

Hutsonville High School

2010-2011

Home of the Tigers

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General Information

Mission and Belief Statements

The Hutsonville Board of Education has defined the mission of the school district to be: "Working together to impart knowledge, cultivate wisdom, develop character, and encourage vision for lifelong learning."

As a guide for the school community, the Board of Education has established a priority list of belief statements:

1. We are committed to the belief that the student body in this school district is entitled to the best educational program offered anywhere in these United States and are further committed to the task of making such a program a reality.
2. We are committed to offering an educational program which is meaningful, purposeful, and directed toward a productive life. It must be designed to encourage each student to develop an intrinsic motivation for learning, thus preparing them for continuing educational experiences throughout their lifetime.
3. We are dedicated to the proposition that education is best nurtured in a cooperative atmosphere with students, parents, faculty, administration, and the board working together for the betterment of all, where all parties share responsibility for the quality of the educational program.
4. We are committed to an educational program which will attempt to discover the unique abilities of our students and subsequently to provide the best opportunity possible for every student to reach their maximum potential, mentally, morally, physically, and emotionally.
5. We believe that a high quality education taking place in the classroom on a daily basis is of prime importance to the accomplishment of our mission and that a wide variety of school programs, both curricular and extracurricular/co-curricular, are essential to meet the varied developmental needs of our students.
6. We are committed to providing our students with a highly qualified, caring, and effective staff, an educationally sound curriculum, and the technology and materials essential to assure success.
7. We are committed to provide our faculty, staff, and administration with the support, resources, and time necessary to carry out our mission.
8. We are committed to the belief that innovative ideas and practices on the part of our employees should be encouraged and explored and, if proven worthy of implementation, should be supported.

School District Information

Hutsonville Community Unit School District # 1 is located in Crawford and Clark Counties, of Illinois. The district is organized under the laws of the State of Illinois for the purpose of providing its residents with a school system that serves grades Pre-K through 12 for the education of all eligible persons within the district. The district operates Hutsonville Grade School (grades Pre-K through 8) and High School (grades 9 through 12) located at 500 West Clover Street, Hutsonville, IL 62433. The District administrative (Superintendent's) offices are located in the High School building and the phone number is (618) 563-4912.

The School Board is comprised of seven community members elected to office by the voters of the school district. Elections are held in April of odd numbered years (2001, 2003, etc.) and members are elected to four year terms. The School Board is charged with the responsibility of establishing the policies governing the Hutsonville School District.

All Board meetings are open to the public and held on the third Monday of each month at 7:00 P.M. in the Unit Office of the Hutsonville CUSD #1 schools. Agendas are

available in the Unit Office on the Wednesday preceding the Board meeting and minutes are prepared by the following Monday.

If, as a member of the community, you wish to make a presentation to the school board, it is best the request be included on the agenda. This can be done by contacting the Superintendent by the Tuesday preceding the meeting. Regardless of being on the agenda, members of the public will be recognized at board meetings.

School Hours

Only those students with permission from the Principal or Dean of Students shall be allowed in the school building prior to 7:30 am. Students are expected to be out of the building no later than 3:30 pm each day, unless engaged in activities such as special events, athletics, or after school academic help. Students remaining in the building after 3:30 pm must be supervised by a staff member. Tutoring may be available during and after school hours depending on both need and funding.

Asbestos Notice

The Hutsonville School District buildings contain managed asbestos building materials. An asbestos management plan is available for public inspection in the office of each building.

School Regulations

Nondiscrimination and Equal Opportunities Policy

Hutsonville Community Unit School District No. 1 is an equal opportunity educational institution and does not discriminate on the basis of race, color, sex, handicap (Section 504 of the Rehabilitation Act of 1973), national origin, ancestry, or disability (American with Disabilities Act of 1990).

Unit District # 1 will comply with all federal and state nondiscrimination and equal opportunity laws, orders and regulations and will not discriminate against any person because of race, color, sex, religion, national origin, or handicapping condition in any of its educational programs and activities.

The superintendent has been designated as Unit # 1's Equal Opportunity Officer. Any questions or complaints concerning the above should be directed to the superintendent.

Sexual Harassment

It is the policy of the Hutsonville School District that all forms of sexual harassment of students and District employees are not to be permitted. Such acts committed by fellow students, District employees or other persons on school grounds will lead to disciplinary action and also possible legal action.

Students who are the victims of sexual harassment, or are aware of the sexual harassment of fellow students, should report the incident to the Principal or, if the Principal has allegedly committed the act, to the Superintendent. If the Superintendent has allegedly committed the act, to the Board of Education. Reports should be made as soon after the incident as possible. The identities of individuals and events involved will remain confidential to the extent feasible.

Upon receiving a report of sexual harassment the Principal shall conduct an investigation and report findings and recommendations to the Superintendent. When there is sufficient evidence of violation of this policy the Principal, Superintendent, or Board of Education shall take appropriate disciplinary action which may include warning, suspension, expulsion, or other appropriate action.

Grievance Procedure

A grievance is a difference of opinion raised by a student or group of students, involving: the meaning, interpretation or application of established policies; difference of treatment; or application of the legal requirements of civil rights legislation. The grievance procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Due process shall exist throughout the procedure with the right to: representation; present witnesses and evidence; confidentiality; review relevant records; and, proceed without harassment and/or retaliation.

Students who feel that they have been a victim of discrimination and wish to make a formal grievance shall make their request in the following manner (time limits refer to days when school is in session):

1. The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.
2. If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.
3. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted. Extra time, if needed, can be mutually agreed upon. A meeting shall be held between the grievant and district representative within ten (10) days and a written response made within five (5) days following that meeting.
4. If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within thirty (30) days and a written response shall be given within five (5) days thereafter.

Insurance

Group accident insurance is offered to all students. All students must have proof of insurance or have a signed waiver on file in the office before practice for school-sponsored sports is permitted. It is the students' responsibility to pick up accident claims in the high school office. All boys and girls going out for sports and all cheerleaders shall be required to take out student insurance, unless a signed statement from the parent/guardian is turned in to the school, releasing the school from being responsible for any accident or injury occurring to and from school, work or during any school activity.

A student who receives an injury at school or at any school sponsored activity must immediately report the accident to the teacher, coach or supervisor in charge at the time of the injury, as this is important for insurance purposes. If medical treatment is necessary, the accident should be reported immediately to the Principal.

Internet and Computer Use Guidelines

The Hutsonville School District provides access to information resources to support the educational mission of our school. Teachers, students, and members of the community (in this priority order) will be given access to these resources whenever possible. With open access comes the responsibility of utilizing these services in a mature manner. Users must abide by the following guidelines:

1. Information about District rules and guidelines as well as changes to services are posted in the System News and Internet World Conferences on the District E-Mail system. Users

- are required to read posted messages in these conferences from time to time to keep up to date concerning requirements for use.
2. Priority for use will always go to those users conducting research or posting information for specific class assignments and to those using the Internet to support the educational mission of the District.
 3. Computer Use and E-Mail System guidelines also apply to use of Internet resources.
 4. Accessing, downloading, or uploading inappropriate materials is strictly prohibited. This includes any form of data transmission that is inappropriate in a school setting.
 5. Students may not exchange personal information with strangers or unknown entities on the Internet through this system.
 6. When using an Internet browser, users may not enter any inappropriate area including, but not limited to, any web sight labeled adult or over 18 use only.
 7. Do not change configurations within World Wide Web browsers without permission of the teacher or librarian on duty. Configurations must be returned to their original status. Bookmarks should not be set unless they relate specifically to an educational assignment.
 8. It is the responsibility of users to learn about the various tools and their uses. The district will have materials available and conduct classes to assist in this educational process.
 9. Use of this system is a privilege, not a right. The School District reserves the right to limit the use of the system to selected individuals or services and to repeal or restrict access of users at any time. Individuals who violate the established guidelines will be denied access to the system.
 10. The school personnel reserve the right to periodically check individual files of students to ensure that students are using the system properly. All computers are the property of the district and therefore all information is subject to be read by system administrators.
 11. Hutsonville Community Unit #1 assumes no responsibility for inappropriate messages sent or received by students.
 12. Students are not to use any internet mail accounts at any time.
 13. School computers are not to be used to play unauthorized games or for chat rooms.
 14. Students are not permitted to use school computers to work on personal web pages.
 15. Students need to log out at the conclusion of their session as they are accountable for all activity and information on their account.
 16. Students are not to reconfigure other's accounts.

Lost and Found

The school maintains a lost and found. Students who find articles lost by others should take them to the office immediately. Owners of lost articles should also claim them as soon as possible. All unclaimed articles are held in the office a reasonable length of time and are then turned over to some charitable organization or otherwise disposed.

Visitors

Visitors, whether parents or community members, are welcome at Hutsonville Schools. It is required that all visitors report to the office upon entering the building. Visitors who will be attending classes will be given a pass which must be presented to the teacher. Students may not bring visiting students from other schools without pre-approved permission from the Principal or Dean of Students. No solicitors or salesmen are allowed to contact students without permission of the Principal or Dean of Students.

Cellular Telephones

Effective August 9, 2002, House Bill 3938 (PA 92-0793) amends Sections 10-20.28 and 34-18.14 of the Illinois School Code by allowing local school boards to

establish appropriate rules and disciplinary procedures governing the use or possession of cellular radio telecommunication devices by a student while at school, on school property, during regular school hours, or at any other time involving school functions. The Hutsonville CUSD #1 Board of Education permits students to have cellular phones in the building, in their locker, or in their backpack during the school day while classes are in session as long as the phones are turned off and not on the student's immediate possession (such as in their pants, shirt, coat pockets, etc.). To maintain an educational atmosphere within the school, particularly within the classroom setting, cellular devices are not to be used during class time, passing time, lunch time, or any other time during regular school hours. Students are not to use cellular phones on school busses during regular school routes, to or from a student's home, as such devices are disruptive to maintaining order on the bus. Student use of cell phones on extracurricular and/or school field trips is permitted only with the approval of the supervising adult school official.

