

HENRY- SENACHWINE HIGH SCHOOL



STUDENT HANDBOOK

2023-2024

1023 College Street

Henry, Illinois 61537

309-364-2829

Fax: 309-364-2990

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board of Education's comprehensive policy manual is available for public inspection through the District's website (www.hscud5.org) or at the District office, located at:

1023 College Street
Henry, Illinois 61537

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

Randy Witko, President
Angie Earles, Vice-President
Mary Jo Klein, Secretary
Jeremy Kiesewetter, Treasurer

Lori DeWeerth, Member
James Downey, Member
Melissa Thompson, Member

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

Dr. Michael Miller, Superintendent
Dr. Jon D. Hill, Principal
Mrs. Rita Self, Guidance Counselor
Mrs. Rita Self, Athletic Director

Henry-Senachwine High School is located and may be contacted at:

1023 College Street
Henry, Illinois 61537
(309) 364-2829

<https://www.hscud5.org/o/hshs>

FAITH'S LAW NOTIFICATIONS

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Henry-Senachwine High School 2023-2024 Calendar

August 21 & 22	Teachers' Institute - No Student Attendance
August 23	First Day of School for Students
September 4	Labor Day - No School
September 15	School Improvement Day - 11:30 Dismissal
October 6	Teachers' Institute - No Student Attendance
October 9	Columbus Day - No School
October 26	Evening Parent/Teacher Conferences
October 27	Morning Parent/Teacher Conferences - No School for Students
November 10	School Improvement Day - 11:30 Dismissal
November 22 - 24	Thanksgiving Break - No School
December 23 - January 7	Winter Break - No School
January 8	Return to School for Staff & Students
January 15	Dr. Martin Luther King, Jr. Day - No School
February 16	School Improvement Day - 11:30 Dismissal
February 19	Presidents' Day - No School
March 15	School Improvement Day - 11:30 Dismissal
March 29	No School
April 1	No School
April 15 - April 19	Spring Break - No School
April 22	Return to School for Staff & Students
May 3	School Improvement Day - 11:30 Dismissal
May 18	Class of 2024 Commencement Ceremony - 2:00 p.m.
May 27	Memorial Day
May 30	Students Last Day - Tentative
May 31	Teachers' Institute - No Student Attendance Tentative
June 3 - June 7	Emergency Days

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HENRY-SENACHWINE HIGH SCHOOL LOYALTY

ON WITH HENRY, ON WITH HENRY, FIGHT RIGHT DOWN THAT FLOOR,
WITH OUR COLORS EVER FLYING, ON FOREVER MORE,
RAH, RAH, RAH.

ON WITH HENRY, ON WITH HENRY, FIGHT FOR VICTORY,
FIGHT MALLARDS FIGHT, FIGHT, FIGHT,
FOR OLD HENRY.

CHA HE, CHA HA, CHA HA HA HA,

HENRY MALLARDS,
YEA, RAH.



Introduction & Welcome

The administration and faculty/staff would like to welcome you to another school year at Henry-Senachwine High School. We hope that you take advantage of the academic and co-curricular opportunities that are provided. This school year will be whatever you make of it. We hope that you will always be conscious of the school's traditions and requirements and have the spirit to make this an outstanding school year.

This handbook has been prepared to assist you and your parents in understanding our high school. All policies and rules have been reviewed by a committee consisting of students, parents, teachers, and administrators. These policies are approved by the Board of Education on a yearly basis and were approved this year at the July 19, 2023 Board of Education meeting. This handbook is only a summary of the board policies governing the school district; board policies are available to the public at the district office. The student handbook may be amended during the school year without notice.

This handbook expresses the philosophy of Henry-Senachwine High School concerning the student's responsibility to the school, fellow students, and the community. One of the major responsibilities is to attend school each and every day. By doing this, we feel each student's educational goals can be attained more readily, but proper physical and mental awareness is necessary to accomplish this goal. Disturbances, truancy, and tardiness create an atmosphere not conducive to the educational process. Since all organizations in our society must have rules and regulations, we feel they should be a part of our educational objectives.

This is a Parent-Student Handbook and contains those things most helpful to both parents and students. Changes and additions to this booklet may be implemented by expressing your ideas and suggestions to the Principal or Superintendent.

Mission Statement

It is the desire of the Henry-Senachwine CUSD #5 Board of Education, administration and instructional staff that all students at Henry-Senachwine enjoy academic success as well as grow socially through positive experiences in school activities. It is hoped that each student will work toward acquiring the necessary skills for promotion. This goal is not magically attained, but requires a concentrated effort by three important parties: the student, the parent, and the instructor. Daily attendance, completion of assignments, preparation for tests, cooperation with instructors, and a willingness to understand and work within the guidelines as stated in the Student Handbook are all major ingredients for a successful learning experience.

Henry-Senachwine High School Is Fully Accredited

Our high school is fully accredited by the Illinois State Board of Education. The Board of Education is committed to providing educational programs and services designed to meet each student's individual needs and abilities. The District's educational environment will not discriminate against any individual for reasons of race, color, religion, national origin, sex, age, ancestry, marital status, economic status or handicap. Any problems or concerns in this area should be directed to: Dr. Jon D. Hill, Principal, Henry-Senachwine High School, 1023 College Street, Henry, Illinois 61537.

Henry-Senachwine High School Student Responsibilities

There are certain responsibilities required of a citizen who is a student in our school:

1. To become informed of and adhere to the rules/regulations established by the BOE and implemented by the school administrators and faculty/staff.
2. To respect the rights and individuality of other students and staff.
3. To refrain from libel, slanderous remarks and obscenity in verbal and/or written expression.
4. To dress/groom in a manner that meets the standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and faculty/staff in maintaining discipline in the school and at school sponsored activities.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Henry Senachwine High School and the Henry-Senachwine School District play an essential role, along with the local health departments and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of

Henry-Senachwine High School and the Henry-Senachwine School District to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blending learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Visitors

All visitors, including parents and siblings, are required to enter through the main office of the building. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom/location they are visiting. Approved visitors must take a lanyard identifying themselves as a guest and place the lanyard around their neck so it is clearly visible. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with the Illinois Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purpose other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

General Building Conduct

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, e-cigarettes, vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- 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.
- 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), Apple watch, 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 placed in the teacher's designated area (Ex. basket, classroom phone caddy) (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 and/or Advisory period (does not include D/F Study Hall); 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;
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; or
5. During periods of remote learning.

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.

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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years (**see numbers 1 and 2 below**):

(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.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

Gang & 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.

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.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or 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 with a sex equity or equal opportunity concern should contact: Dr. Jon D. Hill, Principal, Henry-Senachwine High School, 1023 College Street, Henry, Illinois 61537.

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 and school goals.

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

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

Bullying includes cyber-bullying 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.

Cyberbullying 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. Cyberbullying 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. Cyberbullying 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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

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

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited: No person, including a school or 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. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited: The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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

Making a Report or Complaint: Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Social Worker, School Counselor, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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), Apple watch, 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 permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be placed in the teacher's designated area (Ex. basket, classroom phone caddy) (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period and/or Advisory period (does not include D/F Study Hall).

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; and (3) 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 school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

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. This rule may be temporarily waived by the building principal 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.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Parents are asked NOT to call the school and/or school personnel to inquire about school closings. Decisions regarding early dismissal or school closings due to severe weather will be communicated

as soon as they are made. School closings for any reason will be communicated via our school messenger system.

For your child's safety, please have a plan in place and make certain your child knows ahead of time where to go in case of an early dismissal.

Video and Audio Monitoring Systems

Video and/or monitoring systems 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 video, 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.

Accommodating Individuals with Disabilities

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

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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

A student may possess 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 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must 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, asthma medication, and/or a medication required under a qualifying plan.

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 school may maintain the following undesignated prescription 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).

Emergency Aid To Students

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 364-2829.

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

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

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:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.

4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact Angie Smith, district nurse.

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, depression awareness, and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information can be found in the social worker's or school counselor's office.

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 building principal.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years or age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attending a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. 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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the High School at (309) 364-2829 before 8:25 a.m. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/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. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

It is the policy of the Board of Education that eight semesters of attendance or equivalent in time in attendance at other schools shall be a normal minimum requirement for graduation from Henry-Senachwine High School. Summer school will not count as one of the eight required semesters. Decisions regarding unusual circumstances will be left up to the discretion of the Board of Education.

Regular attendance of all students is required at Henry-Senachwine High School and is the responsibility of the student and parents or guardian. **Seven days of absence is the maximum number of days allowed per semester. All absences after the seventh day will be considered unexcused, unless a third party medical excuse is provided and accepted.** Special consideration will be given for students with extended illnesses when they are under a doctor's care with appropriate documentation.

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 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school official(s) who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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

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

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

A 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.

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

Grading and Promotion

School report cards are issued through our Teacherease Student Management System on a quarterly basis. Hard copies are available per request (Please contact Rita Self, School Counselor). 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.

Graduation Requirements

English: Four units in English are required for graduation.

Mathematics: Three units (per state requirement) in Mathematics are required for graduation.

Science: Two units of Science (one being a physical science and the other being a biological science) are required for graduation.

Social Studies: Two units of Social Studies are required for graduation. One of the units must be U.S. History and $\frac{1}{2}$ of a unit must be Civics (Government). Each student must pass the Illinois and United States Constitution tests.

Band and Chorus: Will receive one-half credit per year.

Consumer Education: One-half unit of Consumer Education is required for graduation. One unit of co-op can supplement the one-half unit of Consumer Education.

Health and Safety Education: Each student must pass instruction in Health and Safety Education for graduation.

High School 101: One-half unit is required for graduation.

Physical Education: Each student must pass three and one-half units of Physical Education for graduation.

