

WELCOME TO
Harrisburg High School
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This agenda book belongs to:

Name _____

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Student I. D. Number _____

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HARRISBURG HIGH SCHOOL HANDBOOK

We take pride in the positive behavior and attitude of our students. By students being responsible and accountable for their own behavior, we will be able to create a learning environment free from disruptions that interfere with learning and teaching. Student responsibilities include:

Treat yourself and others with respect and compassion

Give your personal best and take pride in what you do

Follow rules, regulations and directions

Attend school regularly

Have a great attitude about school and life

DISTRICT MISSION STATEMENT

Recognizing that all students have unique needs and different developmental skills, the faculty and staff of the Harrisburg Community Unit #3 School District will provide a comprehensive, technological, and challenging program of learning experiences that will allow all students to develop academically, socially, emotionally, physically, and aesthetically.

HARRISBURG HIGH SCHOOL MISSION STATEMENT

The mission of Harrisburg High School is to graduate active, self-actualized 21st century citizens who will be caring, career directed, value-oriented individuals, competent in communications and problem solving. Harrisburg High School further commits to provide its students with the opportunities necessary to develop skills in creative and critical thinking, skills in living and working both independently and cooperatively, as well as knowledge of technology and interdependence in a global and multicultural society. Harrisburg High School will strive to inspire students to become positive, lifelong learners.

STUDENT RIGHTS AND RESPONSIBILITIES

The process of educating students for responsible citizenship in a democratic society requires opportunity to exercise rights of freedom of speech and expression in the context of a school environment. The purpose of this policy is to ensure the rights of others. This policy does not limit legal authority of the Board of Education or school officials to deal with student behavior. It recognizes and extends the range of student responsibility. No student shall have the right to interfere with the education of fellow students. It is the responsibility of students to respect the rights of all who are involved in the education process.

HARRISBURG HIGH SCHOOL COMPACT

Purpose:

For our students to reach school and state standards, every person involved in the learning process must have certain responsibilities. Many are listed below.

Student:

I should strive to attend regularly.
I should make an effort to learn.
I should use study time effectively.
I should follow the rules of conduct.

Teacher:

I should provide clear expectations for student.
I should provide homework that reinforces classroom instruction.
I should provide support to students and parents to promote learning.
I should provide frequent information to students and parents regarding student progress.

Parent:

I should encourage my child's efforts.
I should review work with my child on a daily basis.
I should review and discuss progress reports with my child.
I should discuss progress with my child's teachers.
I should attend or participate in as many school activities as possible.

PREAMBLE FOR STUDENT HANDBOOK

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate codes of conduct.

This handbook will be distributed to all students at the beginning of each school year. It is the responsibility of the student and the parent to review the contents of this handbook and make themselves familiar with its contents. The student has a right to know what is expected of him/her. Students and parents must realize that the handbook is not comprehensive, nor is it all-inclusive. It is impossible to list every rule, violation, or action to each incident. If assignments, instruction, rules or regulations are not understood, then the individual is asked to seek a clear explanation and then behave according to accepted standards. Qualified educators are responsible to interpret and apply guidelines set forth in the handbook as fairly and accurately as possible.

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. School personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

At the beginning of the school year, parents and eligible students will be notified of their rights under the Act, mainly the procedures for examination and control of the student's record. This information will be available and distributed during registration.

FREEDOM OF RELIGION

Students have a right to religious freedom within constitutional safeguards. Observance of this right may in no way interfere with the rights of free and equal education of others. Students and their parents are responsible to file objections to materials and activities, which they feel violate their religious principles. Waiver of participation may be granted on a temporary basis and may not be used as a means of seeking deferment from an entire course or from attending school.

AMERICANS WITH DISABILITIES ACT

Harrisburg High School recognizes the Americans with Disabilities Act and makes every effort to comply with the provisions of this act as they pertain to persons with handicaps.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Please contact the office for a complete policy on Accommodating Individuals with Disabilities. The district superintendent is responsible for assuring that the district complies with Section 504. The telephone number is 618-253-7637.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. To begin procedure, contact the superintendent.

ASBESTOS

Harrisburg High School has asbestos containing materials (ACM) present in certain building materials of the school including tank and boiler insulation, heating pipe insulation, floor tile, ceiling tile, etc.

An inspection for asbestos was conducted by G.H. Environmental, Carbondale, Illinois in accordance with the Federal Asbestos Hazard Emergency Response Act (AHEARA) and an asbestos management plan prepared. This plan is available for review at the Harrisburg High School office or at the District Unit #3 office.

Response actions to eliminate friable asbestos considered to be a health threat were conducted during the summer of 1989. Re-inspection reports are conducted every three years.

Inspections will be conducted every six months to identify any changes in the condition of the pre-identified ACM.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents and guardians who are not able to meet with educators because of a work condition, the right to attend necessary educational or behavioral conferences at their child's school during the school year.

If you would like further information about your rights to school visitation you may request a complete text of the School Visitation Rights Act from the district superintendent.

EVERY STUDENT SUCCEEDS ACT (ESSA)

In accordance with ESSA Section 1111 (h) (6) PARENTS RIGHT – TO – KNOW, The Harrisburg Community Unit #3 School 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, but not limited to, the following:

*Current school report card and budget information may be accessed by visiting the school web page at <http://www.hbg.saline.k12.il.us>. Call the school office if you would like a hard copy of the report card sent to you or if you have difficulty accessing the website.

OPERATIONAL RULES AND REGULATIONS

ABSENCES:

Full credit will be given for an excused absence provided all work missed during such absences has been made up to the satisfaction of the teacher. By law and district policy, excused absences are granted for the following reasons: illness of the student, serious illness or death in the immediate family (through aunts and uncles or corresponding in-laws), family emergency, medical and dental appointments which cannot be made when school is not in session, days or times of the day when religious tenets prohibit secular activity, situations beyond the control of the student as determined by the principal or circumstances which give concern to the parent for the safety or health of the student. In addition, to the above reasons for excused absences, the principal may approve requests made by parents in advance for absences for other stated reasons. Parents must sign, in advance, the "ABSENCE REQUEST FORM" available in the school office. Failure to do so will result in an unexcused absence. For homework and books to be picked up, please call the school office before 10:00 a.m.

ACADEMICS:

COLLEGE ENTRANCE REQUIREMENTS

The following high school subjects will be required of freshmen entering Illinois community college transfer programs and public universities as of the fall of 1993:

Units:

- 4 years **English** (emphasizing written and oral communications, and literature)
- 3 years **Social Studies** (emphasizing World History, U.S. History, and Consumer Education)
- 3 years **Mathematics*** (Algebra I, II, Geometry, and Pre-Calculus)
- 3 years **Science*** (laboratory sciences)
- 2 years **Foreign Language, Music, Art, or Vocational Education**

Criteria for college admission may include grade point average, class rank, college admission test scores,

academic courses taken in high school, and participation in co-curricular activities. Specific entrance requirements vary according to the college and degree pursued. Consult your guidance counselor or college to obtain more information.

Admission to most selective colleges, including math and science majors, four (4) years of math and science are recommended.

EXAMS

Students absent on exam dates will be issued an incomplete until tests are made up. Students will not be allowed to take exams prior to exam dates.

FINANCIAL AID FOR COLLEGE

Students who want to continue their education beyond high school should not be discouraged because of lack of money.

The state and federal government uses financial need as its primary criteria for giving or loaning money to students.

GRADING AND EXAM EXEMPTION

GRADING BY PERCENT

Grades will be averaged during the semester by using percentages.

SEMESTER GRADES / SEMESTER EXAMS / PROGRESS REPORT

Students will receive one grade for each semester of class. The grade will be calculated by the following method:

1. Multiply the cumulative semester average by .9
2. Multiply the semester exam percentage by .1
3. Add the two numbers to get a final score

The final score will be converted to a letter grade using the district's 90/80/70/60 scale for A/B/C/D. A grade lower than 60% is an F.

Students who miss three (3) or fewer days of each class and have at least a 70% for the semester average will be exempt from taking the semester exam.

Additional exemption guidelines:

- Students may not have been assigned/served more than 2 days in alternative education per semester.
- Students may not have been assigned/served any out of school suspensions per semester.
- Students must have completed and turned in all assignments.

An exempt student who wishes to take the exam during the exam period to raise his/her overall grade may do so without penalty.

There will be two parent-teacher conferences each semester. Conferences are to be held near the midterm marks of each semester.

Progress reports will be distributed at that time. After nine weeks of each semester, progress reports can be picked up in the guidance office.

GPA/WEIGHTED GRADES/CLASS RANK

The overall GPA will be averaged by using the 4/3/2/1/0 point system for semester grades of A/B/C/D/F.