Failure to comply with the cell phone policy will result in disciplinary action ranging from a warning to confiscation, loss of cell phone privilege, or even to possible suspension from school or school activities, depending on the number of occurrences and severity of the misuse.

Sex Education Exemption

State law mandates parents have the right to waive sexual education instruction which is included in the health education classes. In order to do this, the parents/guardians must provide a written statement prior to the class session covering that material.

Book Fees and Materials

A book rental fee is set by the board of education before the beginning of the school year. These charges will be assessed during registration and should be paid for at that time.

A waiver of book rental fees is granted to those whose families' application for free or reduced lunch is approved. In order to waive such fees, application must be made at the time of registration.

Renting textbooks rather than requiring students to buy them is both economical and convenient to everyone. In return for this service, students are expected to take reasonable care of their books. Any lost or damaged books will be paid for by the student or parent.

No student will be permitted to owe the school more than \$25.00 at any time on any class project. The entire project shall be paid for before it can be removed from school property.

Parent - Teacher Conferences

Students, parents and teachers working cooperatively together is essential to maximize the benefit of our educational programs. Parents should not hesitate to contact the teacher, Principal to discuss any aspect of their child's educational activities.

The School District sets aside time each school year specifically for conferences following the first grading period. Parents are strongly urged to participate in this activity – the sharing of information between parents and teachers is beneficial to all. Parents, students, or teachers are encouraged to request a conference at any time during the school year when they feel there is a need.

The Principal will go over test scores, upon request, during parent-teacher conferences or other times throughout the year. Please call to make an appointment with the counselor if you need help in determining these scores.

Physical and Vision Examinations

In compliance with the School Code, all new students and those entering ninth grade must have physicals and up to date immunizations. Students must turn in their school physical forms on the first day of school. Students in noncompliance with the physical and immunization requirements will not be allowed to attend school after October 15, until such time as they are in compliance with the law. Students in nonattendance as a result of this policy will be considered truant (see Truancy) and issued an unexcused absence.

Public Act 95-671, effective January 1, 2008, requires that all students enrolling in a public, private, or parochial school for the first time must have an eye examination by a physician licensed to practice medicine in all its branches or by a licensed optometrist. Proof of such examination must be presented to school officials by October 15. This requirement may be waived for students whose parents show an undue burden or lack of access to a physician as described above. Moreover, parents or legal guardians who object to eye examinations on religious grounds shall not be required to submit their student to such an examination if the parents or legal guardians present to the local school authorities a signed statement of objection, detailing the grounds for the objection.

In addition, all students participating in athletics must present a physical every year prior to participation in practice or contests.

Contagious Diseases

Any student who has a contagious disease, parasitic or other condition detrimental to the health, hygiene, or welfare of other students will be excluded from school until such time as school officials consider the student free of contagion. A medical doctor's written and signed notice of freedom from contagion will be necessary, but the school officials' judgment will be the deciding factor in the student's returning to school.

The School Board recognizes that the student with a communicable/chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance those students rights with the District's obligation to protect the health of all students and staff.

When the building principal receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by federal or state law, are required to decide the placement or educational program of the child, as well as to the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with federal and state laws regarding student records.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities.

If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff; every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when:

1. The student lacks control of bodily secretions;
2. The student has open sores that cannot be covered;
3. The student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluid into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parents or guardians disagree with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within ten (10) days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

At no time shall a District employee or student educationally intimidate any student who has or who is believed to have a communicable and chronic infectious disease. "Educational intimidation" is defined as interference with the child's right to attend or participate in school activities. Educational intimidation may include:

1. Actual or threatening physical harm to the person or property of the child or the child's family; or
2. Impeding or obstructing the child's right of ingress to, egress from, or freedom of movement at school facilities or activities; or
3. Exposing or threatening to expose the child or the family or friends of the child to public hatred, contempt, or ridicule.

The actions of the Communicable and Chronic Infectious Disease Review Team shall not be considered educational intimidation as long as the Team acts within its professional duties and in accordance with applicable law.

The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school district personnel, parents, students and community persons.

Administration of Medicine

The Hutsonville School District Board of Education recognizes the need to provide a learning environment for all students including students who must receive periodic medication. It is the primary responsibility of parents to administer medication to their children. However, when this is not possible school personnel are authorized to supervise self-administration of medication to students or administer medication under controlled conditions.

Whenever possible parents should attempt to schedule the administration of medication outside of the school day. If it is necessary to administer medication during the school day, parents (if at all possible) should administer the medication to their own child.

When it is absolutely necessary for medication to be administered during the school day and the parent is not available, two options exist depending on the maturity of students.

1. Students, who are capable, may self-administer prescription or over the counter medications as authorized by their parents as long as the medications pose no safety threat to the student or others. In this case the parent must write a note to the building principal or Assistant Principal authorizing self administration of medications. If a medication is particularly dangerous or has the potential to cause complications this should be stated in the note. All prescription medicine must be stored in the office for safe keeping.
2. When necessary District employees will assist students in self administration or administer medication to students. Generally the only medications employees will administer are prescription medications and those over the counter medications authorized by a physician. Parents may request District administration of medication or supervision of self-medication by completing a School Medication Authorization Form. Medication must be in the original prescription bottle, clearly labeled with the student's name, name of the medication, and required dosage. The medication shall be sealed in an envelope provided for the purpose by the School District. The parent must sign a statement which holds the District and its employees harmless against claims arising from the administration or attempted administration of medications. Medications will be administered in the Principal's Office by school employees. Students are responsible to report to the office to receive scheduled medication.

Medications of a highly dangerous nature, that require expertise in administration (Ex. injections) and those that should be used only in emergency situations will not be administered by District employees except in the case of a health threatening emergency. If possible the parent should administer the medication or the school may call a health care professional to administer medication. The cost of paying the health care professional shall be the responsibility of the parent.

Self-Medication for Asthma

Illinois Public Laws 92-402 and 94-792 permits students with asthma or allergies to administer their own asthma or allergy medication via epinephrine auto-injector under the following conditions:

1. The medication must pertain to the pupil's asthma or allergies and have an individual prescription label
2. The medication must be prescribed by a physician, physician assistant, or advance practice registered nurse having authority to prescribe such medication
3. The pupil's parents or guardians must provide the school with written authorization for self-administration of the medication ("self administration" means that the pupil has the discretion as to the use of his or her medication)

4. The parents or guardians must also provide the school with a written statement from the pupil's physician, physician assistant, or advance practice registered nurse. This statement must contain the following: name and purpose of the medication, prescribed dosage, and the time or times at which, or special circumstances under which, the medication is to be administered.

The permission allows the pupil with asthma or allergies to possess and use his or her medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as in before-school or after-school care on school-operated property.

Hutsonville CUSD #1 and Hutsonville High School, along with its employees and agents, incur no liability (except for willful and wanton conduct) as a result of any injury arising from the pupil's self-administration of asthma or allergy (via epinephrine auto-injector) medication. Parents/guardians must sign a statement (available in the high school office) certifying their acknowledgment of such terms. This statement also indemnifies and holds harmless the district or school, along with its agents and employees, against any such claims.

Homebound and Hospital Instruction

Students who will need home or hospital instruction because of prolonged illness should contact the building principal. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will then be the responsibility of the school district to determine the need for such instruction based on the estimated length of absence from school and the projected academic loss of the student.

Student Driving and Parking

Driving cars/vehicles in a reckless or careless manner will be strictly forbidden. Vehicles driven to school must be registered and parked in designated parking areas with the school parking permit displayed in a visible location. Violation of the parking or vehicle operation regulations will result in the loss of the privilege of parking on school grounds. Once students have arrived at school, they are to proceed directly to classes. Students are not allowed to enter vehicles during the school day without supervision. They are not to leave the grounds before normal dismissal without prior written permission from the office or the Principal or Dean of Students.

School Transportation

Our bus drivers will do everything possible to assure safety and orderliness on the bus. Students are responsible to abide by the following rules whether riding a regular route, field trip or in route to extracurricular/co-curricular activities.

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Eating and drinking is not allowed on the bus. On long field trips the driver may stop the bus in a safe parking area to allow eating or drinking.
4. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
6. No windows or doors will be opened or closed except by permission of the driver. Windows may not be lowered beyond the marker.

7. Help keep the bus clean. Vandalism will not be tolerated.
8. No pupil shall attempt to enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
9. Students should be waiting at the designated boarding station when the school bus arrives.
10. All school children who must cross a highway are required to wait for a signal from the driver indicating that it is safe for them to cross the highway in front of the bus.
11. Students have the responsibility to follow all school rules while riding the bus. The driver and other appointed chaperones have full authority over students to assure compliance with District policies.

The consequences for minor infractions of the above rules are:

- First Offense: Verbal warning by the driver or chaperone
- Second Offense: Written warning sent to parents and Dean of Students
- Third Offense: After school detention (parent picks child up after detention)
- Fourth Offense: Saturday detention
- Fifth Offense: Suspension from bus

Major infractions of the rules, or infractions which endanger the safety of other passengers, will result in removal from the bus for one week on the first occurrence. Upon a third one week removal the student will be removed from the bus for the remainder of the school term.

If the drivers are having difficulty maintaining order with the majority of bus riders they will delay departure for 5 minutes on the first offense and 10 minutes for each additional infraction.

Pick up points will be assigned the first day. The points will remain constant throughout the year unless you are notified by the building principal of a change. Bus routes are designed to safely transport students to and from school; not to take part in overnights, social events, or any other non-school related activities. A student may not ride to and from school on any bus except the one to which he is assigned, unless approved by the Principal or Dean of Students.

Parents have the privilege of taking their children from the school bus in route from home to school or from school to home, provided the bus is safely stopped at a designated drop off point.

On out of District bus runs (for athletics, field trips, etc.) students may ride home with their parent or an adult parent designee, if the coach or sponsor has received the written consent form from the parent. The parent (or adult designee) must sign the permission slip while at the game or contest.

Parents must notify the school of any changes involving school transportation of any deviation from the usual routine.