Vocational Education, Foreign Language, Music, or Art: Each student must pass one unit of instruction from either vocational education, foreign language, music or art for graduation.

Tier Program Information: The tier program reflects the class (freshman, sophomore, junior, senior) status students have earned. In order to move to the next class level, students must earn sufficient credit. The following requirements must be met in order to move to the next level:

- In order to be sophomore, a student must have five (5) credits and have been in attendance for one year of high school.
- In order to be a junior, a student must have ten (10) credits and have been in attendance for two years of high school.
- In order to be a senior, a student must have fifteen (15) credits and have been in attendance for at least three years of high school.

Freshmen not meeting the required five (5) credits will still move to the sophomore level, but will be placed on academic probation. Those students who fail to meet the required credits after the sophomore year will participate in earned level of credit class activities (class meetings, yearbook pictures, Homecoming Court, Prom, etc.). This will continue through the remaining years of high school, based upon the number of credits earned by the beginning of each semester. The tier committee and/or principal may use their discretion to deviate from these guidelines when considering the appropriateness of individual cases.

Add/Drop Period: During the first five (5) full school days. An Add/Drop form must be approved by the school counselor or principal.

High School Courses Required for College Freshman Admission: Please see the school counselor for specific information relating to your school of choice.

Schedule Changes: When registering for classes, it is important that students select classes with care. Such factors as interests, career choice, and graduation requirements must be carefully considered. Registration should not be taken lightly. The classes that students have registered for are the classes that they are expected to complete. All schedule changes must be approved by the school counselor and/or principal.

Nine-week Grading Periods and Semester Examinations: Semester exams will be required for all scheduled courses. The exams will be comprehensive and relative to the content covered during the semester. Attendance is extremely important on these days. If illness causes a student to miss an exam day, a doctor's excuse may be required and a make-up time will be scheduled. The make-up exams will be given on a non-regular school day or during a subsequent testing period. Failure to make up all of the semester exams by this time will result in the student receiving "0's" for each test not taken. Each nine-week grading period is worth two-fifths of the semester grade.

During the first nine-week grading period and the third nine-week grading period, the lowest cumulative percent a student can earn is 39.5%. This 39.5% "floor" applies only to the final cumulative nine-weeks grade during the first and third quarters. It does not apply to the second or fourth nine-week period. Students will receive the grade percentage that they earn for the second and fourth nine-week period. The final exam is worth one-fifth of the semester grade. The final exam grade will be calculated differently than the nine-week grading period. Final exam grades will be calculated using the percentile grading school below (0 to 100%). The final exam grade will not include the 39.5% "floor". Pluses and minuses will be used in configuring and reporting student grades. Pluses and minuses will be recorded on report cards and transcripts.

1. Seniors who meet “college readiness” standards on the SAT may earn exam exemptions in the current school year. This exemption may be applied to 1st and/or 2nd semester exams.
2. Per course, a senior will be exempt from their exam if they have a “B” grade or better during both nine-week grading periods, have three or fewer excused absences, have no unexcused absences and have not earned discipline more severe than two detentions. (This exemption only applies to 2nd semester exams.)

Student Class Load

All students will be enrolled in at least five academic classes. No student will be allowed to have more than one study hall per semester without special permission from the School Counselor and Principal.

Percentile Grading Scale

The percentage grading scale is for the Class of 2024.

Grading Scale - 4.3 Scale (Class of 2023 and 2024)			
Percent	Grade	Unweighted	Weighted
97.5	A+	4.3	5.3
92.5	A	4	5
89.5	A-	3.6	4.6
86.5	B+	3.3	4.3
82.5	B	3	4
79.5	B-	2.6	3.6
76.5	C+	2.3	3.3
72.5	C	2	3
69.5	C-	1.6	2.6
66.5	D+	1.3	2.3
62.5	D	1	2
59.5	D-	0.5	1.5

The percentage grading scale is for the Classes of 2025, 2026 and 2027.

Grading Scale - 4.0 Scale- (Class of 2025 and 2026)			
Percent	Grade	Unweighted	Weighted
96.5	A+	4	5
92.5	A	4	5
89.5	A-	3.7	4.7
86.5	B+	3.3	4.3
82.5	B	3	4
79.5	B-	2.7	3.7
76.5	C+	2.3	3.3
72.5	C	2	3
69.5	C-	1.7	2.7
66.5	D+	1.3	2.3
62.5	D	1	2
59.5	D-	0.5	1.5

Pass/Fail:

Due to an averaging effect, students who are enrolled in a weighted course and elect to take additional academic courses beyond the required five (5) courses could have his or her GPA and class rank significantly affected. As a result, students who elect to take any additional courses beyond the required academic course load of five (5) may be eligible to take these additional courses using a pass/fail option. Note the following information regarding the pass/fail option: The pass/fail option is applied to elective courses taken beyond the required course load of five (5) courses. For the purpose of the pass/fail option, P.E./health, Band, Choir & Driver Education are not included as part of the required five (5) courses.

1. The pass/fail option is only available to students who are enrolled in a weighted course(s).
2. The students must select the pass/fail option before report cards are released at the end of each semester. Students will not be permitted to retroactively change courses to a pass/fail after this deadline.
3. A verification statement, acknowledging the application of the pass/fail option, must be signed by **both parent/guardian and student**. The verification statement is to be kept on record with the school and the parent/guardian for proof in the event of a dispute.
4. Students choosing to take a course as pass/fail may elect to have their grade appear on their report card. However, this grade will not influence their GPA. The

students must select this option before report cards are released at the end of each semester. Students will not be permitted to retroactively add grades after this deadline.

5. When selecting a pass/fail option, a passing grade or a failing grade will not have any status in the calculation of grade point average. A list of elective classes is available through the counselor's office. Students wanting a calculation of their GPA, class rank and/or a pass/fail verification statement should see the school counselor.

Reporting of Grades

Grades are given out four times each year, every nine weeks. Grades of students transferring from another school will be evaluated for weighting according to our grading system.

Tutoring and Correspondence Courses

A student must have taken and failed a course in the Henry-Senachwine High School curriculum to be eligible to take a tutoring and/or correspondence course for credit recovery. All requests by students for outside tutoring or correspondence courses must have prior approval from the School Counselor and the Principal in order for the course to be counted toward graduation requirements. A course taken must be passed and an official grade issued before it may be counted. A student may earn a maximum of two credits of recovery credit/correspondence courses (including summer school), unless approval is granted by the principal.

Course Weighting

The following courses at Henry-Senachwine High School are "weighted" courses:

COURSE WEIGHTING					
Used To Determine Class Rank					
Course	A	B	C	D	F
Math IV	5	4	3	2	0
Chemistry II	5	4	3	2	0
Physics II	5	4	3	2	0
Accounting II	5	4	3	2	0
Anatomy & Physiology	5	4	3	2	0
AP Courses	5	4	3	2	0
Dual Credit Courses	5	4	3	2	0
Other Courses	4	3	2	1	0

Advanced Placement (A.P.) Course Credit and Eligibility Guidelines

A student shall receive credit for all AP courses taken at Henry-Senachwine High School, and the grade shall be recorded on the student's permanent record. A.P. course grades received from other locations by HSHS students shall not be weighted nor will they be averaged into the grade point average of the student. The following guidelines shall apply to students who wish to take A.P. courses:

1. Students must have a grade point average of 3.0 or higher **OR** students must have a cumulative grade point average of 3.6 from the previous year.
2. G.P.A. will be determined at the end of the fourth and sixth semester.
3. Past relevant coursework grades will be reviewed.

Summer School

Earning credits at summer school will be at the discretion of the high school principal. A student may earn a maximum of two credits from summer school courses. The only summer school classes approved will be those taken at Illinois Central College, Illinois Valley Community College, and/or courses offered at Henry-Senachwine High School or other approved institutions. Prior to a student taking a course and/or given credit for that course, the following information must be provided:

1. Name of the course
2. Length of time each class period meets
3. Number of days the class meets
4. Course description
5. Copy of student's attendance record
6. Copy of student's official transcript

Early Graduation Policy

Early graduates must meet the credit requirements of the class with whom they entered high school. Students must submit a letter requesting early graduation no later than the last day of their 6th semester. Planning for early graduation should be done in consultation with the school counselor. Early graduation must be approved by the principal.

Honor Roll/Honor Study Hall

A scholastic honor roll is compiled and published at the end of each nine weeks and each semester. All courses taken are counted toward Honor Roll except, Band, Chorus, Driver Education, and P.E. There are two sections of Honor Roll, High Honors (4.0) and Honor Roll (3.0).

Honor Study hall is an option for seniors who are maintaining no grade below a “B-”, have no unexcused absences, and are in good disciplinary-standing. Any student receiving a detention will be removed from the honor study hall for one week and must have the detention served. A suspension from school will result in permanent removal from the honor study hall. The list of eligible seniors will be compiled at the end of each grading period. Students in the honor study hall are to remain in the cafeteria, picnic area at the picnic tables or on the sidewalk, media center, or a pre-arranged classroom with a teacher. Students may be in the foyer only if the cafeteria is being used. Students will be required to complete a sign-out form indicating their location. Please note that only one period may be designated an honor study hall. Failure to follow the above requirements may result in the removal of honor study hall privileges.

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.

Disciplinary Guidelines

The Board of Education hereby authorizes the Superintendent/Principal to suspend any student guilty of gross disobedience or misconduct at school or at any school activity. The Superintendent/Principal may also suspend the bus-riding privileges of students guilty of gross disobedience or misconduct on the school bus. Any student guilty of such acts may be suspended for a period not to exceed ten (10) school days. The following guidelines are recommended for general practice; however, the Principal may deviate from these guidelines when considering the appropriateness of individual cases at his/her discretion. The Principal may also assign Saturday detentions in lieu of suspensions.