Students will receive an additive to their overall GPA for passing any class from the following list (limit of 5 per semester):

English III Honors	Pre-Calculus Honors	Biology II (DC)
AP English IV	Calculus	Chemistry II
US History Honors		Physics Honors
*Dual Credit (DC) with SIC		

Students will receive a .025 additive for passing each semester of these classes. The additive will be given after the student's grade is calculated normally.

Class rank will be assigned by the final weighted overall GPA.

All Classes must have 24 credits

1. Four (4) credits of English including two credits of writing intensive courses. (One must be English and the other must be English or any subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements).
 2. Three (3) credits of mathematics. (One must be Algebra I and one must contain Geometry content).
 3. Two (2) credits of science. (One must be physical science and one must be biology. Chemistry must be taken as the third year of science but is not required).
 4. Three (3) credits of social studies. (One must be World History, one must be American History, and one must be ½ credit of government and ½ credit of geography).
 5. Four (4) years of physical education. Daily physical education is required for all students. Marching for band in Semester I, athletics and driver's education/health may also be used to fulfill the daily PE requirements. (One can be driver's education and health).
 6. Half (1/2) credit in consumer education or by passing the Illinois Consumer Education Proficiency Test.
 7. Half (1/2) credit in music, art, foreign language or vocational education.
- All students are required to pass examination of flag etiquette, the Illinois and United States Constitution.
 - All students are required to take the Scholastic Aptitude Test (SAT) at the junior level.

EXCEPTION: Special Education students whose credits may be governed by an Individual Education Plan (IEP).

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. Members are selected by the faculty based on the qualities of leadership, character, scholarship, service, and participation in school activities. The NHS By-Laws are:

1. All elections to the National Honor Society at HHS will be held 1st semester of Junior year.
2. Election to the National Honor Society will be determined not only by grade average but also by character, leadership and service. The entire faculty votes on those students who have the required grade average.
3. Only juniors and seniors will be eligible for membership.
4. To be eligible for membership in National Honor Society, a junior or senior must have a 3.7 overall average.
5. Grades used to obtain the average shall be the spring semester grades for all courses for which the student receives 1 credit.
6. The student must have been enrolled one semester prior to his/her membership.
7. Only students carrying a full load will be eligible for membership.
8. The faculty will assign points earned for service and leadership.
9. A candidate must have a minimum of 15 service points to be admitted to National Honor Society as a senior and as a junior.
10. The sponsor of National Honor Society and the faculty committee will count the ballots and make determinations as to membership.
11. A member may lose membership if he/she deliberately violates a civil law or a school law.
12. A member may be dismissed without warning for any flagrant violation of National Honor Society standards.

SPONSOR: Mr. McKinstry

MU ALPHA THETA MATHEMATICS HONOR SOCIETY

The Mu Alpha Theta Honor ceremony is held in the spring of each year. Grades are calculated from the fall semester of the current school year and any previous year in high school. The requirements for membership are following:

1. Overall GPA of 3.00 or higher
2. Cumulative Math GPA of 3.33 or higher
3. Completion of Algebra II
4. Completion of Geometry
5. Currently enrolled in an advanced math course

SPONSOR: Mr. Brames

ACADEMIC CHALLENGE (formerly WYSE)

The Academic Challenge event is a high school competition that was created and conducted annually by the University of Illinois at Urbana-Champaign College of Engineering WYSE Outreach Program for about 40 years. Although the operation of the competition has been discontinued by UIUC, Eastern Illinois University will be continuing to run the competition with the assistance of many other institutions throughout Illinois and Missouri.

Subject matters are English, math, physics, biology, chemistry, and computer science. Students must be nominated by their instructors in two different areas to be considered for the team.

SPONSOR: Mrs. Dawe

HOMEROOM ASSIGNMENTS

Students will be assigned to homerooms based upon the number of credits they have earned at the

beginning of the school year. The privileges and responsibilities of the students will be based upon this homeroom assignment. The following credits will be used to determine the assignment:

- Seniors must have earned at least 17 credits
- Juniors must have earned at least 12 credits
- Sophomores must have earned at least 6 credits

HONOR ROLL

Students acquiring a grade point average of 3.5 or higher are listed on the Honor Roll, which is published at the end of each semester.

INCOMPLETE GRADES

Students are expected to complete all required work. Students will receive a grade of Incomplete (I) until the work is finished and will not earn credit for any class with an unresolved incomplete grade. Accommodations may be made based on extenuating circumstances.

PROGRESS REPORTS

Progress reports will be issued to students approximately every four and a half weeks.

REPORT CARDS

Report cards will be issued at the end of each semester.

TRANSFER OF CREDITS

Up to one (1) credit may be accepted for transfer from an accredited correspondence school. Up to one (1) credit may be accepted for transfer from junior college baccalaureate courses. In all cases, administrative approval is required before registration for a transfer course.

ACCIDENTS:

Injuries or accidents must be reported to the teacher or supervisor and then to the nurse's office immediately. The nurse will notify parents if additional treatment is necessary. The nurse will fill out an accident report. Insurance is available to all students through a private carrier. Students may pick up an insurance brochure/application at the school when they register. The parent/guardian should send the money and application directly to the insurance carrier. Students who participate in athletics must have insurance or proof of insurance before they may participate. The cost of insurance will be printed in the local newspaper. Claim forms for injuries may be picked up in the school office.

STUDENT FEE:

HHS offers students many opportunities to participate in activities outside the regular curriculum. The fee helps provide materials, equipment, etc. for those occasions. *Student fees will be waived during the 2022-2023. school year.*

ALCOHOL, TOBACCO AND OTHER DRUGS:

No student may possess, use, sell, buy, transmit, or conceal any tobacco or tobacco products, electronic cigarettes, alcoholic, narcotic, or hallucinogenic drug, marijuana, barbiturates, amphetamines, intoxicant, inhalants, or look-alikes while on school premises, bus, or at school related functions, or partake of such elements prior to coming on school premises. Violations of these infractions are specified in board policy. Police will randomly conduct canine searches of school property. If a teacher or administrator suspects any such activity by a student, the school nurse and the parents will be notified.

ALTERNATIVE EDUCATION CLASS:

Students who are removed from the classroom for disciplinary concerns will continue their class work

and receive credit for work completed while in alternative education.

ATHLETIC ELIGIBILITY:

Academic eligibility will be checked every week for athletic eligibility. A student may not be receiving more than one F or I in any course and be eligible. If a student fails any semester, they are not eligible for the next semester of athletics even if it is the next year. Students must also obtain an up to date physical and sign a waiver of insurance prior to any practice or tryout in that sport. Disciplinary issues and excessive absences may also be a factor in eligibility. If at the discretion of the athletic director, coach, or the principal, a student athlete cannot follow school policy or classroom procedures or he/she is excessively absent, he or she may be suspended for a given amount of time from athletic practice and competition. **NOTE:** When parents plan on taking students home from an out of town competition, they must sign release forms in the school office prior to the event. Only parents/guardians or their designee, as indicated on the student emergency card, may sign out and transport students.

ATHLETIC PARTICIPATION PERMISSION/INSURANCE

In accordance with School Board Policy 7:300, students must show proof of accident coverage either by a policy purchased through the district-approved insurance plan or a parent/guardian written statement that the student is covered under a family plan.

ATTENDANCE:

In accordance with the policies of the Illinois State Board of Education, students present for 300 minutes or more will be counted in full attendance for that school day. Students present for at least 150 minutes but less than 300 minutes will be counted in attendance for one-half (1/2) day only. Parents are held liable in the event their child does not attend on a regular basis. Students are expected to be in attendance from 8:05 a.m. until 2:50 p.m. If students do not attend school because of illness or other acceptable reasons, the parent/guardian should contact the school office by telephone or should bring a note from a parent/guardian upon returning to school. This note should state the reason for the absence. If the note does not accompany the student, the student will be assigned an unexcused absence. Students absent from school without just cause will be considered truant. Truancy is also defined as not being in attendance for five percent of the previous 180 days for any reason. Students who accumulate more than 5 unexcused or a total of 10 absences (excused or unexcused) for the school year may be required to provide a doctor's excuse for any additional absences. Additionally, after nine unexcused absences the matter may be turned over to the District Truancy Officer and the Saline County State's Attorney.

ATTENDANCE AT SCHOOL

Each child between the age of 7 -18 must attend school unless:

- He or she withdraws from school at age 17 with the consent of the parent/guardian.
- A physician or psychiatrist certifies that he or she is physically or mentally unable to attend a regular program.
- He or she is temporarily excused by the school administration for reasons beyond the control of the parent and student such as illness, serious illness or death in the immediate family, family emergencies, and doctors' appointments that cannot be made outside the school day.