Emergency Closings

From time to time there will be early dismissals, school closures due to weather and other events unforeseeable to include into a school year calendar. In the event of such circumstances, the school will provide the information to the radio station WTYE (101.7 FM; 1570 AM) in Robinson, Illinois. We urge you to tune in, especially during inclement weather, to find out the latest information on school cancellations. WTYE also airs many of our activities throughout the school year. Rescheduled athletic events will also be posted on www.runsdeep.com. Many other types of public information dealing with school are published in the Robinson Daily News.

The school registration form contains a section for special procedures which should be followed in case of an emergency early dismissal. Parents are urged to include

these instructions on the registration form. In the event that a change occurs during the year, the parent may change these instructions by contacting the school secretary.

Hazardous Travel Determination

Pending funding by the State of Illinois, parent(s) or legal guardians who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost. For example, bus fares, or mileage reimbursement for private automobiles at 32.5 cents per mile.

If you can answer yes to the following questions for the current school year, you may be eligible to receive reimbursement for providing such transportation.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full time student in grades kindergarten through 12?
3. Did the pupil either live 1 & 1/2 miles or more from school or live less than 1 & 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
4. Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, of the current school year, to complete a claim application. Claim forms should be available from February of the current school year through June of the current school year.

In addition, parent(s)/guardian (s) who had pupils living less than 1 1/2 miles from the school attended must have already verified that a safety hazard exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live. Parents/Guardians residing within the City of Chicago must have received and submitted applications from the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001 by February 1, of the current school year. The Regional Superintendent of Schools is required to send the application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be approved. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form. Parents who have received approval of a safety hazard during or after the 1997-1998 school year, and whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive notice directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

School Property

School property, including but not limited to desks, lockers, and parking lots are owned and controlled by the District and the District may make reasonable regulations regarding its use.

Care of School Property - Lockers

Everyone should handle all equipment and furnishings with care. Keep in mind that lockers are school property. Damage to school property by students, due to negligence, shall be paid for by the person causing the damage. Every student is provided a locker for the safe keeping of coats and school materials. Students are responsible for the condition of lockers, both inside and out. Students are provided a lock for their PE locker. The only locks allowed on PE lockers are those provided by the school, any other lock is subject to removal without compensation. Put all of your items inside your locked locker as the school is not responsible for any stolen articles. Under no circumstances should students leave valuables or money in their desk or lockers. If it is necessary to bring sums of money to school, students should bring it to the office for safe keeping. Also under no circumstances are lock mechanisms to be tampered with.

Lockers and desks are the property of the School District, and school authorities may open and inspect lockers, desks, and their contents to assure compliance with school regulations. Any beverages brought into the school building must remain sealed and unopened.

Rights and Responsibilities - Search and Seizure

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

Student vehicles brought to school can be searched under certain conditions as well. The student driver of the vehicle will be held responsible for the contents of the vehicle.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or one of the District's rules.

**Searches Within the Schools/
Students and Their Personal Effects**

School authorities (certified employees and school administrators) may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonable, related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible the search should be conducted as follows:

1. Outside the view of others, including students
2. In the presence of a school administrator or adult witness
3. By a certified employee or administrator of the same gender

Immediately following the search of a student, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the

building principal, where appropriate, and forwarded to the Superintendent. The parents or guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

Seizure of Property

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Locker Searches

Lockers and locks are provided to students for their convenience. However, students should not keep valuable items or expect privacy in student lockers. The administration may, as it deems necessary, open books and other school materials and also look for the presence of other items not reasonable or prudent for storing in student lockers.

In addition to the foregoing, upon reasonable suspicion that a student locker contains illegal or improper items, the administration may open such locker and seize any such items found. Students are to use the locks provided by the school and are not to put their own personal locks on their lockers. Anyone using their own personal lock is subject to having the lock removed without compensation for the lock.

Search of Students

Certified employees may search a student's purse or other private belongings when there is a reasonable suspicion based on all the circumstances that the student or item to be searched contains illegal or improper objects. In all cases where the administration is not certain that reasonable suspicion exists, the advice of legal counsel shall be obtained. In appropriate cases, law enforcement officials shall be notified.

Canine Drug Searches

Periodically, local law enforcement agencies will bring in dogs to do canine searches. If a dog "hits" on a car or a locker, students will be required to open lockers or cars for a more in-depth search. Students will be asked to unlock vehicles or remove locks from lockers if there is suspicion of contraband. If students refuse to open cars or lockers, an effort to contact parents will be made.

Cooperation With Law Enforcement Agencies

A mutually supportive partnership between school officials and local law enforcement agencies should exist to better provide critical service and assistance to children and families in need. When deemed appropriate school officials will communicate with law enforcement personnel concerning student disciplinary matters. Likewise, law enforcement agencies may share information with school officials to promote the safety of the school community. School officials will report known criminal activity to law enforcement agencies when appropriate.

Interrogation By Police

The following procedures will be followed when a student is being subject to interrogation by law enforcement officials.

1. The building principal or Dean of Students will check the police officer's credentials and any legal papers such as warrants for arrest, search, or subpoenas to be served.

2. The building principal or Dean of Students will attempt to contact the student's parents or guardians and inform them that the student is subject to an interview. The parents or guardians will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parents or guardians is not permitted unless a legal process is presented, or in emergency situations.
3. Interviews will be conducted in a private setting. If the parents or guardians are absent, the building principal and/or a member of the District staff or another adult witness, selected by the building principal, will be present during the interview.
4. Interview proceedings will be documented in writing for inclusion in the student's temporary records. A copy will be sent to the parents or guardians.
5. No minor student shall be removed from the school by the police officer without the consent of a parent or guardian, except upon service of a valid warrant of arrest.

Interrogation By the Illinois DCFS

The following procedures will be followed when a student is being subject to interrogation by officials from the Department of Children and Family Services.

1. The building principal or Dean of Students will check the agent's credentials and any papers pertaining to a legal process.
2. The building principal or Dean of Students will attempt to contact the student's parents or guardians and inform them that the student is subject to an interview. The parent or guardian will be given the opportunity to be present and be represented by legal counsel at their own expense.
3. If the DCFS agent does not want a parent or guardian present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parents or guardians are absent, the building principal or another adult witness, a member of the District staff, will be present during the interview.
5. The student may be removed from school by the DCFS agent if case circumstances warrant. An officer of a local law enforcement agency, designated employee of the Department or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he has reason to believe that the circumstances or conditions of the child are such that continuing in his place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to the child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his custody; and (3) there is not time to apply for a court order on the Juvenile Court Act for temporary protective custody. He shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department. The Department shall promptly initiate proceedings under the Juvenile Court Act for the continued temporary custody of the child.
6. No District employee may act as a DCFS agent.

Reciprocal Reporting Act

Public Act 88-376 requires that school districts establish a reciprocal reporting system with local law enforcement agencies including the State's Attorney's office. Starting with the 1997-98 school year this system will be established by Hutsonville High School. Each month, a representative from the County Probation office, County Sheriff's Police, City Police, and the State's Attorney's office will be invited to meet with the Principal of Hutsonville High School. This monthly meeting serves as a regular forum for this reciprocal reporting to work within. It is understood that student and juvenile privacy acts

will be adhered to during these meetings and whenever reciprocal reporting occurs between the various departments involved. Reporting shall also take place on an immediate need basis in addition to the monthly meeting.

Federal Funding Notification

The Hutsonville Unit # 1 School District annually receives federal funds for programs in Title I (Remedial Reading), Title II (Math/Science Staff Development), Title IV (Drug Free Schools) & Title VI (Innovative Programs). The District has used funds from these programs for the following activities:

Title I: This grant provides early intervention reading services and remedial reading services for district elementary students.

Title II: This grant provides funds for teachers to improve their skills by attending conferences and workshops basically in the areas of math and science.

Title IV: This grant provides funds for Safe and Drug Free Schools, past activities include the purchase of curriculum materials, training of teachers, the D.A.R.E. Program, and other programs in cooperation with other Crawford County Schools to provide drug education awareness.

Title VI: This grant has provided us with funds to target programs in the District for improvement or emphasis. This grant has been used in the past mainly to purchase equipment such as computers and other technology related equipment.

These Federal programs require Unit # 1 to evaluate the effectiveness of them and to conduct a needs assessment for them. If you would like to participate in the evaluation or needs assessment, please contact Superintendent Roger Eddy at the Unit # 1 office in Hutsonville or phone him at 618/563-4912. An evaluation form will be sent to you at your request.

Attendance

Attendance Policies

The faculty and administration of Hutsonville High School urge all students and parents to be aware of the value of regular school attendance. Many of the intangibles of an education cannot be experienced unless one is present on a daily basis. Attendance and academic performance are very closely related. For their own benefit, students should strive to obtain the best possible attendance records. Grades often reflect academic performance, class participation, and presence in class. Many times prospective employers request attendance as well as academic records. It is the responsibility of the parents to see that their child or children attend school regularly. We, in turn, fully realize that unique circumstances may arise. To accommodate special family needs and accomplish educational objectives, the attendance policy of the school shall include excused and unexcused absences.

Excused Absences

The following are instances in which school officials may excuse a student from school:

1. Personal illness of the student or member of the immediate family requiring care by the student. After three (3) days absence in a nine week period, the school may request a doctor's excuse before the absence can be excused. Any time a student sees a doctor when they are absent from school they should bring a note from the doctors office verifying the visit or appointment.
2. Death in the student's immediate family or obligation to be part of a funeral service.
3. Professional appointments for the student who cannot take care of the appointment after school or on weekends. For dental, vision, or other doctor appointments, the student should

bring the appointment card or note from the office to the Dean of Students or appropriate school office.

4. Family emergency, i.e. fire, flood, etc. or as determined by the Dean of Students, or the observance of a religious holiday.