Suspension

Parents/guardians will be notified of any suspensions via phone call and postal mail.

Excessive Suspensions: After the third (3rd) suspension, the student may be required to appear before the Board of Education for possible expulsion.

Suspension Make Up Work Policy:

1. All work must be turned in completed on the first scheduled day of return or a zero may be given.

2. All tests must be taken the first day back or a zero may be given.
3. It is the responsibility of the student to turn all work in and not the teacher's to remind them.
4. Suspended students are not permitted on school campuses. Arrangements must be made to pick up assignments through the office by a parent/guardian or sibling.
5. Any test scheduled on the first day back must be taken when scheduled or a zero may be given.

Detention

Detention Hall Procedures:

1. One detention = 60 minutes
2. Detention begins at 3:20 p.m. and ends at 4:20 p.m. The principal may establish alternative detention times pending extenuating circumstances. Students must bring books to study or students may use their chromebooks for educational purposes. Electronic devices must be placed in the teacher's designated area (Ex. basket, classroom phone caddy)
3. Detentions must be served on the day of the discipline infraction or the following day of the discipline infraction.
4. Failure to serve the detention within the time limitations shall result in an additional detention.
5. Failure to serve aforesaid offense the second time will result in a 1-day suspension. If the student still refuses to serve these detentions, then a 3-day suspension will be administered. (The detentions are still required to be served).
6. Excessive detentions will result in suspension.
7. All detentions must be served prior to taking any semester exams.

Excessive Detentions (Per Semester)

- After the 4th detention - Letter sent to parent/guardian
- After the 6th detention - 2 hour Saturday detention
- After the 9th detention - 4 hour Saturday detention
- After the 12th detention - 6 hour Saturday detention
- After the 15th detention - Up to a 10-day out of school suspension. Student may be required to appear at a Board of Education meeting to consider possible expulsion.

Saturday Detention: Saturday detention will be assigned for those students whose offense is of a more serious nature. Some examples are: failure to serve after school detentions, insubordination, truancy, repeated inappropriate display of affection, or excessive number of detentions. Students who have accumulated six detentions to be

served will be assigned a 2-hour Saturday detention. Refusal to serve the detention will result in a suspension plus the student is still required to serve a Saturday detention.

The Saturday detentions will be divided into the following three (3) blocks of time:

Block 1 - 8:00 a.m. - 10:00 a.m.

Block 2 - 10:00 a.m. - 12:00 p.m.

Block 3 - 12:00 p.m. - 2:00 p.m.

Saturday detention students are required to do school work. Electronic devices must be placed in the teacher's designated area (Ex. basket, classroom phone caddy) Those refusing to do work or those who misbehave will be sent home. The student will not receive credit for any time served. If a student is sent home by the supervisor or does not show up for the detention, the student will receive a one-day suspension for each block assigned.

Internal Suspension: A student may be given an internal suspension for certain disciplinary offenses. An internal suspension incorporates all stipulations applicable to an out of school suspension except that the student is placed for a school day in an isolation area to do assignments. The student may bring lunch from home or will be provided the opportunity for school lunch. A student guilty of misconduct during an internal suspension or if he/she fails to attend will receive a 1-day out of school suspension. The internal suspension is still required to be served. If the student still refuses to serve the internal suspension, then a 3-day out of school suspension will be given. As a reminder, the student may be required to appear before the Board of Education for possible expulsion after the third (3rd) suspension.

Discipline Consequences

Academic Dishonesty: Academic dishonesty can fall into several categories. Some of these categories include plagiarism as well as cheating/collusion.

One definition of **plagiarism** is as follows: "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the following ideas of others, as well as their exact words." Laurie Henry, *The Fiction Dictionary*. P. 219.

One definition of **cheating/collusion** is as follows: "The act of obtaining or attempting to obtain credit for academic work by using dishonest means, and includes but is not limited to: (1) Copying, in part or whole, from another student's examination, paper (including homework), mathematical calculations, research, creative project; (2) Submitting as one's own work an examination, paper, mathematical calculations, research or creative project which has been purchased, borrowed, or stolen; (3)

Intentional falsification or invention of data or a source in an academic exercise; (4) Using notes, or materials not specifically authorized by the instructor during an examination; and (5) Any collaboration between a student and another person at times or in ways which are not permitted by the instructor." Sonoma State University. Cheating and Collusion Policy.

These are only examples of definitions. However, these definitions do summarize the clear points to be made regarding plagiarism and cheating. As part of the Mission Statement of Henry-Senachwine High School, we are committed to the development of our students into successful members of society. Furthermore, our Mission Statement presents the goal of our students graduating and pursuing goals with self-discipline. Teaching our students to be successful without the use of plagiarism and cheating is part of this goal. Any plagiarism or cheating will result in a "zero" for the assignment. In addition, the following consequences will apply:

1. **1st Offense:** One detention
2. **2nd Offense:** Two detentions
3. **3rd Offense:** One-day internal suspension

Alcohol/Controlled Substances: The Possession of or the Drinking of Alcohol, Possession of or the Use of Controlled Substances or Drug Paraphernalia, or Under the Influence of Alcohol or Controlled Substances at School or at a School Activity to include the unauthorized possession, use or distribution/sale of prescription medications and/or synthetic drugs or other substances.

1. **1st Offense:** 10-day suspension with the possibility of expulsion
2. **2nd Offense:** Suspension until an expulsion hearing is held. Parents and Civil Authorities will be notified.

Hotline Policy: Students who are turned in to the office for suspicion of using drugs (including look-alikes) or drug paraphernalia or being under the influence of alcohol will have their parents called by the Principal. The parent(s) will be expected to come and pick up their student. If this suspicion turns out to be a proven fact, then the consequences stated above will be enforced.

Assault on Faculty and/or Staff by Student (including verbal assault):

1. **1st Offense:** Suspended until an expulsion hearing at a special meeting of the Board of Education. Parents and Civil Authorities will be notified.

Bus Rules Violations:

1. **1st Offense:** The driver will notify the principal, and parents will be notified in writing of their child's infraction.
2. **2nd Offense:** The student will be suspended from riding the bus for one day. Parents will be notified in writing.
3. **3rd Offense:** The student will be suspended from riding the bus for three days. Parents will be notified in writing.

4. **4th Offense:** The student will be suspended from riding the bus for ten days. Parents will be notified in writing.

Infractions after the fourth offense may require the student and parents to meet with the Board of Education and could result in suspension from riding the bus for the remainder of the year. Parents will be notified in writing.

Cell Phone/Other Electronic Devices:

1. **1st Offense:** Warning
2. **2nd Offense:** Detention
3. **3rd Offense:** Detention
4. **4th Offense:** 2-hour Saturday detention

Dress and Grooming: The Board of Education feels that dress and grooming are important, and that what a student wears to school has a direct relationship to the learning atmosphere in school. Attire that goes against common decency, common sense, common cleanliness and/or common concern for the good of the school and community are subject to policy enforcement.

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, hoodies, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the building, the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Students in violation of the dress code will receive the following consequences:

1. **1st Offense:** Opportunity to change the clothing. If it requires going home to change, the student will be considered absent.
2. **2nd Offense:** Detention

Students not in compliance with the dress code will be placed in internal isolation until compliant.

Endangering the Safety of Others (to include throwing and/or shooting, etc. any objects that endanger other students):

1. **1st Offense:** 10-day suspension and an appearance at a Board of Education meeting with the possible result being expulsion.
2. **2nd Offense:** Suspended until an expulsion hearing at a special meeting of the Board of Education.

Fighting at School or a School Activity:

1. **1st Offense:** 3-day suspension -- Civil authorities may be notified
2. **2nd Offense:** 5-day suspension -- Civil authorities may be notified
3. **3rd Offense:** 10-day suspension -- Civil authorities may be notified

Fire Alarms (purposely setting off):

1. **1st Offense:** Immediate suspension until an expulsion hearing. Criminal charges may be brought against the individual.

Forging Documents/Passes:

1. **1st Offense:** 1 detention
2. **2nd Offense:** 2 detentions
3. **3rd Offense:** Suspension and parent conference

Insubordination at School or at a School Function:

1. **1st Offense:** 1-day suspension
2. **2nd Offense:** 3-day suspension
3. **3rd Offense:** 10-day suspension

Leaving School Without Permission: Students are not allowed in any vehicle except at the beginning and closing of school. If a student is caught leaving in a vehicle or walking away from school, the following will apply:

1. **1st Offense:** 1-day suspension
2. **2nd Offense:** 5-day suspension
3. **3rd Offense:** 10-day suspension. The third offense may require an appearance at a Board of Education meeting, with the possible result being expulsion.

Malicious Mischief at School or at a School Function:

1. **1st Offense:** 5-day suspension and the student must pay damages as soon as the amount is determined.
2. **2nd Offense:** Immediate suspension with the possibility of expulsion

Over-The-Counter Medication (aspirin, no-doze, diet pills, illegal use of prescription drugs, etc.) the abuse or misuse of while at School:

1. **1st Offense:** Saturday detention
2. **2nd Offense:** 1-day suspension
3. **3rd Offense:** 5-day suspension
4. **4th Offense:** 10-day suspension with the possibility of expulsion

Profanity, Obscene Language, Obscene Gestures or Disrespect Directed at School Personnel:

1. **1st Offense:** 1-day suspension
2. **2nd Offense:** 5-day suspension
3. **3rd Offense:** 10-day suspension with an appearance at a Board of Education meeting for possible expulsion

Profanity, Lack of Manners such as Graffiti, or Obscene Gestures at School or at a School Activity:

1. **1st Offense:** 1 detention
2. **2nd Offense:** 1-day suspension
3. **3rd Offense:** 3-day suspension

Public Display of Affection, such as Hugging, Fondling, Kissing, Sitting on Lap, etc. at School or at a School Activity:

1. **1st Offense:** 1 detention
2. **2nd Offense:** 2 detentions
3. **3rd Offense:** 3 detentions
4. **4th Offense:** 3-day suspension

Reporting False Reason for Absence:

1. **1st Offense:** Unexcused absence and a 1-day internal suspension.
2. **2nd Offense:** Unexcused absence and a 1-day suspension.
3. **3rd Offense:** Unexcused absence and a 5-day suspension with a warning that any future problems may lead to expulsion

Sent to the Office from Class: (For serious behavior problems not specified in disciplinary guidelines.) NOTE: When students are sent to the office, their absences may be considered a suspension from the class and the "Suspension Make-Up Work Policy" will apply.