HOMEWORK ASSIGNMENTS AND CLASS MATERIALS

Students are required to have the necessary materials to be properly prepared for class. These include pens, pencils, paper, textbooks, homework and anything else that the teacher might request. Individual

classes may have other requirements. If you are in question, please contact the individual teacher.

MAKE-UP WORK FOR STUDENT ABSENCE

It is the student's responsibility to contact their instructor regarding all phases of make-up work due to an absence.

MAKE-UP WORK FOR EXCUSED ABSENCE

Students who miss school due to an excused absence can make up missed work for full credit within three (3) school days of the date they return to school. Students who do not make up missed work within three (3) days of their return may receive zero (0) credit for the day of the excused absence.

MAKE-UP WORK FOR UNEXCUSED ABSENCE

Students who miss school due to an unexcused absence may make up and **may** receive credit for that work when done within three (3) school days of their return based on the teacher's classroom management plan.

MAKE-UP WORK FOR SUSPENSION

Students who miss school due to a suspension can make up missed work and will receive credit for that work if done within three (3) school days of their return.

PRE-PLANNED ABSENCE INCLUDING COLLEGE VISIT DAYS

The principal or assistant principal must approve a request for leave. Such request must be made by the parent/guardian IN ADVANCE. Forms are provided in the principal's office. Seniors will be allowed up to 3 college visit days. Additional days may be granted in special circumstances. With special permission, juniors may be allowed college visit days. Guidance will verify appointments prior to approval.

PROCEDURES AFTER AN ABSENCE

When a student is absent, the parent/guardian should call the school office (253-7637) as soon as possible after 7:30 a.m. If no call is made, the absence is marked "unexcused." Upon returning to school, a written statement or a phone call from the parent/guardian is then needed to clear the student's record, and the student must obtain an admit slip to be presented to the teacher of each class missed. These admit slips must be obtained from the assistant principal's office between 7:30 a.m. and 8:00 a.m.

RELEASE DURING SCHOOL HOURS

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours:

- (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or
- (2) to any person other than a custodial parent/guardian.

BUILDING FLYERS, POSTERS AND BANNERS:

Bulletins, flyers, posters, banners, or any other type of notification must be approved by the administration or their appointee prior to their display in the building.

BUILDING HOURS:

Students should not be in the school building after 3:30 p.m., weekends, or any other time unless they are at a school sponsored function under the direct supervision of a staff member.

BULLYING, INTIMIDATION AND (SEXUAL) HARASSMENT:

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined after an investigation to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. Please contact the office for the complete policy on sexual harassment and any necessary forms.

BUS RIDERS/BUS CONDUCT:

Inquiries concerning transportation should be made to Mr. Andy Fehrenbacher, Director of Transportation. He may be reached at Harrisburg High School. (253-7637 ext. 2075)

A PARENT NOTE is required for riding a different bus, getting off the bus at an unassigned designation, or for a non-rider to go home with another student on the bus. This note must be authorized PRIOR to riding by the principal or dean of students. All notes are subject to approval and not automatically approved. If a student is to ride to a destination other than home on a regular or extended basis, a request must be filed with and approved by the transportation director. School bus riders, while in transit, are under the jurisdiction of the bus driver or the supervising adult (coach, teacher, etc.). Bus riders and their parents are responsible for their conduct on the bus. Parents should review the "Bus Conduct Rules" provided to all students and insist their children observe these regulations. Failure to comply with these rules of conduct may result in disciplinary action and/or suspension from riding the bus. As a rule, first bus report results in a warning, a second may result in detention, and a third or more in suspension from the bus. These rules apply to any student who rides a school bus for any reason anytime during the school year. Buses are equipped with video cameras and students may be videotaped while riding the bus. This tape may be used in disciplinary proceedings, which could result in suspension from the bus. *RURAL STUDENT PICKUP POINTS: The Harrisburg School District participates with the district contractor

in establishing bus stops at or as near the student's residence as possible for students in rural areas. Such roads must be surfaced and maintained in a satisfactory and safe condition for bus operation as determined by the District Director of Transportation. An approved turnaround point must also be established and maintained by the parent at all times. Contractor buses are not required to operate on private roadways.

BUS RIDER CONDUCT CODE

Student safety and conduct can be guided by a code of behavior. The rules suggested below offer such a guide. Similar rules provided by the school district are intended to ensure safe rider conduct on buses. Video cameras will be placed and used on buses for disciplinary clarifications and safety reports.

1. Students must ride on assigned buses.
2. The bus will stop only at designated bus stops.
3. Students must not smoke, drink, or eat while on the bus.
4. Students must obey bus drivers promptly. Drivers are in full charge of buses and pupil while in transit.
5. Students must be on time at the designated bus stops. Buses are on a tight schedule and cannot wait.
6. Students must stay off the roadway while waiting for buses.
7. Students must cross in front of the bus when crossing the highway.
8. Students must wait until the bus has come to a complete stop before attempting to enter or leave the bus.
9. Students must keep hands, heads, etc. inside the bus windows at all times.
10. Students must not move around or change seats in the bus.
11. There will be no loud talking or singing while on the bus. Conversations in normal tones are permissible.
12. Students must not throw articles, fight, start fires, use firecrackers or use profanity on the bus.
13. Students must not damage the bus in any way.
14. Students are to help keep buses clean, sanitary, and orderly.
15. Students must use the emergency door only when authorized to do so.
16. Firearms, explosives, and hazardous materials are not allowed on the bus.
17. Animals may accompany students with the permission of school authorities and need to be properly confined.

CELL PHONES:

The use of cell phones is strictly prohibited during class time. Cell phones may be used between classes, during passing time, lunch periods, and before school and after school. The school and its contracted services (bus company) will not be responsible for lost, damaged, or stolen cell phones. Cell phones may be taken to extra-curricular activities for the purpose of communicating with parents, guardians, or school contacts.

CHEATING:

Representing another person's work as his/her own is considered gross misconduct. This includes plagiarism.

CRISIS/MANAGEMENT PROCEDURES:

The procedure for each drill is posted in every room in the building. Students should be aware of these rules and follow them closely to ensure their safety in preparation for the real thing. Fire, tornado,

earthquake, and crisis drills are held regularly and students are encouraged to take these drills seriously.

CUSTODIAL/NON-CUSTODIAL PARENTS:

For the school to know who has custodial rights among divorced parents, a copy of the custody section of the divorce decree should be given to the principal of the school. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DAILY ANNOUNCEMENTS:

Announcements will be made each morning at the beginning of second period. Students should check the announcements each day for important information. Teachers or club sponsors must approve any items for the announcements.

DRESS:

Students are expected to dress and groom in an appropriate manner. Any dress, clothing, or inappropriate grooming habits deemed disruptive to the educational climate by the administration will not be permitted. This also includes anything that is considered a safety risk by the administration. Appropriate shoes are to be worn at all times. Shorts are permitted; however, the leg of the shorts should reach at least halfway down the thigh. By definition, "short shorts" will not be allowed. The following types of clothing will **not** be permitted: fishnet clothing with nothing worn underneath, see-through clothing of any type, any clothing that bares the middle section of one's body (midriff), tank tops that do not cover an appropriate amount of the body, "spaghetti strap" tops, or pajamas (or facsimile). All students, male and female will be required to wear shirts with sleeves. **NO MIDRIFF SKIN SHOULD SHOW AT ANY TIME.** Clothing, including hats, caps, buttons, jewelry, or any attachment to the body, which depicts alcohol, smoking, drugs, gang affiliations, or crude language are not permitted. This would also include any buttons, jewelry, or anything attached to the body that falls under the above description. Bandanas, headgear, hats, caps, sunglasses, and distractive or inappropriate hair accessories will not be allowed. Body piercings, of any kind, that present a safety hazard will not be permitted and all jewelry must be removed during activity periods. Chains may not hang from pockets or clothing for any reason. Any gang related items, paraphernalia or like fashions is also prohibited. Sagging of pants is strictly prohibited for reasons of appearance and safety. Coats, jackets, and blankets will not be allowed to be worn in the classroom. Stuffed animals are not allowed to be brought to school. The school administration and school board will have discretion in determining what is considered inappropriate or disruptive. Failure to comply will result in disciplinary measures being taken against the student.

MAINTENANCE OF DISCIPLINE:

Subject to the limitations of all policies established or adopted by the Board of Education, teachers, other certified educational employees, and any other person, whether or not a certified employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

DISCIPLINARY ACTION:

The following pages will give you a breakdown of the disciplinary system.