5. Prearranged absences — In the event of a planned absence, the Dean of Students is to be notified by the parent - guardian at least one week prior to the absence if at all possible. Prearranged absences are those caused by activities of an educational nature or prearranged trips and vacations taken with the parent - guardian. These types of absences should not occur during the last two weeks of a semester because of semester exams. All class work and homework due on days missed because of this type of absence must be completed and turned in before the dates of the absences unless individual instructors wish to allow the student to make up work after his/her return. Parents and students are urged to limit the use of this type of absence for the sake of student academic achievement. It is the responsibility of the student to make sure work is made up and turned in either before the absence or upon request of the teacher in those cases in which the student is allowed to turn in work after returning. These types of absences include but are not limited to the following:

- A. Marriage in the student's immediate family or obligation to be in a wedding.
- B. Absence caused by official school business, such as college visitation days. College visitation days are limited and only issued to juniors and seniors through the Principal's Office with written consent of the parent/guardian.
- C. Parent Requests/Family Vacations when the student will be traveling with the parent-guardian. There is a five day limitation to this type of prearranged absence per school year. These days can be denied at the discretion of school administration for students who are deemed to have excessive absences.

6. Seniors will be limited to two college/job site visitation days, while juniors are permitted one such release day. This restriction does not include any such release required as a class assignment.

Unexcused Absences

Work may not be made up for credit. A zero will be recorded for each class period missed. In addition disciplinary action may be taken, including but not limited to, 1 hour of detention for each class period missed. Students who have an unexcused absence are considered truant and appropriate remedies will be pursued to prevent truancy.

All absences not listed as excused above are considered unexcused. A few examples of unexcused absences are:

- 1. Suspension for infraction of school rules.
- 2. Work
- 3. Shopping
- 4. Beauty shop/barbershop appointments, tanning appointments, etc.
- 5. Leaving school grounds without prior consent from the office.
- 6. Truancy

A truant student is one absent from school without knowledge or consent of a parent - guardian or school officials. Also included are deceptive absences when parents submit a false excuse. Support services that will be made available to truant or chronically truant students shall include parent conferences, student counseling, family counseling, and information about existing community services which are available to truant and chronically truant students and relevant to their needs.

7. Oversleeping, missing the school bus, having car trouble, working on a car, baby-sitting, picture taking, and visiting friends or relatives are other examples of unexcused absences.

Diagnostic procedures to be used for identifying the causes of unexcused student absenteeism shall include an interview with the student and parent - guardian and any school official or other parties who may have information about the reasons for the student's attendance problems.

Make-Up Work

Students who are absent from school, or their parents, may request that assignments be sent home for completion during the absence. The parent or student may contact the building secretary **before** noon and the assignments will be gathered in the office for pick up by 3:00 pm.

Makeup work for absences must be completed according to the following schedule.

1. One day absent: Make up work must be submitted to the teachers one school day following return to school; tests shall be made up on the day of return.
2. Two or more days absent: Make up work that was assigned prior to the absence is due upon the return of the student. The assigned work from the first day of absence will be due the second day after returning, while the assigned work from the second day of absence will be due the third day upon returning and the assigned work from the third day of absence will be due the fourth day after returning. This pattern continues until all the work is made up by the student. Special arrangements should be made by the student with the teacher's permission to make up any missed tests (other than one day's absence-which will be made up upon returning).

An incomplete quarter grade (nine weeks) must be made up by midterm of the following quarter. No incomplete grade will be carried-over through the summer break to be made-up in the next school year.

All incompletes must be made-up within ten working days of the end of school or a score of zero will be recorded for those missing assignments.

Absence Notification - Admittance Slips

If a student has not obtained a prearranged absence, the parent or guardian is requested to call the high school at 563-4913 between 7:45 and 9:00 a.m. on the day of the absence to notify the school the reason for the student's absence. If no call is made to the school when a student is absent, state law requires that a school official call home to find out why the student is absent. If no phone contact is made, the student is required to bring a written note explaining the absence and signed by the parent or guardian. If no phone contact has been made or no written note has been received when the student returns, the absence will be unexcused.

It is the responsibility of the student to obtain an admittance slip from the Dean of Students upon returning to school. This slip is to be obtained before the start of the first period, regardless of the number of periods missed. If the student needs to leave class to obtain this slip, he will be considered tardy. Teachers will not admit the student to class without this slip. These slips must be turned into the office or left with their last period teacher at the end of the day.

Impersonation of a Parent or Legal Guardian

The impersonation of a parent or legal guardian to school officials is an open act of dishonesty which will be punished by detention and if it occurs on multiple occasions, possible suspension. In addition, this act constitutes a Class A misdemeanor under Illinois

Law (720 ILCS 5/32-5.3) School officials reserve the right to notify legal authorities of such violations and request that misdemeanor charges be brought against the student committing such an act.

Emancipated Students

For school purposes, an emancipated student is one who does not live with their parent/guardian and are financially self-supporting. Students claiming emancipation must provide school officials with proof of their self-supporting status.

Non-Credit Status

Because of the importance of regular school attendance, high school students must attain a 94% attendance rate for each class every semester in order to earn credit in their classes. Credit will not be awarded to students who fail to attend 94% of the sessions of any class prior to semester exams. All absences accompanied by a doctor's note, emergencies excused by the Dean of Students, or school-organized activities will count toward the 94% of days of attendance. In other words, these types of absences will not bring the student closer to being placed on non-credit status. Under special circumstances, the Dean of Students may adjust the number of days needed to receive credit.

Students who are in non-credit status may earn reinstatement to credit status by appealing to the Dean of Students due to their attendance markedly improving or due to a special circumstance that may warrant a waiver of the non-credit status. The student may appeal the Dean of Students' decision to the superintendent. In addition, students may attend Supplemental Learning Time (SLT) to earn reinstatement. Each class period is 45 minutes in length. SLT represents four class periods in length. Therefore, each minute earned in SLT will account for a minute, which can be applied to the amount of time a student needs to accumulate to earn reinstatement to a particular class(es). Reinstatement through the use of SLT minutes must be earned in increments assigned and approved by the Dean of Students. Reinstatement must be completed prior to the last day of the semester in which the student desires to earn credit status. Students are encouraged to bring in a doctor's note any time they are seen by a health care provider to avoid being placed in a non-credit status. Students who accumulate ten days of unexcused absence in a class may be removed from the class for the duration of the semester. It is the responsibility of the student to keep track of the number of absences he or she has accumulated as no warnings will be issued before being placed on non-credit status.

Attendance - Student Transfer In/Residency

Students seeking admission to the District shall satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by The School Code of Illinois and the District. In addition, the student must present the ISBE Student In Good Standing Form in order to be enrolled as a Unit # 1 student. This form is to be secured from the school which the student is transferring from if that school is an Illinois public school (P.A. 89-329). Also, according to this Public Act, certain disciplinary records cannot be challenged at the time of transfer.

A transfer student may be referred by the building principal to a counselor for class or grade level assignment. It is within the counselor's authority to assign a student to a learning setting other than that recommended by the transferring school.

The District shall request that the student present his records from the school which he previously attended. A student may transfer into or out of the District according to state law and procedures developed by the superintendent. The superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to

specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult educational programs, that lead to graduation or the receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by the administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of the guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary school and attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Leaving School During the Day

Hutsonville High School has a closed campus. No student is allowed to leave the school during the day unless permission is granted by the Principal or Dean of Students. The student must sign out on the student sign-out sheet located in the office. Unless there is prior approval, a parent - guardian must be contacted by the office before the student is allowed to leave for the day for any reason, medical or other. Violation will result in student detention and an unexcused absence for the student during the time he/she is gone.

Absences and Extracurricular/Co-Curricular Activities

Any student who is absent for part of a school day with an excused absence (excluding illness) will be allowed to participate in extracurricular/co-curricular activities on that day. The students who sign in during the day, upon return from illness and attend school for the second half of the day will also be allowed to participate in extracurricular/co-curricular functions that day. Students with an unexcused absence will not be allowed to attend extracurricular/co-curricular activities (including practice) on the day of absence. Students that are absent for the second half of the school day due to illness are not to attend extracurricular/co-curricular activities (including practices) on the day of the absence. Students not participating in Physical Education because of illness or injury shall not participate in practice or in a game that day.

If a student is absent on Friday, the student will not be allowed to attend any weekend extracurricular/co-curricular activity, unless a parental note is given to the Dean of Students explaining why the absence occurred and the absence is excused, that is, any absence other than illness should be prearranged. In the case of illness and in lieu of the note, a parent may call the school explaining that the student is ill on Friday.

Attendance and Semester Exams

Attendance on final exam days during both the first and second semester is required. Any student with an unexcused absence will receive a "0" for the exam missed. An absence for any reason other than illness or emergency must be prearranged through the office in order to be excused.

Withdrawal for Nonattendance

Students who fail to attend without valid cause and who are at least 17 years of age and who are absent 10 consecutive school days shall be dropped from the attendance rolls.

Attendance in Twin Rivers Courses

To be eligible for enrollment in Twin Rivers courses, students may not have accrued three or more unexcused absences during the prior academic year. Likewise, three unexcused absences from a Twin Rivers course during enrollment may be cause for immediate removal from the course for the remainder of the semester with a loss of credit for that semester. A grade of WP or WF will be assigned.

Each student and his/her parents or guardians will be required to sign an agreement outlining specific enrollment terms prior to enrollment. Enrollment in Twin Rivers courses will be limited to one class per semester.

Academic Information**Classification of Students:**

Freshmen	8th grade promotion
Sophomores	6.00 Credits
Juniors	12.00 Credits
Seniors	18.00 Credits

Students will be classified by the accumulation of credits for all school purposes and functions, including locker assignments, attendance at class meetings, participation in prom, etc.

Course Requirements

A minimum of five academic subjects must be taken each semester. These subjects do not include band, chorus, or physical education. Courses successfully completed which meet every day for the school year count for 1 credit. Courses which meet for 1 semester or meet every other day for an entire year count as .5 credit. Physical education will count for .25 credit per year.

A total of 23 academic units plus one unit (four years) of physical education are required for graduation.

Students may drop courses within 5 days of the beginning of each semester (during the regular drop-add schedule), only with the permission of the Principal. Likewise, no student will be permitted to drop a class after the five day add/drop period without approval of the Principal.

Eight full semesters of school attendance are required, regardless of the number of credits earned. Students may not have more than one study hall assigned on any day in their schedules without written permission from the Principal.