1. **1st Offense:** Student will receive one detention and will be placed in the study hall for that particular day. Parents will be notified by phone and by mail.
2. **2nd Offense:** Student will be placed in the study hall for three days. A teacher, student and parent conference will be held prior to the student returning to class.

3. **3rd Offense:** Student will be placed in the study hall for five days. Student must follow the "Suspension Make-Up Work Policy" on page 31 for any work missed.
4. **4th Offense:** After 4th and subsequent offenses, the student will be placed in the study hall for ten days. Students must follow the "Suspension Make-Up Work Policy" on page 31 for any work missed.

Sexual Misconduct (including occasional comments of a sexual nature):

1. **1st Offense:** 10-day suspension with the possibility of expulsion. Parents will be notified and civil authorities may be notified.
2. **2nd Offense:** Suspended until an expulsion hearing at a special meeting of the Board of Education. Parents will be notified and civil authorities may be notified.

Stealing/Theft (Civil Authorities may be contacted):

1. **1st Offense:** 3-day suspension through recommendation for expulsion.
2. **2nd Offense:** 5-day suspension through recommendation for expulsion.
3. **3rd Offense:** 10-day suspension through recommendation for expulsion.

Students guilty of breaking and entering the school will be suspended for 10 days with the recommendation of expulsion. Civil authorities will be notified.

Student Parking: Students who drive to school are to park correctly in the parking spaces. Each car should use only one parking space.

1. **1st Offense:** Warning
2. **2nd Offense:** Detention
3. **3rd Offense:** Removal of driving privileges for one week

Tardiness: Students who report to school after 7:30 a.m./8:25 a.m. must report to the office and will be issued a pass to class. Tardies are accumulated per semester. Students who are late without a valid excuse will be subject to the following consequences:

1. After 3rd tardy- 1 detention
2. After 6th tardy- 1 detention
3. After 9th tardy- 1 detention
4. After 12th tardy- 1 detention
5. After 15th tardy- 1 detention
6. After 18th tardy- 1 detention
7. After 21st tardy- Saturday detention (2 hours)

Tobacco or Look a Likes (i.e. E-Cigarettes): Possession of or the use of tobacco or look-alikes (i.e. E-Cigarettes) on School Grounds or at a School Activity.

1. **1st Offense:** 1-day suspension
2. **2nd Offense:** 3-day suspension
3. **3rd Offense:** 5-day suspension

Unexcused Absence Without Parental Permission:

1. **1st Offense:** 1-day suspension

2. **2nd Offense:** 5-day suspension
3. **3rd Offense:** 10-day suspension. The third offense may require an appearance at a Board of Education meeting, with the possible result being expulsion.

Verbal Harassment:

1. **1st Offense:** 1 detention
2. **2nd Offense:** 2 detentions
3. **3rd Offense:** Suspension and parent conference

Weapons (to include guns, knives, chains, shanks, etc.) or Explosives (fireworks): Possession on School Grounds or School Activities.

1. Any offense will result in immediate suspension with the possibility of expulsion and notification of civil authorities.

INTERNET POLICY, PROCEDURES AND AUTHORIZATION

Henry-Senachwine High School now has the ability to enhance your student's education through the use of the Internet. The Internet offers vast, diverse and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world.
- Information from government sources, research institutions, and other sources.
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed "Authorization for Internet Access" and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the school district supports and respects each family's right to decide whether or not to authorize Internet access.

Authorization for Internet Access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

The school's Internet site may include pictures of students that participate in school activities or candid classroom pictures. It is the school's policy to identify students by first name and last initial. If you do not wish your child's picture to be posted, you must submit a written request yearly that he or she be excluded from a web posting.

This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the "Authorization of Internet Access" will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the handbook sheet at the beginning of this handbook is legally binding and indicates the party who has signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use:** Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges:** The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.
3. **Unacceptable Use:** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are: (a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of a U.S. or State regulation; (b) **Unauthorized downloading** of software, regardless of whether it is copyrighted or de-virused; (c) Downloading copyrighted material for other than personal use; (d) Using the network for private financial or commercial gain; (e) **Wastefully using resources, such as file space;** (f) **Gaining unauthorized access** to resources or entities; (g) Invading the privacy of individuals; (h) **Using another user's account or password;** (i) Posting material authored or created by another without his/her consent; (j) Posting messages; (k) Using the network for commercial or private advertising; (l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and (m) Using the network while access privileges are suspended or revoked.
4. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: (a) Be polite. Do not become abusive in your messages to others; (b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language; (c) Do not reveal the personal addresses or telephone numbers of students or colleagues; (d) Recognize the electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of

illegal activities may be reported to the authorities; (e) Do not use the network in any way that would disrupt its use by other users; (f) Consider all communications and information accessible via the network to be private property.

5. **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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **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 breach of this authorization.
7. **Security:** Network security is a high priority. If you can identify a security problem on the Internet, you must notify the 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-in 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. **Henry-Senachwine CUSD 5 reserves the right to view/access any file stored on our computers.**
8. **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.
9. **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.

Internet Instruction Policy

Access to the Internet: The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and Building Principals shall act as the "system administrator" for their buildings.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

"Internet" includes all information accessed by Internet sites, E-mail, on-line services, and bulletin board systems.

Curriculum: The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use.

Acceptable Use: All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's "Authorization for Internet Access" contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

Authorization for Internet Access: Each student and his or her parent(s)/guardian(s) must sign the authorization before being granted use.

The failure of any student to follow the terms of the "Authorization for Internet Access" or this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Annual Notice to Parents About Educational 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 the District Technology Director, Mr. Demi Salazar, at dsalazar@hscud5.org or 309-364-2829.

STUDENT RECORDS

Based on the Illinois School Student Record Act of 1975

I. STUDENT PERMANENT RECORD

1. Shall consist of:
 - a. Basic identifying information, including students and parents names and addresses, birth date and place, and gender;
 - b. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;
 - c. Attendance record;
 - d. Accident reports and health record;
 - e. Record of release of permanent record information; and,
2. May also consist of:
 - a. Honors and awards received; and,
 - b. Information concerning participation in school-sponsored activities or athletics, or offices held in school sponsored organizations.
3. No other information shall be placed on the permanent record.

II. STUDENT TEMPORARY RECORD (Ref: Art. 50-2 (f) consist of all information not required to be in the permanent record and 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
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. Disciplinary information
10. Special education files including the report of the multidisciplinary staffing on which on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
11. Any verified reports or information from non-educational persons, agencies or organizations
12. Other verified information of clear relevance to the education of the student
13. Record of release of temporary record information:

Notification to Parents on Records Destruction: The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian and the student when the student's permanent and temporary school records are scheduled to be destroyed and their right to request a

copy. Before any school student record is destroyed or information deleted there from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

III. RIGHTS OF STUDENTS

A school may afford to students any or all of the rights afforded to parents under the Act or these regulations in relation to the temporary record.

IV. COSTS FOR COPIES OF RECORDS

The school may charge the actual cost for providing a copy of school student records or any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed thirty-five cents per page. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

V. EMERGENCY RELEASE OF INFORMATION

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

Factors to be considered in determining whether records should be released pursuant to this paragraph include:

1. The seriousness of the threat to the health or safety of the student or other persons
2. The need for such records to meet the emergency
3. Whether the persons to whom such records are released are in a position to deal with the emergency
4. The extent to which time is of the essence in dealing with the emergency. The requirements and criteria for release of information pursuant to this section are to be strictly construed.

VI. RELEASE OF INFORMATION

The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmission to the parents. Such service shall be deemed conclusive, and ten school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access, provided that:

1. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and,
2. The parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.

The school shall grant access to, or release information from the student's records without parental consent or notification:

1. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable education or administrative interest in the student and the records are in furtherance of such interest
2. To any person for the purpose of research, statistical reporting, or planning, provided that:
 - a. Such person has the permission of the State Superintendent of Education; and,
 - b. No student or parent can be identified from the information released;
3. Pursuant to a court order, provided that the procedures outlined in Ill. Rev. Stats. 1975, Ch.122, Article 50-6 (a), (5) are observed.

Any release of information other than specified in 7.01 through 7.03 of this Article requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At this time, such consent is requested or obtained, the school shall inform the parents of the following rights:

1. To inspect and copy such records;
2. challenge the contents of such records; and,
3. To limit any such consent to designated records or designated portions of information within the records

VII. DIRECTORY INFORMATION

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

1. Identifying information: name, address, telephone number, gender, grade level, birth date and place, and parents' names and addresses;
2. Academic awards, degrees, and honors;
3. Information in relation to school-sponsored activities, organizations, and athletics;
4. Major field of study; and,
5. Period of attendance in the school.

"Directory Information" may be released to the general public to include military recruiters, unless the parent requests that any or all such information not be released on his/her child. Directory forms are available through the guidance office.

