances on that day. Students attending a funeral or who have a doctor's appointment, with a note from the physician, are excused from school and may practice and participate.

- B. If a student is absent on a Friday due to illness, that athlete may not compete on Saturday unless the athlete obtains permission from the building principal, to compete on Saturday. If a student has an unexcused absence on a Friday, the athlete may not practice or compete on Saturday, unless the principal has given permission to do so.
- C. If a student has been absent three or more consecutive days due to illness, the student shall not participate in the next contest without written consent from a doctor.
- D. If a student is absent on the day prior to a school-recognized non-attendance day, the student may not compete on that day and/or the following day. The student may participate the second day after the absence with the principal's permission or a doctor's note.

III. CHANGING SPORTS DURING THE SAME SEASON

- A. Varsity athletes shall not be allowed to drop one sport to join another sport during the same sport season, unless they have been cut from another sport.
- B. Students who participate in a sport for the first time shall be allowed to change sports, but only if the following criteria are met:
 - a. the athlete is in good standing with their coaches and school;
 - b. both head coaches and the athletic director agree with the change; and
 - c. the request to change is made before the first scheduled contest.
- C. Athletes who are dismissed for a disciplinary reason from a sport shall not be allowed to weight train or practice for a sport in the next sports season until their former team members are also able to start practices for that sport.

IV. ATHLETES PARTICIPATING IN TWO SPORTS IN THE SAME SEASON

- A. The two head coaches of the sports involved must be in agreement at least one month prior to the start of practice. The athletic director must be notified in writing at this time.
- B. The athlete must declare a primary sport and must participate in that sport when there is a scheduling conflict. This is to be done prior to the first day of practice and is to be given to the athletic director in written form.
- C. If the athlete quits the primary sport, he/she may not continue in the secondary sport. The athlete may drop the secondary sport and continue in the primary sport.

V. RULES FOR HARVARD ATHLETES/ACTIVITY PARTICIPANTS

- A. Curfew
 - a. All athletes will adhere to state curfew hours. It is unlawful for a person less than 17 years of age to be present at or upon any public assembly, building, place, street, or highway at the following times unless accompanied and supervised by a parent, legal guardian or other responsible companion at least 21 years of age approved by a parent or legal guardian, or unless engaged in a business or occupation which the laws of this State authorize a person less than 17 years of age to perform:
 - i. between 12:01 A.M. Friday and 6:00 A.M. Saturday
 - ii. between 12:01 A.M. Saturday and 6:00 A.M. Sunday
 - iii. between 11:00 P.M. and 6:00 A.M. on the following day on Sunday through Thursday inclusive.
 - b. The first curfew infraction shall result in a conference with the involved athlete, his/her coach, and the head coach of their sport.
 - c. The head coach, as a result of the above conference, shall issue a consequence.

- d. A second curfew violation may result in an athlete being dropped from the squad. The head coach shall inform the athletic director when this situation occurs.
- B. Practice Attendance
- a. Athletes are expected to attend all practices in their sport unless excused by their coach. Excused absences include illness, a death in the family, religious holidays, doctor or dental appointments, and immediate family vacations. Parents must make personal contact with the head coach prior to the vacation. Immediate family is defined as parents or guardians.
 - b. Athletes who become ill while in attendance on a day of practice should inform their coach that they would not be at practice.
 - c. Injured athletes who are attending school are to attend practice sessions even though they cannot physically participate.
 - d. The first unexcused absence from practice may disqualify the athlete from participating in the next scheduled contest.
 - e. Two unexcused absences from practice may result in elimination from the squad.
 - f. Students who are in school may be excused from practices by their coach.
- C. Athletic/Activity Transportation
- a. All extracurricular participants shall travel by school-approved transportation to and from all contests.
 - b. Participants may return home with their parents/guardians providing the parent makes a personal request to the coach/sponsor in charge. Participants may only return home with their parents/guardians. Any other arrangements must be approved by the administration.
 - c. Parents are expected to provide participants' transportation home from the practice or competition site-if competition is a "home" competition.
- D. Participants' Dress and Appearance
- a. Head coaches/sponsors may establish more specific dress and appearance rules than the IHSA, but in accordance with school dress code, for their activity. For example, varsity athletes may be requested to wear special clothing deemed appropriate on a day of a contest.
 - b. Participants representing Harvard District 50 shall not wear any jewelry during any athletic practices or contests.
 - c. Habitual violation can lead to dismissal from the activity

VI. CODE OF CONDUCT FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

- A. Expectations of participants:
- a. set a good example for other students;
 - b. maintain student-teacher relationships of the highest caliber; and
 - c. meet their responsibilities as students. For example, detentions must be made up before attending practices.
- B. All students participating in extracurricular activities are required by Board Policy 7:240 to:
- a. conduct themselves at all times, including after school and on school days when school is not in session and whether on and off school property, as good citizens and exemplars of Harvard District 50, and
 - b. behave in ways that are consistent with good sportsmanship, leadership and appropriate moral conduct.
- C. Students who fail to abide by Board Policy 7:240 and the Code of Conduct for Extracurricular Activities as detailed below may be removed from the extracurricular activity.