DISCIPLINE PHILOSOPHY

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, while being transported to and from school-sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The consequences stated are recommended as a guide in determining the disciplinary action for student violations. This in no way implies that other or more severe actions will not be taken. Each disciplinary case will be handled appropriately at the discretion of the administrator in charge.

DEFINITIONS

- Lunch Detention is a placement for the entire lunch period in a supervised room where classroom work will be done.
- Suspension is the temporary denial by the school administration of the right to attend school for a period of up to ten consecutive days. While under suspension, students are not permitted to be on school property, or to attend any school activity. Multiple suspensions may result in alternative placement outside the high school or expulsion. *Out-of-school suspension will be an administrative decision based on repetition and severity of offenses or gross misconduct and/or gross disobedience.*
- Alternative Education Room is the placement for partial or entire school day(s) in which students are under constant supervision while working on teacher assigned materials. Lunch times and restroom breaks will be taken separately from students not in the A.E.R. Dismissal from this placement will call for out of school suspension in addition to the completion of the entire A.E.R. assignment.
- Expulsion is a Board of Education action that removes a student from school not to exceed two calendar years.
- Class Dismissals may be necessary for a teacher to use to dismiss a student from class due to disruptive behavior. All student dismissals from class will be sent to the assistant principal's office with a written dismissal slip. - See School Misconduct
- Truancy is also defined as not being in attendance for five percent of the previous 180 days for any reason.

Students should keep in mind that continual disruption of the school environment (including buses) or exhibiting defiance and flagrant disregard of school rules will lead to lengthy suspensions or worse. Gross disrespect toward any employee that includes foul language, threats, or gestures directed at the employee will also result in removal from school. The administration will not hesitate to include law enforcement and file charges when needed. Federal law requires a mandatory expulsion of one year for certain types of weapon possession offenses.

DETENTION PROCEDURES

Infractions of district, school, or classroom policy may result in one or several detentions. The number

of detentions depends on the severity of the infraction. Detention will be during lunch every day unless otherwise announced. Students will eat lunch in the detention room and will be given an opportunity to purchase a lunch from the cafeteria. If students receive free or reduced lunch, they will also be given an opportunity to order. Students must have homework or books to study during detention.

Students will be given 24-hour notice that they are to serve the next day. Students are responsible for telling their parents they have a detention. Students need to notify the office if a previous appointment has been scheduled. We hope that your child never has detention. However, our main goal is for our students, your children, to receive an education and it is difficult for the staff to teach when there are disruptions in the classroom. If this is an inconvenience for parents, we are sorry, but it is more inconvenient for those students who want to learn but cannot due to student disruptions. If you do not understand anything in this handbook, please contact the school administration for clarification.

SUSPENSION/EXPULSION

Suspensions are assigned to students for offenses that are of a serious nature. Suspensions are out-of-school. A suspension requires that a student not attend school for the duration of the suspension. A student is not allowed to attend or participate in any school-related functions, events, or activities during the suspension period.

Under the laws of the State of Illinois the parent/guardian of a pupil who has been suspended may, upon request, have the reasons for the suspension reviewed by the school board or by a hearing officer appointed by the School Board. The parents are entitled to appear and discuss the suspension if a review is requested.

An expulsion is removal from school for more than ten days and up to two years. Expulsion is a last resort and is reserved for the most serious of offenses or repeating less serious offenses over and over again with no apparent intent on the part of the student to change unacceptable behavior. Under Illinois law, only the Board of Education is authorized to expel a student and they also determine the length. Parents of a student being considered for expulsion will be contacted with the time and date for a hearing and will receive a list of the student's protected rights including due process, hearing procedures, and appeal rights.

SB 100 went into effect at the beginning of the 2016-17 school year. SB 100 applies to and regulates all public schools. SB 100 allows for exclusionary discipline for acts of gross disobedience or misconduct. Additionally, for a short-term suspension (1-3 days) the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities. For long-term suspensions (4-10 days), expulsions and disciplinary removals to alternative schools, a student's continuing presence at school must constitute a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school. School officials determine if a student's conduct constitutes a threat or disruption. Cumulative exclusionary discipline must still comply with SB 100. Hence, the student's conduct or the totality of the student's conduct would need to constitute a safety concern or disruption in accordance with SB 100 in order to improve exclusionary discipline. Out-of-school suspension of longer than 3 days, expulsions and disciplinary removals to alternative school may only be used if appropriate and available behavioral and disciplinary interventions have been exhausted. School officials determine if interventions are appropriate and available. Examples of behavioral and disciplinary interventions include, but are not limited to, any previous correspondence with parents or guardians about the behavior, check-in/check-out, Functional Behavioral Analysis (FBA), Behavioral Improvement Plan (BIP), Social Academic Instructional Group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources. Student who are suspended out-of-school for longer than 4 days must be provided with appropriate and available support services during the period of suspension. School officials determine if support services are appropriate and available. Examples include, but are not limited to, counseling,

and academic support services.

HOMELESS:

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State Law. If you know a homeless individual or homeless youth, please contact a school office or district liaison, at 253-7637.

STUDENT HANDBOOKS AND CLASS MATERIALS:

Student Handbooks can be viewed on the Harrisburg Unit #3 website hbg.saline.k12.us. Students are required to have the necessary materials to be properly prepared for class. These include pens, pencils, paper, textbooks, homework, and anything else the teacher might request. Individual classes may have other requirements. If you are in question, please contact the individual teacher.

Harrisburg Unit # 3 Progressive Discipline Plan

DEFINITION –

“Progressive Discipline process are designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account and that all procedures required by federal and state law will be followed.” Those will include but are not limited to SB100 and the Illinois School Code.

GUIDING PRINCIPLES –

1. This model strives for a safe and orderly student-learning environment through a systematic process of behavioral correction. “Inappropriate behaviors are followed by consequences.” Inappropriate behaviors are substituted with those that are consistent with character traits that Harrisburg Unit #3 identifies as acceptable on our campuses.
2. This model strives for a safe and orderly student-learning environment through a systematic process of behavioral corrections. Inappropriate behaviors are followed by consequences.
3. Students in violation of the code of conduct cannot be assumed to have had sufficient instruction and/or practice in utilizing the particular behavioral or character trait(s) related to the misbehavior. As such, disciplinary action should involve disciplinary action that includes not only the consequences but also interventions that not only reflect desirable character traits, but also satisfy requirements and standards set forth by the state with implementation of SB100 legislation.
4. Students, who engage in continual minor acts of misconduct, as well as those who engage in even a single act of more serious misconduct, are considered candidates for the district’s behavior interventions.
5. Parents are viewed as integral partners to be utilized when addressing students’ behavior.
6. The district realizes that each incident of inappropriate behavior has a set of aggravating and mitigating circumstances in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors relevant to each situation.

COMMON ELEMENTS –

1. Disciplinary action will be in response to alleged violations of the student code of conduct

- established and approved by the Local School Board policies.
2. Due process procedures required by State and Federal Law will be followed. The degree of disciplinary action will be in proportion to the severity or regularity of the behavior as set forth by the Harrisburg Unit #3 Board of Education.
 3. In most situations, disciplinary action should reflect both a consequence and an opportunity to be successfully engaged in intervention to provide an opportunity to remediate the behavior.

CONSIDERATIONS –

1. All progressive discipline components noted in this section are minimum requirements. Additional components may be set forth by the local Board of Education.
2. Students are responsible to all those who they come in contact during the school day. As such, progressive discipline supports granting authority to professional staff members to impose discipline consequences for minor acts of misconduct. (Teachers, for example, may require students to serve a classroom detention after school for a minor infraction occurring during that class.). However, when a student is believed to be engaging in a similar pattern of minor misbehavior, or when a student has committed a more serious violation of the school rules, the Principal and/or Vice Principal will assume responsibility for the discipline process.
3. Interventions that the district may utilize to satisfy are added to any consequence or misbehavior at the discretion of the building administrator.

CHART OF PROGRESSIVE DISCIPLINE -

Understanding discipline as a “teachable moment” is fundamental to a positive approach to discipline.

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline seeks concurrent accountability and behavior change.