VIII. CHALLENGE PROCEDURES

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:

1. Accuracy
2. Relevance
3. Propriety

The request for a hearing shall be submitted in writing to the school, and shall contain a notice of the specific entry or entries to be challenged and the basis of the challenge.

Each school shall establish administrative procedures for parents to challenge the contents of student records. Such procedures shall include:

1. An initial informal conference with the parents, within 15 school days of receipt of the request for hearing.
2. If the challenge is not received by the informal conference, formal procedures shall be initiated:
 - a. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
 - b. The hearing officer shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
 - c. At the hearing each party shall have the rights outlined in the Act (see Art. 50-7, (b) (1) through (4)).
 - d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
 - e. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - i. To retain the challenged contents of the student record;
 - ii. To remove the challenged contents of the student record; or
 - iii. To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall inform the school and within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may

initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Educational Service Region should seek advice from appropriate special education personnel who were not the authors of the entry.

The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

IX. PARENTS' RIGHT TO KNOW

In accordance with ESEA Section III(h)(6) PARENTS' RIGHT-TO-KNOW, the Henry-Senachwine District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

X. IMPLEMENTATION - ENFORCEMENT

The State Board of Education and the State Superintendent of Education shall collect and maintain information concerning compliance with the provisions of the Act and these rules and regulations and shall take action as specified by the Act to secure compliance in the event of violation.

FREE AND REDUCED PRICE FOOD SERVICES

A student's eligibility for free and reduced-priced food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Application forms are available in the high school office.

WAIVER OF STUDENT FEES

A student shall be eligible for a fee waiver/reduction when:

- The student is currently eligible for free or reduced lunches or breakfasts.
- The student or student's family is currently receiving aid under Article IV of the Illinois Public Code.

EDUCATION OF CHILDREN WITH DISABILITIES

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA).

SERVICES UNDER SECTION 504 OF FEDERAL REHABILITATION ACT

Students with disabilities who do not qualify for an individualized education program, as required by the Federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. Such individuals may report to the building principal or school social worker for information regarding education related services.

ASBESTOS

The Henry-Senachwine Community Unit District 5 buildings have been inspected for asbestos containing materials as mandated by the USEPA, 40 CFR Part 763, Asbestos-Containing Materials in Schools. A Management Plan has been prepared by an Accredited Management Planner with Asbestos Consultants of Illinois, Inc., to offer direction and guidance in the management of asbestos in our buildings.

These reports are available for inspection in the administrative offices during normal working hours at no cost. Copies of these reports may be supplied upon request at a minimal cost.

BEHAVIORAL INTERVENTIONS-STUDENTS WITH DISABILITIES

Henry-Senachwine C.U.S.D.# 5 maintains a policy on the use of behavioral interventions for students with disabilities. It is the fundamental principle of this policy that non aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable. It is the intent of Henry-Senachwine C.U.S.D.# 5 that behavior interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred. Nonrestrictive interventions may be used without the development of a written Behavior Management Plan within the student's Individual Educational Program (IEP). Henry-Senachwine C.U.S.D.# 5 shall maintain a Behavioral Intervention Committee to implement and regularly review the district policy on the use of Behavioral Interventions. This committee will be the same committee that meets annually to discuss and review the disciplinary procedures of the school. A complete copy of the Behavioral Interventions Policy and Procedure for District 5 may be requested from the superintendent.

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Jon D. Hill, Principal, Henry-Senachwine High School.

GRIEVANCE PROCEDURES

A student, parent/guardian or community member should notify the district superintendent if he or she believes that the School Board, its employees or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute or Board policy.

Procedures for Filing a Grievance by a Student:

Step I: The student(s) and/or parents/guardians should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to the grievance. An oral response must be made within five (5) days.

Step II: If the matter is not resolved, it should be submitted in writing within ten (10) days to the High School Principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented

and extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievor and the principal within ten (10) days and a written response must be issued within five (5) days.

Step III: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent. A meeting between the parties will be held within ten (10) days and a written response must be issued within five (5) days.

Step IV: If the issue remains unresolved after Step III, the grievant(s) may appeal the grievance in writing to the Board of Education within five (5) days of receipt of written response. The board shall consider the appeal within thirty (30) days and issue a response within five (5) days of its decision.

THE STRUCTURAL PEST CONTROL ACT

The Structural Pest Control Act requires schools in Illinois to establish and maintain a registry of parents or guardians of students who wish to receive notification prior to the application of pesticides inside the school or on the school grounds. If you would like to be placed on our list, please call the school office of the building your child attends.

SEX OFFENDER NOTIFICATION

A principal or teacher of a public or private elementary or secondary school shall notify the parents of children attending the school during school registration and during parent teacher conferences that information about sex offenders is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <https://isp.illinois.gov/Sor/Disclaimer> . You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <https://isp.illinois.gov/MVOAY/Disclaimer> .

ERIN'S LAW TASK FORCE

The task force has made recommendations to educate children and school staff. It is the belief that age appropriate school-based curriculum in Illinois public schools will increase early reporting and in many cases prevent child sexual abuse. You may visit <https://www.erinslawillinois.org/resources/programs-2/> or contact our social worker.

PROFESSIONAL PERSONNEL

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and paraprofessionals,

if any, who assist them. You may request the following information about each of your child's classroom teachers, and their paraprofessional assistants:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status through which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. 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 at 309-364-3614.

Transportation Guidelines

Instructions to School Bus Riders:

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful when approaching where the bus stops. Don't move toward the bus until it has been brought to a complete stop.
4. When seats are assigned, pupils must occupy seats assigned to them.
5. Do not leave your seat while the bus is in motion.
6. Be alert to a danger signal from the driver.
7. Remain seated in the bus in the event of a road emergency until instructions are given by the driver.
8. Keep hands and head inside the bus at all times. Do not throw anything out the bus windows.
9. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
10. Be absolutely quiet when approaching a railroad crossing stop.
11. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
13. No foul or profane language is allowed.
14. Any damage to the bus must be reported to the driver at once.
15. Keep books, packages, coats, and all other objects out of the aisles.
16. No animals are allowed on the bus.
17. If you have a problem with anyone or anything, let the bus driver know.
18. Help look after the safety and comfort of smaller children.
19. Do not ask the driver to stop at places other than the regular bus stop. They are not permitted to do this!
20. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the

right shoulder of the highway where traffic may be observed in both directions; then wait for the bus driver to signal for you to cross.

21. The bus driver's relationship should be on the same level as that expected of a teacher. Should any pupil persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the school administrator, and after due warning has been given to the student and parent(s), the school administrator may forbid such pupil the privilege of riding the bus.
22. STUDENTS PLEASE NOTE: If your bus conduct is unsatisfactory, the same procedure will be followed as if you are in a classroom. The following will be contacted: (1) Your parents, (2) Your Principal.
23. Be courteous to fellow pupils and the bus driver and everyone will get along fine.

Clubs and Organizations

Henry-Senachwine High School has numerous organizations and activities to widen your interests and to develop your abilities. These are offered to benefit the students, and we feel that all students should participate in at least some of them.

Anime Club

The Anime Club is an opportunity for students who share a similar interest in Japanese animation (cinema and comic) to come together to learn more about it while discussing and appreciating various examples. Some activities the students participate in are trivia games, watching video clips, and drawing existing characters or creating their own.

Art Club

The Art Club is an organization dedicated to the study, support and enjoyment of the arts. It is open to any HSHS student who is currently enrolled or has had at least one year of Art. Activities include field trips, monthly activity meetings and service projects for the school and community.

FBLA - Future Business Leaders of America

FBLA is a non-profit educational association for students preparing for careers in business, entrepreneurial or business-related fields. The association prepares students for employment by promoting competent, aggressive business leadership, increasing understanding of American free enterprise, establishing career goals, encouraging scholarship, promoting efficient money management, and developing character and self-confidence. Co-curricular activities encourage career development, civic service, economic education, community involvement and business advocacy. The FBLA concept was developed in 1937 and the first high school was chartered in Tennessee in 1942. A post-secondary division, Phi Beta Lambda (PBL), was created in 1958. Membership of FBLA is unified on the local, state, and national levels. FBLA-PBL has over 250,000 active members in more than 13,000 chartered chapters throughout the United States, its territories, the Pacific, Asia, and Europe. The mission of FBLA-PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The state and national

awards program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. The charter for Henry-Senachwine High School is dated February 5, 1985.

FCA - Fellowship of Christian Athletes

The Fellowship of Christian Athletes is a student-led club that encourages athletes of Christian faith to come together for regular meetings. Any athlete who is interested is invited to attend.

FCCLA - Family, Career and Community Leaders of America (formerly FHA)

Family, Career and Community Leaders of America (FCCLA) is a national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education. Chapter activities include the sectional fall rally, community projects, national FCCLA week, and a spring activity.

FFA - Future Farmers of America

The FFA is an organization of students who are enrolled in agricultural education. The purpose is to involve these students in leadership activities on the local, state, regional and national levels. Students can be members of the FFA organization by paying yearly dues and being enrolled in at least one semester of an agricultural education class per year.

MAC - Mallard Athletic Club

The main goals of the MAC organization include showing and spreading some school spirit for our athletic teams and assisting student athletes financially with going to summer camps. Examples of activities they use to promote school spirit: selling school related items such as mugs, sweatpants, shirts and buttons to the school faculty, staff, and student body and hosting an intramural program for students during their homerooms to give them an opportunity to receive some recognition for "non-interscholastic" activities (students are awarded certificates for winning an activity). An additional goal is to give athletes an opportunity to go to summer camps by providing them with some financial assistance. The organization decides on a yearly basis how much of the money that they raise throughout the year will be spent on camps. Each athlete "applies" for this money and they are given money to help defray the cost of going to camp. MAC helps make their athletes aware of jobs available in the sports/athletic fields by taking tours of facilities such as the United Center, the YMCA, and sports medicine clinic. It is the goal of the LMAC organization to continue to give students many opportunities they would otherwise not have.