- D. The Code of Conduct for Extracurricular Activities, set forth below, describes the expectations and goals of all extracurricular and athletic programs and will be enforced every day of the calendar year, 24 hours a day, beginning the day of 6th grade and through the date of 12th grade graduation and/or the culmination of the IESA and/or IHSA state series, whichever is later. A student may be excluded from activities or competition while the school is conducting an investigation regarding the student's conduct. Students and their parent(s)/guardian(s) are encouraged to seek assistance from the student assistant program regarding alcohol or other drug problems.
- E. Code of Conduct for Extracurricular Activities
- a. A student participating in an extracurricular activity or athletic program will be subject to disciplinary action if he or she violates the Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.
 - b. The student shall not:
 - i. violate the District's policies or procedures on Student Behavior;
 - ii. use beverages containing alcohol (except for religious purposes);
 - iii. use, possess, buy, sell, barter or distribute any illegal substances (nonprescription drugs) or look-a-like substances or paraphernalia;
 - iv. use tobacco in any form; this includes, but is not limited to: e-cigs, vaporizers, and/or smoking materials of any kind;
 - v. use, possess, buy, sell, barter or distribute any object that is or could be considered a weapon or any item that is a look-a-like weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting and/or skeet;
 - vi. attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
 - vii. act in an unsportsmanlike manner;
 - viii. vandalize or steal;
 - ix. haze other students;
 - x. violate the written rules for the activity or sport;
 - xi. behave in a manner that is detrimental to the good of the group or school;
 - xii. be insubordinate or disrespectful toward any of the activity's sponsors or team's coaching staff;
 - xiii. falsify any information contained on any permit or permission form required by the activity or sport;
 - xiv. test positive for any drug that is on the IESA or IHSA Performance Enhancing Drugs List; and
 - xv. use social networking tools or other electronic communication methods to violate the Code of Conduct for Extracurricular Activities.
- F. Enforcement of Athletic/Activities Rules and Regulations
- a. Use of Alcohol, Illegal Substances or Tobacco:
 - i. the Board of Education believes that the use of alcohol and other drugs by students who participate in interscholastic athletics or Harvard District 50 activities presents a particular hazard to the health, safety, and welfare to the students and to those who compete with the students in all activities. The Board encourages students to participate in interscholastic athletics and school sponsored activities, but believes the opportunity to participate in a school sponsored interscholastic athletics or a school-sponsored activity is not an

absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis.

- ii. staff and law enforcement agencies are authorized to report infractions. This will include all violations during the student’s activity and athletic career, starting the first day of 6th grade, and through the date of 12th grade graduation, and/or the culmination of the IESA or IHSA state series, whichever is later.
- iii. verification of any violation of this policy may be made by police officials, school officials, School District 50 staff members, parents or guardians of the student accused and the student.

Requirements and Expectations	Consequences For Not Meeting Requirements and Expectations
<p>A. Use or possession of alcohol, tobacco, e-cigs, vaporizers, and/or smoking materials of any kind, controlled substances, or misuse of prescription and/or non-prescription drugs, will be considered a violation of the Code of Conduct for Extracurricular Activities.</p>	<p>Any student in violation of the requirements and expectations will be given one of the following consequences:</p>
	<p>First offense (use or possession) Upon verification, parents will be contacted; the student will be suspended from 50% of the total number of scheduled performances, activities, or competitions. (Scheduled performances, activities, or competitions include the first scheduled state series performance, activity, or competition.) If the student is involved in both athletic activities and non-athletic extracurricular activities, the amount of the suspension shall be based upon athletic activities. If a student is in both athletic and non-athletic extracurricular activities, the student will not be allowed to participate in non-athletic extracurricular activities while he/she is serving the athletic suspension. At the student’s expense, the student must attend a substance abuse assessment within two business days and enroll in the recommended counseling prior to being eligible for events or activities, and the student must successfully complete the counseling in a timely fashion or be subject to an additional suspension at the discretion of the athletic director.</p> <p>First offense (attendance at a party/in a vehicle) Attendance at a party or riding in a vehicle where possession or use of alcoholic beverages and/or controlled substances are being consumed: a suspension of 10% of the total number of performances, activities, or competitions. The student/athlete must end the sport/activity in good standing. If the suspension cannot be completed in the given season, the suspension will carry over to the next season. For example, a student that is suspended for 20% of a season, with 10% of their season remaining, will be required not only for</p>