Graduation Requirements

The following classes are required for graduation at Hutsonville High School. These requirements include both state and local mandates. The State of Illinois requires that

all public school juniors take a basic skills examination, the Prairie State Achievement Exam. This series of tests (including the ACT Assessment) is administered in the spring of the school year. Students receiving at least the minimum designated scores on this test will receive PSAE certification on his/her high school transcript.

Required Credits:

Four credits in English

Three credits in Mathematics (with a minimum of Geometry)

Two credits in Science

Two and one-half credits in social science (one in World Geography, one in United States History, and one-half in American Government)

One-half credit in Health

One-half credit in Driver Education is recommended but not required

One credit in Physical Education (1/4 credit per year, the state mandates that students take P.E. each school year; however, qualified juniors and senior may waive this requirement - see Principal for details)

One-half credit in Fine Arts Survey

One-half credit in Workplace Readiness

One-half credit in Resource Management

One-half credit in Speech Communications

One credit in Computer Concepts and Software Applications (This requirement is effective with the Class of 2014)

24 Total Credits are Required for Graduation

Course descriptions and sample courses of study are contained in the High School Curriculum Guide available in the Principal's Office or online on the HHS website at <http://www.hutsonvilletigers.net> (accessible from any off-campus computer).

Prairie State Achievement Examination (PSAE)

The Prairie State Achievement Examination is administered in the junior year of high school in the 6 areas of reading, writing, mathematics, science, social studies, and workplace skills. The PSAE is composed of the ACT Assessment, WorkKeys Reading for Information and Applied Mathematics assessments, as well as Illinois State Board of Education (ISBE)-developed assessments in science. All juniors, regardless of any handicapping condition or limited English-proficiency, are subject to state assessment. The PSAE will be administered on the state-appointed date in April. All students are afforded an additional opportunity to retake the exam as scheduled by the ISBE. PSAE scores are affixed to the students' transcripts.

Students who meet or exceed in all tested areas (based on initial PSAE testing) will be exempt from final exams during the second semester of their senior year.

Consumer Education Proficiency

The ICEPT (Illinois Consumer Education Proficiency Test) is administered to any student, grades 9-12, wishing to take the exam. Seniors currently enrolled in Resource Management are not eligible to take the ICEPT. The test is given in October and January of each year at the high school. Any student passing the test is granted one-half credit for Resource Management and is not required to take the course (which is otherwise required during the senior year). An individual student will be allowed to take the test only once in any given school year.

Credit earned by the student from passing the proficiency examination shall be recorded on the transcript, but no letter grade shall be computed when determining the student's overall grade point average.

Driver Education Eligibility

As mandated by Illinois Public Law 88-188, students will not be able to participate in the behind the wheel phase of Driver Education unless they have passed eight semester hours of credit during the previous two semesters prior to enrollment in the course. Credits earned at summer school, and approved by the High School Principal, may be included with either the fall or spring semester to fulfill this requirement. Students will be required to follow the state's new Graduated Driver Licensing policy which is as follows:

With the passage of the Graduated Driver Licensing System in Illinois, parents must verify that their student has obtained a minimum of fifty clock hours of practice (10 hours of which must be night driving) before a license will be granted. Additionally, student drivers must have a learner's practice permit for a minimum of nine months. Questions regarding these guidelines should be referred to the HHS Driver Education Instructor.

Driver Education Proficiency

In order to complete the laboratory phase of the Driver Education course, the student must complete at least six (6) hours of practice driving under direct individual instruction with a qualified driving school instructor. In addition to the driver's education policy already in effect, the students will be required to log fifty (50) hours of driving instruction (10 hours of which must be night driving) with a parent and/or guardian.

Physical Education Exemption

It is the policy of Hutsonville Community Unit District #1 that students in grades 11 and 12 may request exemption from physical education for the following reasons:

1. The student is participating in interscholastic athletics as certified by the appropriate district personnel (during the season of participation only).
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit in one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other courses will be eligible to apply for this exemption.
4. Any student involved in Marching Band, during marching season only.
5. Medical Waiver. Any student who has a condition which causes them to be excused from Physical Education must have a note on file from a physician. In order for a student with a medical waiver from a physician to return to physical education, he/she will be required to bring proof from the physician that they may return to participation.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by the Principal. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements.

Honor Roll

Honor Roll is calculated at the conclusion of each quarter and semester. To qualify for honor roll, students must be enrolled in at least five courses that earn academic credit (community college courses count toward meeting this requirement). Other specific requirements include the following GPA standards:

High Honors: 3.750 or higher with no grades C or lower

Honor Roll: 3.000-3.7499 with no grades D or lower

The following classes do not count toward grade point average or honor roll calculation:

Physical Education, Driver Education, STEP, Band, and Chorus or any other course taken on a credit/no credit basis.

Dropping a Class/Changing Your Academic Program

Dropping classes or otherwise making schedule changes is highly discouraged. Teachers are employed, room space reserved, books and other materials are ordered based on the number of students per class determined from pre-registration. When students make schedule changes all of that process is undone. Schedule changes will only be permitted when circumstances would otherwise prevent or hinder a student's academic success as determined by the Principal. Any dropped class will earn no credit. Likewise, any student who is failing the course at the time the drop is approved, will receive a grade of F on their transcript for that course.

Class Rank and Grade Point Average

Generally, all classes at Hutsonville High School are worth one credit per year (1/2 credit per semester) except Twin Rivers Vocational System classes which earn two credits per year. In some cases, students may opt to take only one semester of a full-year class (depending on whether it is required for graduation, and only after consultation with a counselor and then only with parent approval).

As credit at HHS is awarded on a semester basis, point values for specific grades earned are as follows:

A = 2.0 points (4 points per year) B = 1.5 points (3 points per year)
C = 1.0 point (2 points per year) D = 0.5 points (1 points per year)
F = 0.0 points (same per year)

Plus and minus designations do not impact GPA or rank (a B+ would still be worth only 1.5 points, just as would a straight B or a B-).

Example:

<u>Course</u>	<u>Credit</u>	<u>Grade</u>	<u>Grade Points</u>
English	.5	A	2.0
Math	.5	B	1.5
History	.5	C	1.0
Science	.5	D	0.5
Business	<u>.5</u>	B	<u>1.5</u>
	2.5		6.5

Therefore, $6.5/2.5 = 2.600$ Grade Point Average = 2.60

Class rank is computed from GPA figures after the posting of grades for the semester that just ended.

Grade Reports

Grade reports are issued each nine weeks notifying parents of their student's academic progress. At mid-quarter, progress reports are mailed to parents notifying them of their student's lack of progress.

Community College Credit

Hutsonville High School students may concurrently enroll in Community College courses for College credit. Courses taken during non-school hours are not restricted by the

school and will not appear on a student's high school transcript. Courses taken during the High School

work day may be taken with the following restrictions:

1. Students must be of junior or senior standing and be assured of fulfilling all High School graduation requirements by the end of their senior year as certified by the high school counselor.
2. Enrollment will not be permitted in courses that are also offered by Hutsonville High School unless approved by the Principal in matters where an unavoidable schedule conflict or other extenuating circumstances exists. The intent of this provision is to prevent students from circumventing HHS courses and instructors (and their procedures, methods, and standards), while providing for flexibility for students who have a genuine extenuating situation.
3. The student may miss no more than two class periods per day per approved course to attend college courses and will be in attendance at the High School courses on days when the college course does not meet. College courses offered through Twin Rivers Regional Vocational System are exempt from this restriction.
4. The District will be responsible for class registration, the payment of tuition and fees, the purchase of textbooks, etc. for approved college courses taken for High School credit when applicable. Students dropping college courses without permission of the Principal and superintendent shall be responsible for reimbursing the District for all tuition, fees, and textbook costs incurred. Students wishing to keep their textbook at the conclusion of the course must reimburse the district for the cost of the book.
5. The student and parent are responsible for transportation to and from the community college except that if the District decides to provide transportation for students, the students will be required to utilize School District transportation.
6. Students will receive one-half High School credit for a college course of three semester hours or greater. No High School credit will be granted for any college course of less than three semester hours. College courses earning High School credit will appear on the High School transcript. Students will have the option of having the course included in the calculation of their grade point average, and class rank by declaring in writing within the five days permitted for add/drop at the beginning of each semester. Such intentions must be declared and the appropriate form filed in the Principal's Office by this deadline or the course will automatically be counted toward GPA, etc.
7. Permission to take college courses for high school credit must be secured from the high school Principal and Counselor prior to course enrollment.

Correspondence and Summer Classes

Correspondence and summer school courses counted toward graduation from Hutsonville High School must have the approval of the Principal prior to the registration for the course. Elective credit courses which are not offered in the High School curriculum or which are not available to the student due to scheduling conflicts may be approved. Required courses shall be taken in residence in order to assure equity in content, grading and class ranking. The Superintendent, upon recommendation of the Principal, may grant acceptance of evening or summer required course credit provided said student is a junior or senior and would be denied an opportunity to graduate if correspondence or summer courses were not utilized.

Credit for correspondence or summer school courses counted toward graduation must be taken from institutions recognized or accredited by state or regional associations (North Central Association or other related associations) and must be equivalent in duration and depth of study to courses offered by the School District. Such credits shall be limited to

three or less. An official transcript of correspondence course work completed must be received before credit will be granted. Depending on funding, the Regional Office of Education will offer summer school for students who are at risk of not graduating on time. The school will accept credits from summer school offered through the Regional Office of Education.

Accelerated Learning Opportunities

Through cooperative agreements with the Illinois Eastern Community Colleges, HHS offers accelerated learning opportunities. The two types of accelerated learning options offered are dual credit and dual enrollment. Dual credit classes are high school classes taken at HHS which earn college credit. Dual enrollment courses are college classes taken while the student is enrolled in a high school program. Both types of accelerated learning classes earn a student both high school and college credit.