Math Team

The Math Team prepares for and participates in competitions all year. There are six monthly tests taken at school and a Regional test on a Saturday, usually at Illinois Valley Community College. The monthly tests are competitions where the tests are mailed in. Algebra I through Calculus students participate in different categories as individuals and on teams at the Regional. There are practices as there are for any team.

MDWAP - Mallards Driving With a Purpose

Operation Teen Safe Driving: Operation Teen Safe Driving is a program funded by the Ford Motor Company, Governors Highway Safety Association, Illinois Department of Transportation's (IDOT) Division of Transportation Safety (DTS) and The Allstate Foundation. These organizations provide schools with money and other resources to challenge the creativity of students to develop and implement community-based programs to reduce fatalities and injuries due to traffic crashes among peers. Students meet on a bi-monthly basis (or more if needed) to organize and implement activities and programs for the school and community.

Peer Mediation

The goal of Peer Mediation is to promote a healthy, positive and safe learning environment where students are able to manage conflict, improve relationships and build a positive school atmosphere. A group of students are trained in conflict resolution to assist their peers in settling issues that may arise throughout the school year.

Robotics

Robotics Club is a team-oriented competitive club in which students work together to build robots and program them to compete in events against teams from other schools. Students compete in an annual competition using only VEX robotics parts to complete various tasks against other teams in a two minute time period.

Scholastic Bowl

Scholastic Bowl is an opportunity to compete against other schools in an academic setting. The format of the contest is quickly giving the correct response to challenging questions. These questions are from areas including: Math, Science, Social Studies, Sports, Vocational, Literature, Fine Arts, and Foreign Language. Practices are required like they are in all sport activities.

Silver Cord

The Silver Cord project is designed to bring attention to and honor those students who devote 300 hours or more to community service over their high school careers. Specific guidelines can be found on the Facebook page (**HSHS Silver Cord Project**).

Spanish Club

Spanish Club provides students with a hands-on, involved opportunity to explore and enjoy Spanish culture and language. Activities are planned to allow students a chance to connect in a diverse and casual environment. Through student leadership, the club will provide opportunities for students to develop leadership skills and make a difference in the community. Previous or current enrollment in a Spanish class is required.

Student Council

The Henry-Senachwine High School Student Council helps to promote the best interests of the school and creates the opportunity for student leadership and service in school activities. Through it, students have an opportunity to have official representation in their student government. As a group, it offers excellent opportunities

for bettering student relationships with faculty, school and community. The Student Council sponsors dances, dress-up week, activity weeks, spring fling, and teacher appreciation week to promote school spirit and make Henry-Senachwine High School a better place for the students.

National Honor Society

The National Honor Society of Secondary Schools (NHS) is under the sponsorship and supervision of the National Association of Secondary Principals (NASSP). The Henry-Senachwine Chapter of the National Honor Society at the HSHS was chartered in 1959. The national constitution of the National Honor Society specifically provides that the Principal shall reserve the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members. It also provides for the Principal to appoint and work closely with the chapter adviser and the faculty council to develop and follow fair selection and dismissal procedures which are not expressly provided for in the constitution.

Membership: Membership in the National Honor Society is an honor and a responsibility bestowed upon a student. Selection for membership is by the faculty council which consists of five faculty members appointed annually by the Principal and is based on outstanding scholarship, character, leadership, and service. Once selected, members must continue to demonstrate the qualities of scholarship, leadership, service, and character. The following list provides examples that may prevent membership or may result in dismissal from the National Honor Society (drug or alcohol violations, plagiarism, etc.). This list provides only a few examples and **is not** "all-inclusive."

Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser to the adviser of the local chapter shall be accepted automatically as a member in this chapter. Transfer members must meet the standards of the chapter at Henry-Senachwine High School within one semester in order to retain membership.

Members who resign or are dismissed are never again eligible for membership or its benefits.

Selection of Members: To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at the Henry-Senachwine High School the equivalent of one semester.

Candidates must have a cumulative scholastic average of at least 3.20 on a 4.0 scale. Candidates shall then be evaluated on the basis of service, leadership, and character.

Candidates will be required to submit a Student Activity Information Form and may be interviewed by the faculty council. Students so surveyed should understand that such surveys are not applications for membership, and that review of information gathered does not guarantee election. The information gathered will be used by the faculty council in making the selection of members.

All faculty members will have the opportunity to make comments on candidates to provide additional faculty input to the faculty council to assist them in making the selections. However, the actual selections must be made by the five appointed members of the faculty council.

The selection of members to the chapter shall be by a majority vote of the faculty council.

The selection procedure shall be determined by the faculty council, shall be consistent with the rules and regulations of the National Honor Society, and shall be subject to the approval of the principal of the Henry-Senachwine High School.

The National Council has determined through legal counsel that election to membership in the National Honor Society is an honor, not a right. This being true, failure to be accorded an honor is not a deprivation of a right, and due process is not applicable to such situations. Students or their parents contesting non-selection are not entitled to a hearing or an explanation of the non-selection, as due process does not apply in such cases. If a non-selected student and his/her parents wish to challenge a decision, they must follow the district complaint procedure, beginning with the chapter advisor.

The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members.

The National Council has provided the following guidelines which will help in the definition of leadership, service, and character:

Leadership: The student who exercises leadership is resourceful in proposing new problems, applying principles, and making suggestions; demonstrates leadership in promoting school activities; exercises influence on peers in upholding school ideals; contributes ideas that improve the civic life of the school; is able to delegate responsibilities; exemplifies positive attitudes; inspires positive behavior in others; demonstrates academic initiative; successfully holds school offices or positions of responsibility; conducts business efficiently and effectively, and is reliable and dependable without prodding; demonstrates leadership in the classroom, at work, and in school activities; is thoroughly dependable in any responsibility accepted.

Service: The student who serves is willing to uphold scholarship and maintain a loyal school attitude; participates in some outside activity such as scouting, church groups, volunteer services for the aged, poor, or disadvantaged, family duties; volunteers dependable and well-organized assistance; is gladly available, and is willing to sacrifice

to offer assistance; works well with others and is willing to take on difficult or inconspicuous responsibilities; cheerfully and enthusiastically renders any requested service to the school; is willing to represent the class or school in interclass and interscholastic competition; does committee and staff work uncomplainingly; shows courtesy by assisting visitors, teachers, staff, and students.

Character: The student of character takes criticism willingly and accepts recommendations graciously; constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability); upholds principles of morality and ethics; cooperates by complying with school regulations concerning property, programs, office, halls, etc.; demonstrates the highest standards of honesty and reliability; shows courtesy, concern, and respect for others; observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom; has powers of concentration and sustained attention as shown by perseverance and application to studies; manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others; actively helps to rid the school of bad influences or environment; obeys civil laws.

Dismissal: The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society.

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned.

The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district. The National Council and the National Association of Secondary School Principals shall hear no appeals in dismissal cases.

Regulations Concerning Activities

1. All activities scheduled must receive prior approval from the principal.
2. Activities must be scheduled two weeks in advance. Major activities should be placed on the calendar in early September.
3. Wednesday night is reserved for community and church activities and no school activities should be scheduled on that night if at all possible.
4. All school parties/dances/activities must be over by 11:00 p.m.
5. Practice for any school activity on school nights must end by 10:00 p.m.

6. Expenditures of money from club or organization funds are not to be made at any time until the sponsors have given their consent, no exceptions. A purchase order must be completed before an invoice can be paid.

School Dances and Activities

Throughout the year, various organizations sponsor dances. These dances are open to the students of our school, to those guests enrolled in another high school, or to those older than high school age who have been approved to attend by the school administration. The maximum age of any guest allowed to attend will be 20 years old. No high school dropouts may attend any dance. Students must have a high school diploma or G.E.D. type of equivalence. Both in-town and out-of-town guests must be at least 9th grade students. Guests must be signed up by the deadline date which is announced. Students who bring a guest at any time are responsible for the conduct and behavior of their guest. Students and guests that leave the dance early for any reason, will not be allowed to return.

Fundraising/Class Dues

The school has established a definite policy regarding the raising of funds by students, classes, and organizations:

1. All means of raising funds must be approved by the principal.
2. The sale of yearbooks is approved.
3. The sale of admission tickets to such school affairs as plays, musical performances, and athletic contests is approved.
4. The sale of refreshments at athletic contests is approved.
5. "Bake Sales" are approved with the specific approval of the principal.

Students are responsible for class dues and fundraising efforts that are organized, by their respective class, on a yearly basis. Students who do not fulfill their class dues and fundraising responsibilities will not be eligible to participate in events funded through fundraising and class dues. Funds accumulated by a class or organization may be disbursed only with the approval of the designated sponsors and the principal. Purchase orders must be submitted for the principal's approval, prior to the purchase.

Rules For Holding Class Office

1. The student must have successfully completed at least four courses with a "C" average or above during the semester preceding his/her election. Candidates must have a good attendance record (not to exceed 7 days of absence per semester) and may not have more than three detentions. After the third

detention, the student will be removed from office. Also, no suspensions. A student will be removed from office if he/she is suspended after they have already been elected.

2. A student must be carrying at least four courses at the time of his/her election.
3. Candidates for Senior Class President must have at least twelve credits at the beginning of their senior year.

Selection of Class Officers

Nominations for class officers shall be handled by the Student Council. Elections shall be held on call unless dates are provided in the regular school calendar. If there are more than two candidates for an office, the preferential or second choice system of voting shall be used. Notices of all caucuses and elections shall be given at least three days beforehand. This notice shall consist of an announcement and a written statement on the bulletin board and/or google classroom. All class elections (except for the Freshmen class) are held at the end of the school year. Officers are chosen at that time so that those elected may begin their duties immediately upon the commencement of the next school year.