The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it had caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior recurs

DETERMINING THE DISCIPLINARY RESPONSE –

This document provides guidance to school officials when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate to totality of the circumstances surrounding the conduct. The following facts must be considered prior to determining the appropriate disciplinary measures:

1. The nature, severity, and scope of the behavior
2. The students age and maturity

3. The circumstances/context in which the conduct occurred
4. The frequency and duration of the behavior
5. The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
6. The student's IEP (Individual Educational Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable

STUDENT DISCIPLINE CHART –

The discipline chart will be used during the school year as a recommendation to school administrators so students that violate the District Code of Conduct are dealt with in a consistent and fair manner. Disciplinary action will be determined at the discretion of the administrator, with consideration of the age and relevant behavior record of the student. Penalties may be modified with consideration of the age and relevant behavior record of the student. Penalties may be modified with consideration of extenuating and mitigating circumstances or the severity of the infraction, based on the disciplinary penalties for subsequent violations. Furthermore, discipline may include educational components, such as written and/or verbal apologies to the victims, essays, or other things deemed academically appropriate by the teacher or administrator.

DEFINITIONS –

Lunch or after school detention: Students must be on time and sit quietly for the entire time. May include Extended detention at the High School.

In School Suspension (ISS): Students are assigned to an alternative educational location. Students will be given credit for attendance and all work completed. However, will have no interaction with other students. Lunch will be provided in the ISS room and students will be given restroom breaks at times agreeable to supervision.

Out of School Suspension (OSS): Students are not allowed to attend school-related functions.

Minor Offenses - Level 1

- Dress Code
- Electronic Devices (Cell phones, smart watches/fitness trackers, tablets)
- Inappropriate Behavior/Misconduct/Disruptive Activity
- Leaving Class/Building/Grounds
- Profanity (non-directed)
- Tardy (3)
- Unassigned Area
- Unprepared for Class
- Unsafe Driving/Parking
- Violation of Technology Acceptable Use Policy

First Offense:

- Warning and/or administrator or teacher conference with student
- Parent Contact or Parent Conference
- Detention 1-2 Days
- ISS 1-2 Days
- OSS 1-3 Days

- Electronic Device – confiscate and return to student at the end of the day
- Unsafe Driving/Parking – Parking/driving privileges suspended

Second Offense:

- Detention 2-3 Days
- ISS 2-3 Days
- Electronic Device – confiscate and parent/guardian pick up in office
- Unsafe Driving/Parking – Parking/driving privileges suspended

Third and Subsequent Offense:

- ISS 4-5 Days
- OSS 3-5 Days
- Superintendent’s Hearing
- Electronic Device – confiscate, parent/guardian pick up in office, banned from bringing to school 10 days to remainder of year
- Unsafe Driving/Parking – Parking/driving privileges suspended

Minor Offenses – Level 2

- Academic Dishonesty
- Failure to Serve Detention
- Horseplay/Roughhousing (not resulting in injury)
- Minor Disrespect
- Minor Misconduct for a substitute
- Minor Vandalism
- Refusal to Comply with Directive
- Minor Theft

First Offense:

- Detention 1-2 Days
- ISS 1-2 Days
- OSS 1-2 Days

Second Offense:

- ISS 2-3 Days
- OSS 2-3 Days
- Vandalism-Restitution

Third and Subsequent Offense:

- ISS 4-5 Days
- OSS 3-5 Days
- Superintendent’s Hearing

Major Offense – Level 3

- Extreme Disrespect Defiance/Insubordination
 - First Offense:** OSS 1-2 Days
 - Second Offense:** OSS 3-5 Days
 - Third Offense:** OSS 6-10 Days, Expulsion Hearing, or Alternative Placement
- Failure to Serve ISS
 - First Offense:** OSS 1-2 Days

Second Offense: OSS 3-5 Days

Third Offense: OSS 6-10 Days, Expulsion Hearing, or Alternative Placement

- Horseplay/roughhousing (Resulting in injury)

First Offense: ISS 1-2 Days

Second Offense: OSS 3 Days

Third Offense: OSS 5 Days

- Profanity (Directed at Staff)

First Offense: OSS 1-2 Days

Second Offense: OSS 3-5 Days

Third Offense: OSS 6-10 Days, Expulsion Hearing, or Alternative Placement

Major Offenses – Level 4

- Bullying/Threats/Harassment

First Offense: ISS 1-2 Days, Meet with Counselor

Second Offense: OSS 1-3 Days, Meet with Counselor

Third Offense: Alternative Placement

- Physical Aggression (no injury)

First Offense: ISS 1-2 Days

Second Offense: OSS 3 Days

Third Offense: OSS 5 Days Alternative Placement

- Possession/Use Tobacco/Vaping Device

First Offense: ISS 1-2 Days

Second Offense: OSS 1-3 Days

Third Offense: OSS 5-10 Days, Alternative Placement

- Vandalism (major)

First Offense: OSS 3 Days and restitution

Second Offense: Expulsion and restitution

Major Offenses – Level 5

- Assault/Violence

First Offense: OSS 5 Days

Second Offense: OSS 10 Days pending Expulsion Hearing

- Explosives

First Offense: Expulsion

- Fighting

First Offense: OSS 3 Days

Second Offense: OSS 5 Days

Third Offense: OSS 10 Days pending Expulsion Hearing

- Possession of Weapon

First Offense: Expulsion

- Possession/Use/Sale of Alcohol or Controlled Substance

First Offense: OSS 5 Days

Second Offense: OSS 10 Days pending Expulsion Hearing

In School Suspension/Alternative Learning Classroom (ALC)

During ISS/Alternative Learning Classroom, students will not be permitted to attend regular classes, school assemblies, field trips, or extracurricular activities requiring an early release. Students will remain in the ISS/ALC room for the entire day. Students must be in the ISS/ALC room from 8:10 a.m. until 2:50 p.m. Students will follow strict guidelines while placed in ISS/ALC. Students will be required to complete assignments sent by teachers. Students must complete any assigned work to a satisfactory level to earn equivalent academic credit for each day in ISS/ALC. Chrome Books of all students placed in ALC will be restricted to minimum access. Sleeping, talking, using cell phones, using headsets, food, and drink are prohibited in the classroom. Students must give their phone to an administrator or teacher before entering ISS/ALC. Any student that gets caught with their phone after saying they did not have their phone on them will be sent home that day, and then that student will serve an additional out of school suspension day that following day. Lunch will be brought to the ISS/ALC room. Food choices and extras will not be accommodated while in ISS/ALC room unless medical explanations are on file with the school nurse. Students who participate in extracurricular activities may or may not be allowed to participate in the extracurricular activities during their assigned time in ISS/ALC provided that students are not released early from ISS/ALC. All days will count toward the social suspension list.

Out of School Suspension (OSS)

During an OSS the student will not be permitted to be on the school property during the time this discipline action is in effect. This will include all after-school and extracurricular activities. The OSS will be treated the same as an unexcused absence. However, students who have been assigned as OSS will be permitted to make up the work they miss while under the suspension. Students will receive one day per suspension day to make up any and all work for full credit. Additionally, the school district may prevent a student from attending school and/or participating in school activities until an appropriate evaluation of the student is conducted by certified professionals (such as psychologists, psychiatrists, social workers...) to determine whether or not it is in the best interests of the student and/or school for the student to attend school and/or participate in the school activities. All out of school suspensions will count towards the social suspension list.

OSS that are three days or less will only be used if the student's continuing presence in school would pose a threat to school safety or a disruption to other student's learning opportunities as determined on a case by case basis by school officials. In the written suspension decision, the school will explain (1) the specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension. Students must be provided an opportunity to make up any missed work for the equivalent academic credit.

OSS that are 4 days or more will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continued presence in the school would either pose a threat to safety of the other students, staff or members of the community or substantially disrupt, impede, or interfere with the operations of the school as determined on a case by case basis by school officials. School officials will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable. In the written suspension decision, the school will (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions. Students must be provided an opportunity to make up any missed work for equivalent academic credit. Students suspended for longer than 4 days shall be provided appropriate and available support services as determined by the school.

Students who accumulate ten or more days of suspension (ISS/ALC and/or OSS) during the school year will not be allowed to attend or participate in the extracurricular activities the remainder of the school year (this includes Homecoming, Prom and athletic events).

Social Suspension List

Students with chronic absenteeism and excessive disciplinary problems may be placed on social suspension list. The social suspension list is used to determine whether a student is eligible to attend and participate in all extracurricular events including field trips, the Homecoming dance, and Prom. All absences not documented by a doctor's note, appointment site note, and/or nurse's note will count towards the social suspension list. Additionally, all days spent in the ISS/ALC due to disciplinary action, and all days spent in OSS count towards the social suspension list. Once the student has accumulated 10 or more days, students will be placed on the social suspension list for the remainder of the semester. The social suspension list does not carry over from semester to semester.

Students placed on the social suspension list will not be allowed on campus outside of regular school hours (8:00 a.m. to 3:00 p.m.). Students on social suspension cannot attend or participate in any field trips, extracurricular events, dances, games, or athletic events while on suspension.