	the remainder of that season, but also 10% of the next sport/activity season.
	<p>Second Offense (use or possession): Upon verification of the offense, parents will be contacted. The student will be suspended from participation in athletics or activities for one calendar year.</p> <p>Second offense (attendance at a party/in a vehicle) Attendance at a party or riding in a vehicle where possession or use of alcoholic beverages and/or controlled substances are being consumed: a suspension of 20% of the total number of performances, activities, or competitions.</p>
	<p>Third Offense (use or possession): Upon verification of the offense, parents will be contacted. The student will be ineligible to participate in athletics or activities for the remainder of his or her career at the school.</p> <p>Third offense (attendance at a party/in a vehicle) Attendance at a party or riding in a vehicle where possession or use of alcoholic beverages and/or controlled substances are being consumed: The student will be suspended from participation in athletics or activities for one calendar year.</p>

VII. CODE OF ETHICS AND GUIDELINES FOR SPECTATORS

- A. All Hornet fans and supporters are expected to display good sportsmanship.
- B. All representatives of District 50 should show respect for the rights of others.
- C. Game officials will be supported by the administration in assessing penalties against participants and coaches/sponsors for rules violations.
- D. All regulations set by opponents while engaged in activities at their site will be respected.
- E. No intentional evasion of, or circumventing of, a rule will be permitted.
- F. All communications will follow the chain of command.
- G. All cases, events, or circumstances not covered specifically by the foregoing policies and procedures shall be decided by the athletic director, principal and/or the District 50 Superintendent.

VIII. MISCONDUCT

Profane or Vulgar Language

- A. The use of profane or vulgar language by participants shall not be tolerated.
- B. The first infraction shall result in a conference with an administrator(s), the involved participant, the involved participant's parents, his or her coach/sponsor, and the head coach/sponsor of the activity.
- C. As a result of the above conference, the administrator(s) shall determine the appropriate consequence.
- D. A second violation shall result in suspension from one event or contest. The head coach/sponsor shall inform the Athletic Director or relevant administrator and the student's parent/guardian if such a situation occurs.

- E. A third violation may result in the participant being dropped from the activity. The head coach/sponsor shall inform the Athletic Director or relevant administrator and the student's parent/guardian if such a situation occurs.

IX. GROSS MISCONDUCT

Gross misconduct is defined as any conduct, behavior or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities, or the rights of other student, school personnel or other persons. State law provides that students may be subject to disciplinary consequences up to and including suspension or expulsion for gross disobedience or misconduct. Action may be taken, regardless of the location as long as there is reasonable relationship between the conduct of the student and school. Use of social networking thru electronic devices is prohibited to commit any and all gross misconduct. See Board Policy 7:190-AP6.

- A. Gross misconduct includes, but is not limited to, the following:
 - a. conviction of a felony
 - b. fighting
 - c. vandalism
 - d. assault
 - e. theft
 - f. proven gang affiliation
 - g. sexual harassment
 - h. hazing/intimidation/bullying
 - i. insubordination
 - j. falsifying information and/or academic dishonesty
- B. Any gross misconduct or behavior by a participant who is representing Harvard District 50 shall cause the AADC to review their individual case.
- C. The AADC will discuss the degree of severity of any participant's misconduct and recommend a course of disposition to the Building Principal.
- D. Out of School Suspensions:
 - a. 1-3 day OSS: A suspension of 10% of the total number of performances, activities, or competitions. Any competitions during the out of school suspension will count towards the 10% suspension.
 - b. 4 or more day OSS: A minimum suspension of 20% of the total number of performances, activities, or competitions. Any competitions during the out of school suspension will count towards the 20% suspension.
- E. Calculating Time of Suspension:
 - a. to calculate the percentage of performances, activities, or competitions from which the student is suspended, the building principal shall determine the number of events that occur in the regular season. For example, if the number of scheduled basketball games (including the first state-series game) is 20, a suspension for 10% of competitions would require the student to miss two games.
- F. The conviction of a felony may have a punishment of the remainder of the participant's school career.
- G. A coach's/sponsor's decision will be made with regard to misconduct (language, etc.) not gross misconduct. If the participant commits multiple offenses, he or she may be suspended for up to one calendar year.