ATHLETICS, EXTRA-CURRICULAR OR CO-CURRICULAR ACTIVITIES

Philosophy: Interscholastic athletics and extracurricular or co-curricular activities at Henry-Senachwine are an integral part of the total educational program. Its field of endeavor has as its aim, the development of physically, mentally, emotionally, and socially fit citizens through the medium of interschool athletics and extracurricular activities.

Athletics and extracurricular or co-curricular activities at Henry-Senachwine are a privilege extended to all students who are physically able to participate, who meet minimum scholastic requirements, and who comply with the rules and regulations of Henry-Senachwine High School.

(This is a summary of the main aspects of the athletic policy adopted by the Board of Education. A complete copy is to be issued to all participants in the athletic program, and is available to others upon request at the school office.)

Nonpublic School Students, Including Parochial and Home-School Students:

A nonpublic school student is eligible to participate in interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the District maintains a membership. The requirements for a student to participate are as follows:

1. The student must be enrolled within the school. Enrollment means the student's parent/guardian has completed the enrollment process and provided all necessary information to the District, including but not limited to, verification of residency, fees, medical and health requirements, and general information forms.
2. The student must be taking and passing a minimum of 25 credit hours (i.e., five 0.5 credit courses) either at HSGS/JH or HSHS or at a program approved by the District. The student must enroll in and be in attendance for at least one credit bearing class at HSGS/JH or HSHS.
3. Syllabi for each course taken through a program approved by the District, other than at HSGS/JH or HSHS, must be submitted for comprehensive review and approval by the building Principal prior to the start of participation. These courses must align with the HSGS/JH or HSHS's Program of Studies. Any course found to not align with the Program of Studies will not count toward the minimum 25 credit hours.
4. The student must be in compliance with all eligibility requirements of the District and all IHSA or IESA by-laws. A grade report must be submitted to the Athletic Director and/or building Principal by Friday at 10:00 AM during the season. Grades must meet the requirements established by IHSA or IESA and the District.
5. The student must pay all applicable costs that would be paid by a student enrolled full-time at the school.

Scholastic Eligibility: In order to be eligible for IHSA sanctioned activities, two things must occur:

1. Students shall have passed 25 hours (equivalent of five (5) .5 credit classes) of academic subjects the semester immediately preceding the semester in question
2. Students must be currently passing all subjects to be eligible for participation. Eligibility is determined on a weekly basis accumulated through the semester grading period and figured on Friday for the subsequent week.

Eligibility for Music Activities: The following activities are considered part of music classes and are required of all students: 1) 3 parades; 2) 2 concerts; 3) Organizational Music Contest; and 4) Pep Band.

Co-curricular Activities: Band, Chorus, Drama, Flag Corps, Jazz Band, Marching Band, Show Choir or any musical activity.

Extracurricular Activities (Competitive): Bass Fishing, FBLA, FFA, Math Team, Robotics Club, Scholastic Bowl

Extracurricular Activities (Non-Competitive): Anime Club, Art Club, FCCLA, LMAC, Red Krush, Silver Cord Club, and Student Council.

Sports: Baseball, Basketball, Cheerleading, Cross Country, Dance Team, Football, Golf, Softball, Swimming, Track and Volleyball.

- Will adhere to the Athletic Code
- IHSA eligibility guidelines are available in the Athletic Handbook below.

HENRY-SENACHWINE HIGH SCHOOL ATHLETIC HANDBOOK

ATHLETIC POLICIES

It is the purpose of the Henry-Senachwine High School coaching staff to build up standards under which competition can be carried on with ethical relations and high principles pervading the conduct of participants, coaches, sponsors, and spectators.

The following activities will adhere to the athletic code: baseball, basketball (boys and girls), cheerleading, cross country (boys and girls), dance, football, golf, scholastic bowl, softball, swimming, track (boys and girls), and volleyball.

PHILOSOPHY

Interscholastic athletics at Henry-Senachwine High School are an integral part of the total educational program. Its field of endeavor has as its aim the development of physically, mentally, emotionally, and socially fit citizens through the medium of interschool athletics.

Athletics at Henry-Senachwine are a privilege extended to all students who are physically able to participate, who meet minimum scholastic requirements, and who comply with the rules and regulations of the Henry-Senachwine Athletic Program.

GOALS

The Henry-Senachwine High School coaching staff will endeavor to develop a spirit of competition, good citizenship, sportsmanship, and emotional maturity in every participant. Students will demonstrate...

1. **A spirit of competition:** A player must have the desire to do his/her very best. You can achieve this goal only if you have worked hard and made many, many sacrifices. Are you willing to pay the price to be a champion?
2. **Good Citizenship:** This is the development in each athlete to conduct himself in such a way, on and off the field that will reflect in a good light on him/her, the team, and the school.
3. **Sportsmanship:** In some respects the attempt to define good sportsmanship is like trying to describe infinity. It is almost intangible, yet its presence is either very evident or its absence very conspicuous. Sportsmanship is that quality of

honor that desires always to be courteous, fair, honest, and respectful. For your athletic experience at Henry-Senachwine High School to have any meaningful value, this quality of sportsmanship must prevail in your conduct as a student, an athlete, and an American.

4. **Emotional Maturity:** Another athletic objective is to develop emotional maturity in our athletes. An athlete is emotionally mature when he/she can make sound decisions, take orders, and choose worthwhile friends. Emotional maturity involves the quality of being dependable. An athlete has the responsibility to be at all practices and other assigned meeting places on time. Another aspect, and certainly not the least important of the various signs of emotional maturity, is the quality of self-discipline.

Athletes must learn to eat proper food, get proper rest, and observe training rules and generally be his/her own guide in determining what is right and what is wrong. The athlete is emotionally mature when he/she has the courage to perform the right act.

GUIDELINES FOR PLAYERS, COACHES AND PARENTS

Henry-Senachwine Schools are poised to take another important step in their quest for "Unity, Excellence and Pride". These guidelines are not meant to be "rules", but rather a set of goals for coaches, players, parents and fans to strive for.

As A Coach...

1. I will strive to remember that my players are developing adolescents, not fully mature adults; that they are high school athletes, not professional; and as such they will make decisions reflecting their youth and commit mistakes common to their level of ability. When these decisions and mistakes are made, I will attempt to respond in a manner which conveys to the student athlete the error they make while at the same time teaches them the way to avoid a recurrence of the mistake.
2. I realize that swearing and unsportsmanlike actions are something that I do not want my players to do as they represent our school, and, as a result, I must diligently work to refrain from such language and actions as I attempt to be a proper role model to my players.
3. I will not always agree with the calls made by the game officials, but I will attempt to treat them with the respect they deserve as individuals giving their best effort as an integral part of high school athletics.
4. I will communicate with my players my expectations as to player behavior and the consequences should the athlete fail to meet those expectations.
5. I will be willing to meet with any parents to discuss their child's situation as a member of the team, as I realize this is the best way to create the desired coach/parent relationship.

As A Player...

1. I understand that I am one part of a team and as a part of that team my personal desires must sometimes be put aside for the best interest of the team.

2. I realize the coach is the final decision maker for the team and I will respect his/her decision-making authority.
3. I realize I also represent my family and my school and I will always attempt to behave in a manner that will cause them to be proud that I am a member of the team.
4. When a coach reprimands me, I will strive to remember that he/she is doing his/her job of helping me to become a better player and a better person.
5. If I am dissatisfied with my status on the team, I will talk to the coach to gain a better understanding of the things I must change about myself or my play to gain the position on the team that I desire.

As A Parent...

1. I realize that high school athletics is part of the athletes' learning process and, as in any process, players will make mistakes. When these mistakes occur, I will attempt to react in the same way I would want my employer to react should I make a mistake in my occupation.
2. If I have a difference of opinion with the coach concerning my child's role on the team, I will make an appointment to discuss the situation, as I realize this is the best way to develop the desired coach/parent relationship. I will also remember that the coach is the final decision maker for the team and I will respect his/her decision-making authority.
3. I understand that athletics requires a commitment by all members of a team and I will support the rules established by the coach.
4. I will work to learn the rules governing the sport in which my child is involved so I may better understand what I see on the court or playing field.
5. I will attempt to show respect to coaches, opposing players, officials, and other spectators and treat them as I would treat guests in my own home.

Henry-Senachwine High School athletic participants and parents are required to attend an individual sport pre-season meeting. This meeting is to go over team rules and regulations which help to make a successful season for all.

These guidelines can help develop a positive competitive spirit that will promote a level of sportsmanship of which our district can be proud. We have set out to create a high school with lofty goals in education and extracurricular activities. Good sportsmanship demonstrated by coaches, players, parents and fans can help us achieve those goals.

The "Mallards" should be feared for their superior ability but be welcomed as worthy opponents.

ATHLETIC RULES AND REGULATIONS

SCHOLASTIC ELIGIBILITY -- NO-PASS, NO-PLAY POLICY

1. In order to be eligible for IHSA sanctioned activities, a student must satisfy the Illinois High School Association scholastic standing requirements by doing passing work in at least twenty-five (25) credit hours of high school work per week. A passing grade is equivalent to a grade of "D-". Generally, twenty-five (25) credit hours is the equivalent of five (5) ".5 credit" courses.
2. Any student found to be ineligible shall be suspended from the activity for seven calendar days. Eligibility is determined on a weekly basis, accumulated through the semester grading period and figured on Friday. Students must be passing all classes on a weekly basis to be eligible weekly. Any student who is ineligible would then be suspended Monday through Sunday of the following week.
3. In order to participate in contests, practices and/or events on the day of an absence, an athlete must be in attendance at the school four consecutive clock hours unless they have permission from the building principal.
4. Students must pass twenty-five (25) hours of academic subjects the previous semester or they will be ineligible for the entire following semester.