#NOTE – Administrators have a final determination on the accumulation of days toward Social Suspension.

DUE PROCESS PROCEDURE:

Due Process will be accorded to all students.

This means that students:

- Must have had the opportunity to become informed of the school regulations and procedures.
- Must be informed of the provisions allegedly violated.
- Must be given an opportunity to give their version of the alleged violation.

Levels of authority:

- Teacher or other school personnel
- Principal or assistant principal
- Superintendent
- Board of Education
- Nondiscrimination Coordinator:
Name: Kim Williams
Address: Harrisburg Unit Office
Phone: (618) 253-7637

EARLY DISMISSALS/EMERGENCY CLOSING:

For a variety of reasons, it may be necessary to cancel school or dismiss earlier than the normal end of the school day. The rural nature of many areas of the district, make Harrisburg particularly vulnerable. On days where snow or ice cause road conditions to become hazardous or on days when dangerous wind chills exist, parents/guardians are advised to listen to local media for school closing or dismissal information. School closing announcements will be made before 6:30 a.m. and early dismissal announcements as soon as a decision is made. We ask that you not call the school for information. Feel free to call with instructions for your child in emergency situations. We recommend that you discuss

with your child what you will likely do in emergency situations so there will be no surprises. In every closing or early dismissal situation, ConnectED parent phone system will be utilized first, then WEBQ Radio will be called followed by television stations KFVS-Channel 12, WSIL-Channel 3, and WPSD-Channel 6, and additional radio stations. The district is not responsible for any TV or radio stations that do not answer phones or do not run information on a timely basis.

ELECTRONIC DEVICES AND STUDENTS' PERSONAL PROPERTY:

Radios, CD players, MP3 players, IPODs, cameras, or any other electronic devices not intended for instructional use are not allowed during class time unless prior permission has been granted by the administration. The school will not accept responsibility for any damaged or missing personal property. It is encouraged that no valuables and a minimal amount of money be brought to school.

EMERGENCIES:

Throughout the school year, you must notify the office of any changes in your personal emergency information, as it must be kept up-to-date. In some instances, an emergency may require a student to use the telephone in the office. No personal calls will be allowed.

EXCUSED ABSENCES:

(FORM AND PROCEDURES) In the event a student's parents elect to take a student out of school for such things as camps, vacations, competitions, etc., they must sign an Excused Absence Form in the school office before this absence occurs. The parent may only sign his/her child out. Students and parents must know that all work is to be completed before the absence occurs unless special permission is granted by the individual teacher to complete work upon return.

EXTRA-CURRICULAR ACTIVITY CONDUCT (ATHLETIC EVENTS):

Students are encouraged to support athletic events as well as several other extra-curricular activities. Students are reminded that their conduct at these events are a matter of pride for our school, and we encourage them to be polite, orderly, and mannerly. Students will not be allowed to boo or jeer other teams or officials. Students are not allowed on the playing floor. These rules also apply to any other extra-curricular activity at school. Violations of these rules may result in being suspended from attending extra-curricular activities.

The Harrisburg School District considers all extracurricular and other school-related activities as an extension of the educational program. Students being transported to and from, attending and/or participating in, activities are subject to the same rules governing conduct that apply to the regular educational program. Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the rules and regulations established for the respective activity.

In any instance, when school officials have a reasonable suspicion that a particular student or student's guest present on school property or school sponsored event is under the influence, or has used and is exhibiting signs of impairment or has imbibed alcohol or used illicit drugs or come in contact with another substance that is not properly prescribed and is altering the individual's behavior or appearance, or when on odor of alcohol is detected, or when school official have other reasonable suspicion, a breathalyzer test or other appropriate test may be administered to the individual with or without the individual's consent to confirm or rebut the suspicion. Such a test may be administered as a condition of entry or at any time during or immediately after an event. School officials shall use appropriate means to ensure that identified impaired individuals are not a danger to themselves or others by preventing such individuals from operating motor vehicles and ensuring that responsible adult transports the impaired individual to a safe place.

FIELD TRIP GUIDELINES:

The number of field trips a student can take is limited throughout the school year and there are guidelines for teachers/administrators.

- Club field trips will need to be taken after school hours or on weekends. Club field trips include: Book, Chess, History, Key, Letterman, Music, Pep, White Hats, YFC, and Spanish clubs. Club field trips taken after school hours do not count against the student's field trip absence.
- Academic/contest field trips will need to be approved by the advisor/teacher and the administration by September 5 and January 8. Academic/contest field trips include: Art, Band, Choir, FBLA, FFA, Journalism, Speech, Theater, and WYSE. Teachers must complete and submit the board approved field trip form.
- Athletic trips that require leaving school early will need to have the departure time no earlier than seventh period.
- Students will be allowed to attend up to three field trips per semester if taken during the school day and these will not count toward their exam exemption.
- An email notice of students attending each trip will need to be sent to the administration at least one week prior to the trip so they can forward the information to the faculty for preparation purposes.
- Students must also be in good academic standing with overall passing average to attend field trips of any kind.

FEES:

The fees for textbook rental, activities, insurance, etc. are announced in the newspaper before school begins in the fall. These fees are due when you register for the school year. If you cannot pay the fees at this time, you or your parent/guardian should contact the principal to make arrangements to pay these fees at a later time.

FOOD SERVICES:

The school serves breakfast and a hot, nutritious lunch every day that a full day is in session. Applications are available in the office for those parents who may wish to apply for free or reduced meals. A-la-Carte items are also available for those students not wanting to purchase a full lunch. Students will be given time to eat their lunch. It is the responsibility of each student to clean up his/her mess after meals. If students forget their lunch money, they will be permitted to charge up to two meals, however, will not be allowed additional charges until these obligations are met. Harrisburg High School is an open campus school.

GANG ACTIVITY:

No student or student group shall participate in any activity that would promote or display anything regarding gang activity. Any such activity, which includes any written, verbal, or nonverbal display of gang involvement, will not be tolerated. Clothing, materials, or any accessories that are commonly known to depict or identify gang involvement or association will not be acceptable. This also holds true for any local "wannabe" groups or activities. Final determination will be at the discretion of the administration and the school board. Any such activity will be forwarded to authorities

GRIEVANCE PROCEDURE:

Any student may file a discrimination grievance by using the Uniform Grievance Procedure. To start this procedure, contact the district superintendent.

GUNS AND WEAPONS:

Students possessing or concealing a firearm, an Orbeez gun or a look-alike weapon in the school or on school grounds will be subject to criminal charges and a mandated expulsion from Harrisburg Unit #3 schools for up to two years.

INTERNET POLICY:

Students and teachers of Harrisburg CUSD#3 have access to the Internet. The Internet offers a wide array of resources to both students and teachers. Our goal in offering this service is to continue to promote educational excellence in our students. Students choosing to use this reference for appropriate educational gain will continue to have access to the Internet. Students choosing to use this resource in an inappropriate manner such as accessing objectionable or restricted resources may be suspended or terminated from access privileges. Students choosing to access the Internet through district accounts will be required to read and sign the district's Acceptable Use Agreement and have their parent or guardian do likewise before such activity will occur. A signed copy of this agreement will be filed with the principal or his/her designee. Harrisburg Community Unit School District #3 utilizes a filtering system in an effort to ensure student Internet safety.

LOCKERS:

Student lockers are provided for storing coats, books and school supplies. Lockers are the property of the school district and are subject to inspection at any time with or without the student's knowledge or consent. Do not store money or other valuables in your locker. **THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN ITEMS.** All students should lock their lockers at all times. You should never give your locker combination to anyone. Do not let others use your locker. Only locks issued by HHS may be used. Students may purchase locks from the office. If your lock or locker doesn't work, report it to the office. *Students should use only assigned locker.*

MEDIA CENTER:

Students may checkout one book if there are no fines or lost books. Students are responsible for returning books on time and in good shape. Checkout period is for 2 weeks. Books may be renewed through the media center. There is a \$.05 fine for students not returning books on time. When overdue fines reach \$2.00 the book is considered LOST. Students must pay the replacement cost of any LOST or DAMAGED books and any fines owed. No further checkout is allowed until this is resolved. An Acceptable Internet Use Agreement must be signed and on file for students to have access to the Internet.

MEDICATION TO STUDENTS:

Teachers and other non-administrative employees, except certified school nurses and nurses' aides shall not be required to administer medication to students. Written instructions signed by both parents or guardians and a physician are required and shall include the child's name, name and purpose of medication, time to be administered and the dosage, possible side effects and termination date for administering medication. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The parent must assume

responsibility to notify the school of any changes in medication. The school district retains the discretion to reject requests for the administration of medication. Students may not carry any prescription or nonprescription medications on them at any time while in school, nor may such medications be kept in student lockers. The one exception to this rule will be students with asthma who require an inhaler. Paperwork for these students is available in the office. Students with necessary paperwork filed in the office will be allowed to carry their inhalers according to board policy.