HHS dual credit courses earn both high school and college credit at IECC schools (Lincoln Trail College, Olney Central College, Wabash Valley College, Frontier Community College). To be eligible for dual credit, a student must have attained a junior standing and meet any other requirements established by the IECC or its affiliated schools. For example, students must submit appropriate scores on the COMPASS or ACT in order to earn dual credit in any English or mathematics course.

The successful completion of the courses listed below will earn the student both high school and college credit. The amount of college credit for each is indicated in the chart on the following page.

Eligibility for Enrollment in Dual Credit Programs

High school students enrolled in a course(es) offered for dual credit are required to meet the same prerequisites as college students enrolled at any of the Illinois Eastern Community Colleges. Additionally, students must meet the following requirements as stipulated by the IECC:

1. Must be a junior or senior in high school
2. Must exhibit the maturity, social behavior, and attitude necessary for college
3. Must meet the minimum required scores on an approved standardized test (PLAN or ACT). If a student does not meet the required PLAN or ACT scores (as outlined below), they may contact the college to arrange for additional testing using the ASSET or COMPASS. This testing must be completed prior to the end of the fourth week of the college semester. All students enrolling in an LTC math course MUST take the COMPASS. If a student does not meet minimum PLAN or ACT subscores (Reading and English for most courses), they can take the ASSET at LTC during scheduled test administrations.

Enrollment in HHS classes for dual credit purposes is at the student’s discretion assuming that all enrollment requirements are met.

Tested Area	PLAN Minimum	ACT Minimum
English	16	18
Reading	16	18
Math (Technical Math)	17	18
Math (College Algebra, Liberal Arts Math, or Statistics Only)	22	22

Accelerated Learning Course Offerings

HHS Course Number and Title	IECC Course Number and Title	College Cr Hrs	IECC School
Accounting I	ACC 1101 Applied Accounting	4	LTC
Accounting II	ACC 1102 Fund of Accounting	4	LTC
Advanced Studies in U.S. Hist	HIS 2124 Contemporary America	3	LTC
American Government	PLS 2101 Government of the U.S.	3	LTC
Art III	ART 1115 Introduction to Painting	3	LTC
Art IV	ART 2113 Intermediate Painting	3	LTC
Auto Mechanics I (Sem 1)	AUM 1215 Auto Skill Development	3	OCC
Auto Mechanics II (Sem 1)	AUM 1255 Auto Electrical I	6	OCC
Auto Mechanics II (Sem 2)	AUM 2270 Braking and Suspension	5	OCC
Chemistry	CHM 1120 Introduction to Chemistry	5	LTC
Child and Daycare Services I	EDC 1202 Childhood Teaching Tech I	5	WVC
Child and Daycare Services I	EDC 1205 Curriculum for Young Ch	5	WVC
Child and Daycare Services II	EDC 1204 Childhood Teach Tech II	5	WVC
Construction Trades I & II	BTR 1207 Basic Carpentry	4	LTC
Economics	ECN 2101 Principles of Macroecon	3	LTC
English IV	ENG 1111 Composition I	3	LTC
Health Occupations I	HEA 1203 Basic Nurse Asst Tra Prog	7	LTC
Health Occupations II	BOC 2260 Medical Front Office	3	LTC
Intro to Web Page Construction	CIS 1203 Intro to Web Page Const	3	LTC
Intermediate Web Page Const	CIS 1204 Interme Web Pg Const	3	LTC
Microsoft Access Applications	CIS 1286 Database	3	LTC
Microsoft Excel Applications	CIS 1278 Spreadsheet	3	LTC
Microsoft PowerPoint Applic	CIS 1275 PowerPoint	3	LTC
Microsoft Word Applications	CIS 1273 Microsoft Office/Word	2	LTC
Political Science	PLS 2198 Topics in Political Science	3	LTC

HHS Course Number and Title	IECC Course Number and Title	College Cr Hrs	IECC School
Pre-Calculus	MTH 1102 College Algebra	4	LTC
Psychology	PSY 1101 General Psychology I	3	LTC
Sociology	SOC 2101 Principles of Sociology	3	LTC
Speech Communications	SPE 1101 Fund of Effective Speak	3	LTC
Workplace Readiness	GEN 2297 Employment Skills	3	LTC
Dual Enrollment Course Calculus	MTH 1171 Calc and Analytic Geom I MTH 1172 Calc and Analytic Geom II	5 5	LTC

Graduation Eligibility

As per state statute, students with an IEP will be permitted to participate in graduation ceremonies after four years of attendance regardless of the completion of their academic requirements.

Valedictorian/Salutatorian Designation

Valedictorian and Salutatorian designation will be determined at the end of the eighth semester.

Eligibility for National Honor Society

Students will be considered for membership in the Hutsonville High School Chapter of the National Honor Society as per the following guidelines:

- As the first step in the process, students' academic records should be reviewed to determine those persons who are scholastically eligible for membership, i.e., those persons who meet the required cumulative GPA standard. The GPA used at the local level cannot be set below the national minimum standard outlined in the national constitution, and, once set, must be applied fairly and consistently to all candidates. At Hutsonville High School, the minimum GPA to establish scholastic eligibility is 3.25.
- All students at HHS, including those students who are eligible scholastically (i.e., "candidates") will be required to complete the Student Involvement Portfolio at the end of each school year in May. This form outlines students' accomplishments in the areas of Service and Leadership and will include a section for students to list the extracurricular activities in which they have participated.
- Actual selection of new members must be made by a vote of the five appointed members of the Faculty Council.
- Information from the Student Involvement Portfolio should be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their consideration for membership. The Leadership, Service, and Character of all candidates should be reviewed carefully. Faculty Council members are encouraged to deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be invited for induction into the Chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the Faculty Council) should have a list of

those criteria not met by the individual candidate listed next to their name to assist the adviser and Principal in handling inquiries regarding non-selection.

- Prior to notification of any candidates, the Chapter Adviser is required to report to the Principal the results of the Faculty Council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection may be incorporated into this meeting. This will assure the support of the Administration prior to any notification.
- Formal notification of all selected candidates and their parents will then take place. This written notice will inform them about selection and the timing of the Induction Ceremony. A review of student scholastic eligibility will be conducted upon the posting of updated GPAs each semester. If necessary, the Faculty Council will then meet to determine the qualifications for any newly-eligible candidate and vote on that candidate's acceptance. At the discretion of the Chapter Advisor, only one induction ceremony may take place each school year. However, students who are accepted for membership during a semester in which no induction ceremony is held, will begin their membership in the NHS upon the affirming vote of the Faculty Council. For example, if a senior becomes scholastically eligible at the end of their junior year and are accepted into membership of the NHS by the vote of the Faculty Council the following September, they are considered full members of the NHS even though the induction ceremony may not take place until the following April or May. Therefore, newly-elected seniors can participate fully for their entire senior year without having to wait until the induction ceremony at the end of the school year.

Records

Notice Regarding Student Records: *Unless such a request is made in writing and placed on file in the School Office, parents authorize school officials to use their student's likeness in school publications (i.e. yearbook, newsletter, extracurricular/co-curricular programs, school web page, etc.).*

School Records

It is the policy of the Board of Education to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced by the limited exceptions recognized in this Act to safeguard individual privacy and the efficient operation of the school district.

Requests for access to the District's public records shall be in writing and shall be made to the Superintendent. The Superintendent shall respond to each written request within seven working days unless the time period for response is validly extended in accordance with the administrative procedures for disclosure of public records. If the Superintendent complies with the written request, the requester shall be given access to the designated requested District public records at the District's central office, during regular working hours, in the presence of the Superintendent or the Superintendent's designee. Upon request, copies of the designated requested District public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged. Such fees shall be set annually by a Board of Education resolution. In the event that a written request for access to public records is denied, in whole or in part, the Superintendent shall provide the requester with a written denial and notice of the right to appeal in accordance with the statutes and District's administrative procedures for disclosure of public records.

No such reports or records with respect to a pupil shall be provided to a parent who has been prohibited by an order of protection from inspecting or obtaining school records of that pupil pursuant to the Illinois Domestic Violence Act of 1986.

Information in Files

An individual file which contains complete school records is kept on each student. This file is used as a guide in counseling students and is often referred to in answering questionnaires from prospective employers about students who have graduated. The school must have the student's permission to show his/her records to a prospective employer. Kinds of important data kept in the student's personal file are achievement test scores, grades, ability test scores, attendance records (including tardiness), college aptitude scores, reading ability scores, extracurricular/co-curricular activities, special recognitions or honors, and conduct.

Records shall be defined as any material concerning individual students of Hutsonville Community Unit School District # 1 maintained as official records by the Board of Education and employees of the Board of Education. All records shall be maintained so as to protect the confidentiality of individual students. There are two categories of records:

1. Permanent Data — Permanent data shall include the following: identifying information (student's name, birth date, race, sex, name and address of parents or guardians), academic work completed, level of achievement (grades and credit earned), and attendance data.
2. Temporary Data — Temporary data may include verified information including but not limited to scores on intelligence and aptitude tests, psychological tests, interest inventory tests, health data and family background information, teacher or counselor ratings and observations or verified reports of serious or recurrent behavior patterns. In addition, a second file is kept in the Principal's office on each student containing information concerning tardiness, letters to parents, deficiency reports and behavioral reports. Upon graduation of the student from Hutsonville High School, and following notification and after five years, this category of records will be destroyed.

Notification of Changes

Students and parents are expected to keep the office informed on personal information such as current address, telephone number, and any change in health status. Any changes with this information should be reported immediately to the office. Student information forms are provided at registration and are available in the school office.

Release of Information

Parents must request (in writing) each school year if they wish to deny the release of their student's school records to any otherwise authorized entity. Federal law requires that schools which receive federal funds must release (upon request) student names, addresses, and phone numbers to any military recruiter of the United States Armed Forces. A written denial of privilege from the parent will make their student exempt from such a release of directory information.

Likewise, parents must request (in writing) each school year if they wish to deny school officials the use of their student's likeness in any school publication (i.e. yearbook, newsletter, extracurricular/co-curricular program, school web page, etc.). Unless such a written notice is filed in the Principal's Office, the school may use such legally-permissible images in its' publications without restriction.