X. DUE PROCESS

- A. Pursuant to Board Policy 7:240-AP1, students who are accused of violating the Code of Conduct for Extracurricular Activities are entitled to the following due process:
- a. the student should be advised of the disciplinary infraction with which he or she is being charged.
 - b. the student shall be entitled to a meeting before an appropriate administrator.
 - c. the student will be able to respond to any charges leveled against him or her.
 - d. the student may provide any additional information he or she wishes for the administrator to consider.
 - e. the administrator(s), with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
 - f. if the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose consequences on the student as set forth within this document.
 - g. the administrator(s) will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal. The student's appeal must be in writing and must be filed with the Building Principal within two school days after receipt of the administrator's written decision.
 - h. within ten school days after receipt of the student's written appeal, the Building Principal will convene an appeal committee which will be named the Athletic/Activities Discipline Committee (AADC). This committee will be made up of a minimum of three members and may contain the following members: Building Principal, Off Season Coach, Assistant Principal, Dean of Students, Teachers, and Athletic Trainer.
 - i. the AADC will make a written report of the appeal decision and rationale within three school days after the hearing. The student may appeal the decision of the AADC to the Superintendent. The student's appeal must be in writing and must be filed with the Superintendent within two school days after receipt of the administrator's written decision.
 - j. the District 50 Superintendent will review the record on appeal to the AADC and render a written decision within ten school days after receipt of the student's written appeal.
 - k. the District 50 Superintendent will make a written report of his or her decision and rationale. The student may appeal the decision of the Superintendent to the Board of Education. The student's appeal must be in writing and must be filed with the Board Secretary within two school days after receipt of the Superintendent's decision.
 - l. the Board of Education will review the student's appeal during the closed session of its next regularly scheduled Board meeting following the student's appeal. The decision of the Board of Education will be final.

XI. WEIGHT/FITNESS ROOM ELIGIBILITY

- A. Any student that is not participating in a sport will be able to start weight training and/or use the fitness room if supervised by school personnel.
- B. Athletes who are dismissed from a sport shall not be allowed to weight train, practice, or use the fitness room for a sport in the next sports season until their former team members are also able to start practices for that sport. If an athlete is injured and will not be able to participate for the remainder of that season, the athlete may weight lift with a program prepared by the District athletic trainer.
- C. Supervision will only be conducted by an employee, coach, or volunteer approved by the Harvard District 50 Board of Education.
- D. The student must have a current insurance waiver and a current physical on file.

XII. REQUIREMENTS FOR EARNING A VARSITY LETTER

- A. It is a privilege to be a member of a Harvard athletic/activity team. It is the philosophy of the District 50 coaching staff that earning a varsity letter is a distinct honor and something that we believe all athletes should aspire to achieve. Athletes are required to meet the standards as stated below to earn a varsity letter.
- a. All awards for athletes will be purchased and awarded by the athletic department.
 - b. All awards will be handed out at the conclusion of each sport season.
 - c. In case of injury incurred during a sport season, an athlete may be eligible for an award upon recommendation of the coach and athletic director.
 - d. Requirements for earning a varsity letter:
 - i. finish the season in good standing
 - ii. be in regular attendance
 - iii. display good sportsmanship
 - iv. comply with end-of-season requirements
 - e. Participation
 - i. Football – 25% of quarters
 - ii. Basketball – 25% of quarters
 - iii. Wrestling – 25% of all wrestling
 - iv. Track – 25% of varsity meets
 - v. Golf – 25% of all matches
 - vi. Baseball and Softball – 25% of innings, except pitchers
 - vii. Cross Country – participated in 25% of varsity meets
 - viii. Soccer – 25% of all periods
 - ix. Volleyball – 25% of playing time
 - x. Cheerleading – coach’s discretion
 - xi. Scholastic Bowl – 25% of matches
 - xii. Chess – 25% of matches
- B. Managers-upon recommendation of coaches, will receive a letter that recognizes this accomplishment.
- C. Statisticians-upon recommendation of coaches, will receive a letter that recognizes this accomplishment.
- D. The coaches will use good standing and participation for determining the awarding of a varsity letter. Note: Coaches may exercise an option in special cases when specific requirements are not met, but an award is merited. Seniors do not automatically qualify; however, those who complete three seasons of a sport in good standing will be awarded a varsity letter.
- a. Nature of awards
 - i. Varsity 7" Letter
 - ii. Freshmen/Sophomore 4" Letter
- E. Team Patches/Plaques
- a. Team patches or plaques may be awarded for special occasions: football playoff qualifier, conference, regional, sectional, or super-sectional championship, or state qualifier.
 - b. Individual patches or plaques may be awarded for qualifying for the state contest.
 - c. Special athletic plaques: These will be awarded at the conclusion of the student's senior year. Criteria: an athlete must earn five (5) varsity letters during his/her high school career.