MESSAGES:

A parent or guardian may leave a message in the office to be delivered to a student. Students will be called to the office only in case of an emergency.

OBSERVANCE OF RELIGIOUS HOLIDAYS POLICY:

The parent or guardian of a student who is excused from attending school due to observance of a religious holiday must provide written notice to the building principal at least 1 day in advance of the student's absence from school. The superintendent or his/her designee shall prescribe rules and regulations relative to absences for religious holidays including, but not limited to, a list of religious holidays on which it shall be mandatory to excuse a child. It shall be the responsibility of the teachers and of the building principal or the principal's designee to establish procedures which afford students an opportunity to make up for full credit any examination, study or work requirements missed due to the observance of religious holidays under this policy.

PASSING TIME:

Passing between classes should be done in an orderly manner, and as quickly and quietly as possible. Pushing, yelling, running, and excessive socializing will not be permitted. Tardy slips will be issued if a student is late for a class. Teachers will be in the hallways between classes for assistance.

PESTICIDE/HERBICIDE SPRAYING:

Harrisburg has a voluntary registration in the event that the spraying of pesticides or herbicides is necessary. By putting your name on this list, you are asking to be notified two days before an airborne pesticide or herbicide application. In the event of an extreme emergency requiring the immediate use of pesticides, we will notify you as soon as possible. Contact the unit office if you wish to be added to the registry.

PROMOTIONAL SALES:

The sale of candy or other promotional fundraising items must be for the purpose of supporting Harrisburg school clubs, classes or organizations. Harrisburg students are not permitted to sell products for other organizations at school, or while riding the buses to and from school.

RACIAL SITUATIONS:

No student or student group shall participate in any action designed to promote racial unrest or discrimination of any kind. Discrimination of race, religion, or gender will not be tolerated in any way.

SCHEDULING EVENTS:

The HHS school calendar is maintained in the office. The sponsor and the principal must approve each event before it is scheduled on the official school calendar. To prevent conflicts, all school activities must be scheduled on the calendar.

SCHOOL ACTIVITIES:

Students are encouraged to participate in as many school activities as they feel they can handle without jeopardizing their regular schoolwork. Many of these activities require a "try out" to make either a team or a performance. (See athletic eligibility) Announcements will be made concerning such activities.

SCHOOL AND STUDENT PROPERTY:

Students are responsible for taking care of their personal property. It would be in the best interest of the student to mark every item so that it can be properly identified. Anything left in the P.E. lockers cannot be the responsibility of the school. Students are required to give any items of value to their P.E. instructor for safekeeping. There is never a good reason to have a large amount of cash at school. During any breaks in the schedule, books are required to be kept in the student's locker. Students are responsible for all school property that is issued to them, especially their textbooks. If these items are lost, a replacement cost will be assessed to the student. The same holds true for library books.

SCHOOL VISITATION RIGHTS ACT:

Parents have the right under the law to visit their child's school. The necessary form may be picked up from the school office. A copy of the law is on file in the school office.

SEARCH AND SEIZURE:

For the safety and supervision of students, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal belongings, and district owned property.

SECURITY CAMERAS:

Surveillance cameras are placed in strategic places outside and throughout the building for the purpose of school security and student safety. These videos may be used to distinguish or identify persons that may be involved in or around a disciplinary situation.

SEX EQUITY:

Harrisburg has a sex equity and grievance procedure in place. See the superintendent for further information.

SPECIAL PROGRAMS:

Programs are scheduled periodically during the school year for educational and entertainment purposes. Students will usually be charged a small fee in order to attend these programs. Fees are charged to simply recover the cost of such programs.

STUDENT BEHAVIOR, CONDUCT AND CHARACTER EDUCATION:

It is vital that the teachers, administrators, and staff provide an appropriate learning environment conducive to a climate of mutual respect. It has always been an objective of this school to address

school personnel as sir and ma'am. We also feel that it is just as important that teachers and administrators address students and practice the same respect with their students. We are also concerned with all aspects of proper codes of conduct.

STUDENT RECORDS:

There are numerous regulations as well as rights regarding student records. Please contact the office for the complete policy on student records.

STUDENT SCHEDULES/CHANGES OF CLASSES:

The student schedule is made to accommodate students for their academic needs. Students select courses in the spring before the beginning of the new school year. Because this information is used in planning for the year, no student schedule changes will be made unless absolutely necessary. No schedule changes will be made after the first week of the semester without administrative approval.

STUDENT PARKING:

Students who purchase a parking sticker may park in the lots east and west of Washington Street and the lot west of "A" building. Students must park in assigned parking spaces. Failure to do so could result in a vehicle being towed at owner's expense and student loss of parking privilege. Students are not to park in faculty assigned parking areas or visitor spaces.

STUDENT TESTING AND ASSESSMENT:

The Scholastic Aptitude Test (SAT) will be administered to juniors. The tests are usually administered during the spring of each year.

SURVEYS:

As part of the Goals 2000: Education America Act, Congress adopted the Protection of Pupil Rights Act (PPRA). This provides that no student, without prior written parental consent, may be required to submit to a survey, an analysis, or an evaluation which would reveal information concerning the student's (1) political affiliation, (2) mental and psychological problems which would be potentially embarrassing to the student or his/her family, (3) sex behavior and attitudes, (4) illegal, antisocial, self-incriminating and demanding behavior, (5) critical appraisals of other individuals with who respondents have close family relationships, (6) legally recognized privileged relationships, or (7) income. Parents have a right to inspect any survey materials before making a participation decision.

UNEXCUSED ABSENCES/TRUANCY:

All unexcused absences may carry a penalty of loss of grades for the duration of the absence as well as appropriate consequences according to the disciplinary system. Unexcused absences are defined as follows: absence without knowledge of parents or school officials, absence wherein the reason was misrepresented, and absence when school officials for health or disciplinary reasons exclude a student from school. Excessive truancy results in notification to the Regional Superintendent's office and the State's Attorney for possible judiciary action.

VIDEO TAPING AND PHOTOGRAPHS:

Other than security, students may be videotaped and photographed for a variety of reasons: class projects, newspapers, web pages, yearbooks, etc. If for some reason you wish **NOT** to have your child participate in these activities, an available form in the school office will need to be signed and kept on file. **Students are not allowed to video school employees or students at any time during the school day.**

VISITORS:

We appreciate all parents and visitors to our building. However, we request that all guests report to the office to sign in and receive a visitor's pass before going to a classroom or other destination.

WITHDRAWAL FROM SCHOOL:

If a student must withdraw from Harrisburg High School for any reason, he or she should complete a Request for Withdrawal form from the guidance office. Clearance must be received from all teachers and the library. This is critical if the student is to be protected from future claims of non-clearance or receive a refund of fees.

SPECIAL EDUCATION SERVICES:

An appropriate education is provided for all handicapped students between the ages of 3 and 21 who live in the Harrisburg School District. If your child is handicapped or if you think he/she may be handicapped, please contact your child's teacher, the building principal, or the special education coordinator.

NOONTIME PROCEDURES/LUNCHESES:

Breakfast and lunch will be FREE for every student for the 2022-2023 school year. A nutritious hot lunch is served daily in the cafeteria for \$2.45; reduced lunch is \$.40. Salads and snack items are also available. Breakfast is offered for \$1.00; reduced breakfast is \$.30. Free and reduced lunches are available to qualified students under the National School Breakfast/Lunch Program. Information will be distributed the first day of school. Students may leave the building during lunch but may not trespass on private property. Students may eat lunch only in the cafeteria or off campus.

If students forget money for lunch, they will be allowed to charge the equivalent of two lunches but will not be allowed additional charges until these obligations are met.

EXTRA and CO-CURRICULAR ACTIVITIES

Harrisburg High School offers many organizations and clubs to complement the regular educational program. These groups offer an opportunity for students to become involved in activities of interest. All students are urged to become part of a co-curricular group. The Harrisburg High School District considers all extracurricular, co-curricular and other school related activities as an extension of the educational program. Students being transported to and from, attending and/or participating in, activities are subject to the same rules governing conduct that apply to the regular educational program. These activities are privileges extended by the district to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity.