The Hutsonville Community Unit Schools shall not release the personally identifiable records or files (or personal information contained therein) of students without

the written consent of their parents to any individual, agency, or organization other than the following:

1. Other school officials, including teachers within the Hutsonville School system or other local educational agency that has legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon the condition that the student's parents are notified of the transfer and sign a request authorizing the Hutsonville schools to transfer the student's records to designated school.
3. Authorized representatives of federal or state agencies that have legitimate reason to access the file. A record of such persons, agencies, or organizations desiring access to the records of a student under the provisions of this paragraph shall be kept with the file of the student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interest that each person, agency, or organization has in seeking information. Such a form shall be available to parents and to the school officials responsible for record maintenance.
4. It is again noted that directory information (including identifying information: name, address, phone number, gender, grade level, birth date and place, and parents' names and addresses; and period of attendance in school) are subject to public release. Parents may notify the school in writing that specific directory information may not be released concerning their child.

The Hutsonville Schools shall not make available any personally identifiable information contained in personal school records to any persons other than those listed above unless:

1. There is written consent from the parents or guardians, or from the student if age 18 or over, specifying the records to be released, the reasons for such release, and the persons to receive the records. If desired, a copy of the records to be released will be sent to the student's parents and the student.
2. Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena upon conditions that the parents and the students are notified of all such orders in advance of the compliance therewith by the Hutsonville Schools.

Inspection of Information

Parents shall have the right upon written request, to inspect their student's cumulative records and to have the assembled data interpreted to them by a trained specialist. This right shall also be accorded to a student with the consent of one parent or guardian; that consent is not required for any student who is above the age of 14. The following procedures will be used for viewing student records:

1. Written requests for review of records under this paragraph shall be made to the Principal.
2. The Principal shall notify the parent and/or student of his/her receipt of written request and shall establish a date and time that is convenient for the parties to review the requested records. In no case shall the time in granting requests of parents, guardians, or students to review the individual records exceed 15 days.

Hearing to Challenge Records

The parents, guardians, or any student above the age of 18 shall have the opportunity for a hearing to challenge the content of the school record to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students. Further, the parents, guardians, or student over the age of 18 shall have the opportunity under this section for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained in the cumulative records of their child.

If the parents, guardians, or student requests a hearing to challenge the content of the cumulative records in question, the following procedure will be used.

1. The request for a hearing shall be made in writing to the Principal. Such request for hearing shall be made within 30 days after the parents, guardians, or student has examined the records in question.
2. The Principal shall within 10 days, arrange for a hearing to be held at a time and place convenient for the parties involved.
3. The Principal, teacher, or other designated professionally trained personnel, the superintendent or his designate; and the parents, guardians, student and designated representative shall constitute the hearing committee.
4. The superintendent of schools shall be the hearing officer. Within 10 days after the scheduled hearing to contest the content of student records, he shall notify the parents, guardians, or student of his decision, stating the reason for his granting or denying of the request.
5. If the student, parents, or guardians are dissatisfied with the decision of the hearing officer, they may request that the matter be brought before the Board of Education for consideration. The request for hearing before the Board shall be made in writing to the superintendent within 30 days of the previous hearing. Upon receipt of the written request, the superintendent shall place the matter on the agenda of the next regularly scheduled meeting of the Board of Education.

For the purposes of the section, whenever a student has attained 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The Family Educational Rights and Privacy Act (FERPA)

Model Notification of Rights under FERPA for Elementary and Secondary Institutions:

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

1. The right to inspect and review the student’s education records within 15 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate or misleading. The parents or eligible student may ask Hutsonville Community Unit School District to amend records that they believe are inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including

health or medical staff) and law enforcement contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or a grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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

Student Services

Breakfast

Students may take advantage of regular breakfasts served each morning before school in the cafeteria. If a student does not have the money to purchase a breakfast the student will be allowed to charge. These charges must be repaid within one week.

Lunch

Students may take advantage of regular hot lunches served each day at the cafeteria. Students who carry their own lunches may eat in the cafeteria or designated areas. They should deposit their papers and wrappers in the containers provided.

Lunch tickets may be purchased on a weekly or daily basis in the high school office. This purchase should be made before school starts as a lunch count is called to the cafeteria during first period. There will be no refunds for tickets not used the day of the purchase, unless the student is ill or for any other reason that has been cleared by the office, in advance.

If a student forgets his lunch and does not have the money to purchase a lunch ticket, the student will be allowed to charge. These charges must be repaid within one week by the end of the week. All unpaid charges must be repaid. A student will be permitted to charge no more than five meals at any time.

Technology

The Hutsonville Board of Education is committed to providing students, parents, and the faculty with technology to aid in carrying out the mission of the School District. Students and (to the extent possible) the general public will be provided full access to these resources.

Communications

Communications to students are made by the morning announcements, the daily bulletin, the message center in the Commons, and general assemblies if needed. It is the student's responsibility to check the bulletin board on a daily basis.

Monthly activity calendars are available in the high school office. This calendar lists all activities pertaining to school for the current month. They are usually available one week prior to the beginning of a new month. Students may stop by the office to pick up copies of this calendar. Parents are also welcome to stop by and pick up a copy.

Hutsonville Homepage

A homepage designed by faculty and students can be found at <http://www.hutsonvilletigers.net> (accessible from any off-campus computer). This page contains information pertaining to academic, guidance, athletic, and faculty information. Updated athletic schedules can be accessed at www.runsdeep.com.

Assistance for Students at Risk

For the current school year, all students receiving failing grades or a majority of near failing grades will be placed on an Academic At Risk List. Students will be monitored by classroom and study hall teachers during the time they are on the list. Tutoring may be available through Twin Rivers or on a voluntary basis. Computer and library privileges will be limited to classroom assignments. As soon as the students' grades are brought up, their computer privileges will be reinstated. It is the student's responsibility to secure a pass from the teacher of the class being failed indicating that a passing grade has now been achieved. Students receiving a failing grade in any class on a midterm progress report or quarter/semester grade reports are monitored through the Principal's Office.

Special Education

Special education programs and services are available in our district or in other districts within our special education joint agreement, South Eastern Special Education Cooperative (SESE). The services are available for all types of handicaps and/or exceptionalities. Referrals of students for special education programs and services may be made by parents using the necessary referral forms that are available in the school office. Students will not be referred for a special education case study or be included in a program of special education without the prior notification and knowledge of the parent. Parents may request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education" by writing to the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, Illinois 62777.

Gifted Education Program

Gifted Education means those instructional programs, supportive services, unique materials, learning settings, and other state and local educational services as described in Article 14A of the Illinois School Code and the Gifted Education Rules, which modify, supplement, and support the standard educational program of the public schools.

Identification/Assessment of Potentially Gifted Students

Identification and assessment of gifted and talented children in Hutsonville Community Unit # 1 originates with the gifted coordinator looking at the composite scores and subject area sub-scores of standardized achievement tests and the PSAE tests of all students. A ninetieth percentile score will qualify a student for the pool of students from which participants will be selected. Teachers will be asked to recommend students in each

fundamental area of learning, based on specific subject matter tests, evidence of accomplishment ability or performance. This will be especially useful in identification of students in the areas of physical development and health and fine arts. Parents may nominate their child to this pool of students from which participants in the gifted program will be selected. Students who have been identified and enrolled in a gifted program and transfer into our district will also be enrolled in the gifted program.

Data will then be gathered on each student in the pool to aid in the final selection. This data will include educational ability scores, previous school performance, teachers evaluation and recommendation, and achievement test sub-scores. These will be organized in the form of a matrix with the selection being made on the basis of a point system. Final selection for the gifted program will be made by the Gifted Committee. This committee will include the gifted coordinator, teacher representatives and administration from each building.

The data collected for each student selected will be used to assess the needs of that student and (from this assessment) an instructional program will be developed to meet those special needs. This process will take place during the spring for the following year with a review at the beginning of the school term in order to accommodate transfer students.

Exit from the Gifted Program

Every student in the gifted program needs to achieve within the program relative to his/her abilities: therefore, due to psychological growth and development, a student is reevaluated annually. This reassessment will include how well a student performs in the program. Classroom teachers who have had the student will be asked for input by questionnaire. If there is a question regarding placement, a conference will be arranged. This conference may include the classroom teacher, Principal, Gifted Coordinator, enrichment class teachers and may also include the student and/or his/her parents.

Because the program is voluntary, students may exit the program, but only after written notification to their teacher followed by a conference with student, parent, gifted coordinator, and administration. It is requested that students exit only at the end of a quarter unless extreme circumstances warrant immediate action.

Career Planning

The educational opportunities for career planning education are offered in several forms and are outlined below. Specific information regarding the award-winning Tiger Trails Career Guidance Program can be found in the *HHS Programs and Courses* guide or on the HHS Guidance website at <http://www.hutsonvilletigers.net>.

1. All students will receive an introduction to career planning as part of their pre-registration during the spring of their eighth grade year. The program will include the development of a long term career development plan which will be utilized by the students throughout their high school years.
2. Career education as a formalized course of study is included in Workplace Readiness. All seniors are required to complete and pass one of these courses or a proficiency test over the course information. In the career planning unit, students receive education in such areas as examining their own skills and interests, choosing a field, getting prepared for a career (educational requirements for that particular career are researched by the student), and reviewing occupational handbooks that outline predicted job markets for the various vocational areas. The unit usually includes at least one speaker from the career planning and placement office of a nearby college.