- d. An athlete who completes an athletic season will receive an academic pin if the student is recognized as being an honor roll student. The athlete will receive one per year. We will use the following procedure:
 - i. Fall Season: 1st nine weeks
 - ii. Winter Season: 2nd nine weeks/first semester
 - iii. Spring Season: 4th nine weeks
- F. During his/her career, an athlete may receive one freshman/sophomore letter and one varsity letter per sport. The athlete will receive a subsequent symbol the first time he/she earns a letter in that sport at either the freshman/sophomore or varsity level. The student will receive a certificate in each sport. When an athlete meets the requirements of a second letter in that sport, he/she will receive a bar to be placed on the letter.
- G. The Wall of Fame was created to honor senior athletes that have competed at an elite level and have been a positive reflection of Harvard High School via athletics.
 - a. Criteria: Each head coach, with suggestions from his/her assistant coaches, will nominate those seniors he/she feels are outstanding athletes that meet the following criteria:
 - i. Has participated in the sport he/she was nominated in for at least three seasons and has earned at least one varsity letter in that sport.
 - ii. Has been recognized outside of our school system: All-Conference, All-Area, State Qualifier, All-State.
 - iii. The athlete has consistently demonstrated a positive attitude towards our school and our athletic programs. The athlete has demonstrated good citizenship throughout his/her career. Any athletic code violations resulting in suspension will be taken into consideration during the process.
 - iv. athlete(s) whose careers contain extenuating circumstances may be chosen to the Wall of Fame at the discretion of the voting body.
 - b. Nominating/Voting Procedure:
 - i. Each head coach will submit his/her nominees to the athletic department.
 - ii. Coaches may nominate up to six athletes per head coaching season. A coach who is a head coach in two sports will be able to nominate two groups of six. Coaches are to cast a 1st place vote (6 points) for, in their opinion, the best athlete. They are to cast a 6th place vote (1 point) for, in their opinion, the sixth best athlete.
 - iii. After verifying with the high school administrative team (Principal, Assistant Principal, Dean of Students) that all nominees meet the criteria, the athletic department will create a complete, finalized list of nominees. The nominee list will then be shared with all head coaches prior to the selection meeting.
 - iv. At the selection meeting, head coaches will vote for athletes from the list of nominees. Coaches may vote for their own nominees. Coaches are able to vote for a total of six athletes, and are to cast a first place vote (six points) for, in their opinion, the best athlete. They are to cast a sixth place vote (one point) for, in their opinion, the sixth best athlete. A coach who is a head coach in two sports will be able to vote for a total of twelve athletes, but will cast separate ballots for each sport they coach.
 - v. Coaches will vote for athletes, using the following scale: 1st place vote = 6 points; 2nd place vote = 5 points; 3rd place vote = 4 points; 4th place vote = 3 points; 5th place vote = 2 points; 6th place vote=1 point.
 - vi. An athlete must receive 25 points to be added to the Wall of Fame. There is no limit to the number of athletes that can be selected each year.

- vii. All head coaches are expected to attend the selection meeting. If a head coach absolutely cannot attend the selection meeting, he/she must designate someone to vote in his/her place, or must email the athletic director with his/her votes no later than the day before the selection meeting.
- viii. The inductees will be recognized during the Senior Tribute Assembly. After the assembly, the Wall of Fame athletes will have their pictures taken in the uniform from the sport in which they were nominated, and pictures will be displayed in the hallway near the South Gym. If an athlete is nominated in multiple sports and is elected to the Wall of Fame, he/she may choose the sport that they would like to represent on the Wall of Fame.

XIII. YEARLY FEE

For the 2021-2022 School Year, extra-curricular activities will be paid for each student with grant money received from the Federal Government through the CARES Act support provided to District 50. The yearly fees established by the Board will be re-instituted for the 2022-2023 School Year.

Some extracurricular activities and enrichment opportunities may be fee-based.