CO-CURRICULAR POLICY LISTED BELOW:

In order to be eligible to participate in any high school-sponsored or high school supported athletic sport, extra-curricular activity, or co-curricular activity, a student must satisfy the Harrisburg CUSD #3 scholastic standing requirements. The standards are:

- Students must have passed 6 academic classes the previous semester.
- Students must be passing 6 academic classes.
- Students receiving two F's will be ineligible.
- Grades, for eligibility purposes, are cumulative for the semester.

Any student participant failing to meet these academic criteria shall be ineligible to participate for seven calendar days or until the specific academic criteria are met, whichever is longer.

Co-Curricular/Extracurricular Activities:

- **Homecoming Activities**
- **Pep Rallies**
- **Good Dog Days**
- **Musicals, Plays**
- **Dances (Including Prom & Homecoming)**
- **Senior Class Events**
- **Student Council**
- **Club and Class Field Trips**
- **Band (parades, concerts, and color guard performances)**
- **FFA events**
- **IHSA speech competitions**
- **IHSA athletic contests**

Activities may be added to this list at the discretion of the administration.

ART CLUB - A club that has a purpose of fostering a further interest in art. Membership is open to those enrolled in art courses or who have approval of the club sponsor based on previous art courses. SPONSOR: Ms. Wallace

ATHLETICS - H.H.S participates as a member of the River to River Conference in the following sports with Mr. Langley as athletic director.

BOY'S SPORTS

Baseball - Mr. Thompson
Basketball – Mr. Fehrenbacher
Bass Fishing –
Bowling - Mr. Cottom
Cross Country - Mr. Ingram
Football – Mr. Griffith
Golf – Mr. Dixon
Soccer- Mr. Butler
Track – Mr. Cox
Wrestling - Mr. Langley

GIRL'S SPORTS

Basketball – Mr. Stewart
Bass Fishing –
Bowling - Mr. Cottom
Cheerleading - Mrs. Ford
Cross Country - Mr. Ingram
Golf- Mr. Nicholes
Soccer – Mrs. Baxter
Softball - Mr. Stafford
Track - Mr. Ingram
Volleyball – Mrs. Riden

BOOK CLUB - Book Club is for Bibliomaniacs, people who love to read. We schedule book discussions, reading themed events, book fairs, and other activities to promote literacy. We raise funds to purchase Young Adult books for our library.

SPONSORS: Mrs. Alvey

CHESS CLUB – Students learn the fundamentals of playing chess.

SPONSOR: Mrs. Alvey

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) - is focused on one purpose: to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving him in their relationships and in the fellowship of the church. F.C.A. is open to all students.

SPONSORS: Mr. Davis and Mr. Griffith

FUTURE BUSINESS LEADERS OF AMERICA (FBLA) - An organization which has a purpose of stimulating interest and understanding in the field of business and helping to develop competent business leaders. Membership is open to students enrolled in business courses. Members have the opportunity to compete at the local and state level. This organization needs students who want to participate and be active.

SPONSOR: Mr. Sanders

FUTURE FARMERS OF AMERICA (FFA) - A club that has purposes of development of agricultural leadership, cooperation, and citizenship. Membership is open to all students enrolled in vocational agriculture.

SPONSORS: Mr. Evans and Mr. Butler

HISTORY CLUB - The History club has a purpose to promote an appreciation for history. Members will take part in activities and field trips. Members must be a junior or senior.

SPONSORS: Mrs. Cox and Mrs. DeNeal

KEY CLUB – Key Club is a community service club affiliated with the Kiwanis. Members are required to earn five service points per year and complete committee assignments. Points are earned by participating in the numerous projects that the club undertakes each year. An end of the year activity is available to those students who finish in good standing.

SPONSORS: Mrs. Hughes and Mrs. Wall

LETTERMAN CLUB – Letterman’s club is an organization that promotes involvement through athletic activities. The club gives our high school athletes an opportunity to be role models and mentors by reading to grade schools and visiting P.E. classes to set an example for our younger students. HHS Letterman’s club conducts fundraisers throughout the year to help raise money that supports our athletics program.

SPONSORS: Mr. Allen and Mr. Griffith

MUSIC - Students may participate in solo, ensemble, group contest and concerts in both vocal and instrumental music. The band appears at all home varsity football and boys’ basketball games and is a big factor in boosting school spirit.

SPONSOR: Mrs. Drake

PEP CLUB - The purpose of the club is to promote school spirit. Membership is open to students who will promote school spirit and participate in all activities (attend ball games, decorate for events, work at fund raisers, etc.).

SPONSOR: Mrs. Ford and Mrs. Smithpeters

SPANISH CLUB - This club will provide opportunities for students to promote interest in the study of Spanish through cultural experiences.

SPONSOR: TBA

SPEECH TEAM - A club that is open to Speech Team members only.

SPONSOR: Mrs. Mondino

STUDENT COUNCIL - The Student Council performs many services for the student body and works for cooperation between students and administration. Officers and members are elected in the spring for the following year.

SPONSORS: Mrs. Ford and Mrs. K. Wilson

WHITE HATS CLUB - White Hats is a club dedicated to giving something back to the community. Members participate in various service projects, including developing a special relationship with grade school students. Interested students must be aware of the commitment involved. Membership is contingent upon sponsor approval.

SPONSORS: Mrs. Dawe and Mrs. Mandrell

YOUTH FOR CHRIST - An interdenominational club of Christian youth. Membership is open to all students, but approval of the sponsor must be obtained to enter.

SPONSORS: Mrs. K. Wilson

2022-2023 CLUB SCHEDULE

For the 2022-2023 school year, clubs will be scheduled to meet in the time period **8:54-9:24** on **Wednesday mornings of the weeks between September 8th through** April 20th with at least 4 (four) scheduled school attendance days.

A CLUBS	B CLUBS	C CLUB	D CLUBS
MUSIC	YFC	FBLA	BOOK CLUB
PEP CLUB	FFA	SPEECH TEAM	KEY CLUB
CHESS	HISTORY	ART CLUB	HISTORICAL SOCIETY
	LETTERMAN	WHITE HATS	

You must meet the qualifications listed in club descriptions in your STUDENT/PARENT HANDBOOK in order to sign up for a club.

SEPT.	7	A CLUBS	JAN.	11	C CLUBS
SEPT.	14	B CLUBS	JAN.	18	D CLUBS
SEPT.	21	C CLUBS	JAN.	25	A CLUBS
SEPT.	28	D CLUBS	FEB.	1	B CLUBS
OCT.	5	A CLUBS	FEB.	8	C CLUBS
OCT.	19	B CLUBS	FEB.	15	D CLUBS
OCT.	26	C CLUBS	FEB.	22	A CLUBS
NOV.	2	D CLUBS	MAR.	1	B CLUBS
NOV.	9	A CLUBS	MAR.	8	C CLUBS
NOV.	16	B CLUBS	MAR.	15	D CLUBS
NOV.	30	C CLUBS	MAR.	22	A CLUBS
DEC.	7	D CLUBS	MAR.	29	B CLUBS
DEC.	14	A CLUBS	APR.	19	C CLUBS
JAN.	4	B CLUBS	APR.	26	D CLUBS

SCHOOL SONG

WE'RE PURPLE AND WHITE, HARRISBURG

We're Purple and White, Harrisburg,
We're Purple and White, Harrisburg,
We'll back you to stand 'gainst the best in the land.
For we know you have sand, Harrisburg:
Rah! Rah!
Go smash that blockade, Harrisburg!
Go crashing ahead, Harrisburg!
Our team is our fame protector, on boys for we expect a victory from you, Harrisburg!
(YELL)
Chee Hee, Chee Haw, Chee haw haw haw!
Chee Hee, Chee Haw, Chee haw haw haw;
Hit 'em high, Hit 'em low, Yea! Team let's go!

Fling out the dear old flag of Purple and White
Lead on your sons and daughters fighting for right,
Like men of old on giants, placing reliance, shouting defiance,
Oskey -- Wow-Wow.
Amid the broad green plains that nourish our land,
For honest labor and for learning we stand,
And unto thee we pledge our heart and hand,
Dear Alma Mater, Harrisburg!

HARRISBURG ALMA MATER

There's a school in my heart that I'll always hold dear
A school that has meant much to me
From the first day that I to it's portal drew near
I knew it the one school for me
The remembrance of those happy days in it's halls
n're come back to me
But with a sigh and now and forever
My one boast shall be
that I went to the Harrisburg High.

VERIFICATION OF READING 2021-2022 STUDENT HANDBOOK

This is to verify that I have read the Harrisburg High School Student Handbook and acknowledge that my child, as a student of Harrisburg High School, is responsible for following the rules and procedures contained in the handbook.

Student Name (Print) _____

Homeroom _____

Student Signature _____

Parent Signature _____