General Expectations

Conduct unbecoming a Henry-Senachwine student/athlete, such as disrespect of officials, use of foul language, excessive locker room horseplay, etc. shall be considered a violation which will be dealt with by the coach of that sport.

Any absence from a scheduled practice or contest must be excused by the head coach of that sport, unless the absence is a consequence of court-ordered visitation with a non-custodial parent. A copy of the court order must be provided to the coach. No athlete will be excused from practice or contest to work at part-time jobs or full-time jobs.

Exemptions may be considered by the Athletic Council in case of need.

The athlete agrees to accept responsibility for any uniform and other school equipment. In the event that the athlete should lose or damage it, the athlete agrees to reimburse Henry-Senachwine High School for its replacement value.

Any person with unauthorized and/or misused athletic equipment may be subjected to legal action to obtain equipment or damages.

Parents can help here by seeing that the athlete does not have this lost equipment at home.

When an athlete completes a sport, he/she is ineligible to receive equipment for a new sport until he/she has paid all fees for lost equipment and turned in all other equipment previously checked out to him/her. At the end of a school year, all athletes must return all equipment or pay all fees for lost equipment.

Accepted appearance of athletes of Henry-Senachwine High School shall be in good taste.

Athletic Code and Athletic Council

Once a student begins participation in any athletic activity he/she is subject to the Athletic Code for the remainder of his/her years at Henry-Senachwine High School. The Athletic Code is enforced throughout all 12 months of the year. An athlete shall be disciplined if he/she commits any of the following violations regardless of the time of year or whether he/she is on or off school grounds. Parents or guardians are asked to assume the responsibility of insisting that their child be honest and accept the consequences for their actions if they have been improper. Parental support is vital in seeing that a student accepts responsibility regardless of how other students have acted or been disciplined in the past. An Athletic Code violation relating to the following five areas are to be substantiated by reports from certified district staff, reports from law enforcement officials to the extent available pursuant to the Juvenile Court Act, or as a result of self-admission.

Athletic Code Violations:

1. Use of, possession of, or distribution of alcohol, marijuana, or any illicit/illegal drug (includes illegal use of Prescription Drugs).
2. Use of or possession of any tobacco product (includes vapes. e-cigarettes)
3. Theft or vandalism of any school or personal property.
4. Any activity that is deemed to detract from the positive image and standards of Henry-Senachwine High School may result in a penalty. Example: involvement in criminal or immoral/unethical activity as determined by the Athletic Council.
5. Knowingly being in the presence of the illegal use of, possession of or distribution of alcohol, marijuana, or any illicit/illegal drug.

If there is a potential violation of the Athletic Code, the Principal and/or Athletic Director will conduct an investigation to determine whether a meeting of the Athletic Council is warranted. The Athletic Council consists of the Principal, Athletic Director, an off-season coach, and two faculty members. These members represent the voting body of the Athletic Council. The in-season coach of the sport in which the violation occurs will be involved in the meeting and make recommendations to the Athletic Council, but will not be a voting member. Notice of the Athletic Council meeting will be sent to the parent/guardian of the athlete involved. Information relevant to the possible violation will be presented to the Athletic Council by the student and administration at the

meeting. The Athletic Council will determine appropriate disciplinary action if it is found the student has committed a violation. A student/parent/guardian may choose to forgo a council meeting at their discretion. A student may appeal the decision to the Superintendent. Any appeal must be made within 5 days of notification of the Superintendent's decision. The student may offer additional information regarding the alleged violation at the requested hearing before the Board of Education.

Disciplinary Consequences for Athletic Code Violations

1. First Infraction:

- a. Meet with the Coach.
- b. Conference with the Athletic Council.
- c. Miss 1/3 of the season, effective immediately, but will be expected to attend practices and be on the sidelines in street clothes for all games. If there are less than 1/3 of the games remaining in the season that the violation occurred, the unserved portion of the punishment will be administered in the next sport season in which the student participates.
- d. If a student is scholastically ineligible during their suspension, their suspension will be extended.

2. Second Infraction:

- a. Meet with the Coach.
- b. Conference with the Athletic Council.
- c. Suspension from all athletics for up to one year from the date of the infraction. After the one calendar year, the Athletic Council will review the status of the student. If no further violations have occurred, then the student will be reinstated.
- d. Alcohol or drug abuse counseling shall be recommended.

3. Third Infraction:

- a. A suspension from athletic activities for the remainder of the student's career.
- b. The athletic director will make a written report on his/her decision and rationale. The student may appeal the decision to the building principal.

DROPPING A SPORT

If an athlete decides to drop a sport, he/she will be expected to handle it as if he/she were terminating employment. If this is not done in an acceptable manner, the athlete should realize that he/she may be refused the opportunity to participate in future athletics.

The following procedure is to be followed:

1. See either his/her coach and the head coach of that sport and explain the reason for deciding to end participation.
2. Return any equipment that has been issued.

PARTICIPATION

Participation in interscholastic athletics is a privilege extended to those individuals who meet the criteria set forth in this handbook. If an athlete is out of physical education class due to a medical excuse, they will not be able to participate in interscholastic sport activities. The athlete may be expected to attend practices, but may not participate in any way.

At the discretion of the coaches, students may, on occasion, be allowed to participate in more than one activity during the same season provided that practice and contest times do not conflict and both coaches are in agreement. This dual participation is discouraged and not recommended by the coaching staff. The coaching staff feels that an athlete must have practice time available to achieve a level of success. Participation in two sports limits practice time for each sport. As a result, the success of one squad or the other may be hampered. Athletes may not participate in any games or practices in the same or like sports while playing in season on a Henry-Senachwine CUSD5 team (i.e. while playing on the Henry-Senachwine CUSD5 baseball team, you could not play on a men's softball team during the high school season).

STATE TOURNAMENTS

Students participating in a varsity sport may attend the state tournaments for that sport as an observer. Athletes may only be excused from one day of school to attend state tournaments.

All necessary expenditures and transportation will be the responsibility of the students and their parents.

Excused absence from school for the tournaments will be at the discretion of the principal.

TRANSPORTATION TO/FROM EXTRACURRICULAR CONTESTS

Transportation Guidelines: All student participants will ride to and from events on the bus, under the supervision of his/her coach/sponsor. All exceptions must be cleared with the administration/coach/sponsor in advance. Student participants will be released from riding the bus only when written permission is given in advance by the parent or guardian to the administration/coach/sponsor. Any other extenuating circumstances will be addressed at the discretion of the principal.

POLICY

A copy of the athletic policy will be sent home for a parent's and student's signature and returned to the school for available reference.

AWARD POLICY

All letters awarded will be decided by the coach or sponsor of that sport or activity.

1. At the completion of each sport season, all athletes who have completed the season will be awarded a certificate of participation for that sport.
2. At the completion of the first season of a sport in which an athlete participates, regardless of the year in school, he/she will be eligible for a numeral (designating their graduation year.) This numeral is awarded only once and the athlete must be out for the entire season.
3. An athlete will be awarded only one varsity letter for each sport they participate in.
4. If an athlete earns more than one varsity letter for a sport during their career, they will be awarded a pin for that sport in which they have already been awarded a letter.
5. Any athlete who participates all four years in a sport will receive a senior plaque. Transfer students' eligibility for awards will be evaluated on an individual basis.
6. Any athlete who participates all four years for a sport automatically earns a varsity letter if they have not earned one already.
7. Varsity letters may be awarded to students who serve as manager and/or statistician.
8. Attendance at the athletic banquet is necessary to receive your certificate or award; excused absence from the athletic banquet must be approved by the coach.

Policy Example: Joe as a freshman goes out for basketball, he stays out all year but does not earn a varsity letter--he is eligible for the numeral. During his sophomore year, he does earn a letter in basketball--he is awarded a letter for basketball and a pin. His junior year, he completes the varsity season and will earn a pin as he has already earned his letter for basketball. Senior year he also completes the varsity basketball season; therefore, he will receive a pin. Each athlete will earn only one varsity letter per sport they participate in at the varsity level. They must compete in at least half of the contests to receive a letter unless it is their senior year and they have been out for all four years, in that case rule 6 applies.

Key Provisions Regarding IHSA Rules - IHSA

ELIGIBILITY RULES

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

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

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

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

1. ATTENDANCE

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

2. SCHOLASTIC STANDING

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

3. RESIDENCE

Your eligibility is dependent on the location of the residence where you live full time with your parents, a parent who has been assigned custody by the court, or a court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

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

4. TRANSFER

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

school term, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and new school concur with your transfer;
 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. AGE

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sports season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. PHYSICAL EXAMINATION

You must annually have on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner, in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. AMATEUR STATUS

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. RECRUITING OF ATHLETES

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

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. SCHOOL TEAM SPORTS SEASONS

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

10. PLAYING IN NON-SCHOOL COMPETITION

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

11. ALL-STAR PARTICIPATION

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school

teams, provided: The high school season in that sport has been completed (you may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.)

- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. COACHING SCHOOLS

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria: You may not attend a coaching school, camp or clinic for any sport after Sunday of the Week No. 5 in the IHSA Standardized Calendar (August 2, 2009).
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. MISBEHAVIOR DURING CONTESTS

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

14. PERFORMANCE ENHANCING DRUG TESTING

The Illinois High School Association (IHSA) randomly tests the student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parent(s)/guardian(s) shall consent in writing to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible.

The complete set of IHSA By-laws and Policies is available at
www.ihsa.org.