3. Students also have at their disposal a career planning and research section in the high school Principal's Office. Students are encouraged to do research in the Principal's Office to aid them in their search for direction in career planning.
4. Throughout the school year students have the opportunity to visit college representatives and/or recruiters of the armed forces who provide educational and career planning information. An effort is also made to schedule presentations by other colleges at the students' request.
5. Students enrolled in Workplace Readiness conduct extensive career planning. This course incorporates interest inventories, career guidance, personality traits (based on Holland's theory), job interviews, and several job-search activities. It is the purpose of this class to help the students better understand their own work values as well as research the various avenues open to them. Workplace Readiness is required of all seniors.
6. All sophomore English students are required to research a career and write a paper about it. Students are encouraged to select a field in which they are interested. The paper must include a description of the job, its educational requirements, the working conditions, the employment outlook and the salary.
7. Students are encouraged to visit the Principal for career guidance. Among the tools available to the students are the *Occupational Outlook Handbook* and the *Dictionary of Occupational Titles*. Catalogs from colleges and universities as well as information from the various branches of the service are also at the disposal of the students. Job site visitations and campus visitations may be scheduled by juniors and seniors through the counselor's office. Freshmen are informed about the various reference tools available to them during their orientation at the beginning of the school year and are encouraged to utilize them throughout their high school careers.
8. All arrangements for college visitations must be handled through the Principal's Office. Prearranged absence requests must be made one week in advance and the administration has the right to limit the number of students gone on any given day. College campus visits and job shadowing activities at various work sites are both encouraged for development of future educational and vocational/career goals. It may be necessary from time to time to request a release from classes in order to participate in these activities. Generally, juniors are permitted one college/job shadowing day and seniors are permitted two. However, approval of these releases is subject to the Principal's permission and may be denied due to academic difficulty, problem behavior, poor attendance, or any other circumstances in which it would be deemed inappropriate to permit the student to be absent from school.

College Day/Job Shadowing Releases

The following procedures will be followed when requesting a college day or job shadowing release day:

1. Request a release from the counselor in writing by completing the appropriate form in the Principal's Office. This form will request information, including school/job site to be visited, date and intended major/career.
2. If your parent has already set-up the appointment, bring a confirmation of that appointment to the counselor when making the request.
3. Upon confirmation of the appointment, the counselor will provide you with the appropriate release form.
4. Secure the requested signatures of your teachers and your parent(s) and then return the form to the Dean of Students' Office, preferably at least one week prior to the date of your absence. The form must be received no less than one day prior to your campus/job site visit.

5. Keep your appointment, pay special attention to places and times, be considerate of your hosts and if you are going to be late or cannot make the appointment for any reason, contact the school's admissions officer or the workplace supervisor.

6. Upon your return to HHS (on the following school day), be sure to secure a pass from the Dean of Students' Office (prior to the start of school) and turn in any makeup work that may have been required during your absence. You may also wish to then follow-up your visit with a trip to the Principal's Office to discuss questions that you may have as a result of meeting with these officials.

If you or your parents should have any questions regarding this type of release, please contact the Principal's Office BEFORE you are absent.

Scholarships

A wide variety of scholarships are available to graduating seniors. Persons interested in going to college should contact the Principal, preferably during their junior year, to inquire about these scholarships. Students even remotely interested in furthering their education should also inquire in the Principal's Office about the various grants and awards offered by local organizations. Students should also take notice of various scholarship information posted on the bulletin board. It is noted that there is a listing of local scholarships available through the Principal's Office. A comprehensive listing of scholarships (as well as links to various other financial aid websites) is available on the HHS Guidance website at <http://www.hutsonvilletigers.net>

Library Services

The library is open for student use during the school day and under special situations after school. There is a wide range of resource material available highlighted by the internet.

Discipline

Classroom Behavior

To assure the maximum advantage of learning situations students must adhere to high standards of behavior in the classroom. It is each student's responsibility to listen attentively, participate actively, follow teacher directives, and comply with classroom rules. Students must be properly prepared — supplies at hand and homework completed — before class each day. To prevent misunderstandings, teachers will inform their students of classroom rules.

Students who are disruptive or attempt to undermine the authority of the teacher will be assigned noon and after school detentions. Students that continue to be disruptive after detentions have been assigned will be removed and sent to the Dean of Students for assignment to Saturday detention. Disrespectful behavior, attempts to undermine the authority of a teacher, or substitute teacher, use of profanity or a substitute for profanity, or negative reactions to correction may result in a Saturday detention. Students who continue to disrupt the learning process, after detentions have been issued, may be suspended, required to have parental supervision, or ultimately recommended for expulsion from the class.

Upon a major rules infraction or after other means fail to correct ongoing minor disruptions, a teacher may send the student to the Dean of Students' Office. A disciplinary report will be filed concerning the incident and a conference between the student, parent, and Principal/Dean will be conducted in an attempt to remedy the situation. If necessary,

parents will be notified of the incident and invited to arrange a conference concerning the matter. In addition, other disciplinary procedures may be imposed.

Students who have caused classroom disturbances may also be ineligible for non-educational field trips.

Tardiness

A student is considered tardy if he or she is not inside the classroom when the bell stops ringing. A teacher may also require that the student be seated in his or her seat in order to not be considered tardy. Any student entering after the bell stops ringing must have a pass. The pass will be either excused or unexcused as issued by the office or staff. If the pass is excused, no action will be taken. If the pass is unexcused, the following policy will apply:

First Offense: Verbal warning that a second tardy will result in detention during noon hour

Second Offense: Detention during noon hour

Continued offense will result in after school detentions and/or possibly even Saturday detentions.

Disciplinary Procedures

Due to the nature of some unpredictable events, circumstances may warrant that disciplinary responses may include but are not limited to the actions described in this handbook as determined by a school administrator.

Corporal Punishment Policy

Hutsonville School District does not permit the use of corporal punishment including slapping, paddling, prolonged maintenance of students in harmful positions, or the infliction of bodily harm. Nothing in this policy prevents use of reasonable restraint of students or self-defense by school employees when the safety of students or others dictates such action.

Discipline Regarding Internet Usage

The computer and thus the internet is to be used as a resource to gather information for school assigned reports, projects or correspondingly related research activities. With this in mind, students are to use these tools for educational projects or reports and not for chat rooms; personal correspondence; discussion with or observance of any inappropriate sites, or internet e-mail.

Any student not following the guidelines, policies or rules mentioned in the student handbook in relation to the individual violation(s) will be subject to disciplinary action(s) including, but not limited to the loss of computer privileges and / or possible detention(s), Saturday detentions or even suspension; depending upon the severity of the violation and circumstances of the situation as determined by a school administrator.

Student Rights and Responsibilities

As citizens, all students have certain rights and attendance responsibilities. As members of the school community, these citizens acquire additional responsibilities. Fundamental to the workings of a democracy is the right that all citizens not be deprived of their rights without due process of law. However, when the rights of a group are exercised so as to infringe on the rights of others or when the responsibilities of a group toward another go unfulfilled, the environment needed to achieve quality education for all is jeopardized. No protected right should be construed as a license to engage in disorder, to

disrupt the educational process, or to infringe upon the rights of others or attempt to undermine the authority of the teacher. One has responsibility in exercising rights. Only by maintaining a balance between rights and responsibilities will the rights of everyone be preserved. The right of free expression is fundamental in a free society. Though a student has this right, it must be exercised in a responsible manner so as not to interfere with the rights of other members of the school community or to disrupt the educational process. Hutsonville High School ascribes to this belief and will make every reasonable effort to protect this right for all students.

Student Personal Appearance

Students are asked to be clean and neat in their appearance. The manner of hair style, dress, and appearance should not endanger the student's health and safety or that of others, cause interference with class work, cause classroom disorder, or draw excessive attention to the student. The following guidelines will be enforced:

1. Students cannot wear halter, low-cut, or tube tops, muscle shirts, tank tops, midriff revealing blouses or shirts, jogger shorts, excessively short, tight, or revealing clothing, etc.
2. Hats, sunglasses, and bandanas cannot be worn in the building unless as part of a class project or school spirit day as approved by the school administration.
3. Clothing or tatoos that have slogans of a questionable nature, inappropriate language/vulgar connotations that contains sexually-related or suggestive content/intent, or that advertises drugs, alcohol, or tobacco cannot be worn at school.
4. No purposely ripped or torn clothing that pose a safety hazard or disruption of the educational process will be allowed to be worn during the school day. Examples: ripped jeans, shirts, or shorts. Pajama pants also pose the potential for a safety hazard or disruption to the educational process and are therefore, not permitted.
5. No undergarments shall be revealed or exposed. Sagging or low-riding pants are unacceptable.

If inappropriate dress is cited, the administration may provide proper clothing for the students to wear to continue the school day. If proper clothing is not available, the student may be detained from attending classes until such time that appropriate clothing can be provided. Repeated offenses of the dress code will result in disciplinary action.

Street shoes are prohibited for gym floor activity except under certain circumstances, such as the Christmas dance or prom.

Showing of Affection

Students are expected to restrain themselves from any show of affection toward others while attending school or school activities. Violation of this rule will result in a conference with the Dean of Students and possible notification of parents. If there is a continual lack of cooperation and lack of respect for this policy, the student(s) will be subject to discipline, including but not limited to; detention, Saturday school or suspension.

Disruption of the Educational Process

Any student behavior that poses a disruption of the educational process can be curtailed or prohibited.

Conduct at Extracurricular/Co-Curricular Activities

Students attending extracurricular/co-curricular events in the school gym should remain seated and should watch the game in an acceptable manner. Trips to the concession stand or the rest room should be made during intermissions. Students are not allowed to leave the building and then return unless they have prior consent from the Principal or Dean

of Students or a school staff member who is chaperoning the activity. If students leave the event, they must also leave the school grounds as loitering on school grounds or in the parking lot will not be allowed.

While attending these activities students must observe the following rules:

1. Do not harass referees, participants or cheerleaders from either team.
2. Do not swear, use any language or gestures that are in poor taste.
3. Do remain seated in one place and do not move around during the game.
4. Do conduct yourself in a courteous manner and follow the directions of the school staff or responsible adult when you are directed to do something.
5. Refer to Page 42 for acceptable dress at school-sponsored events.

Upon a first violation of these rules a student will receive a verbal warning. Any further violation will result in removal from the activity and repeat offenders will be placed on social probation and thus not allowed to attend extracurricular/co-curricular activities without their parent/guardian being present and in strict charge of the behavior of their student during the activity.

Cheating/Academic Integrity

Cheating (academic misconduct), including, but not limited to plagiarism (from another individual, resource, or any internet resource), use of notes without permission, copying from another student, or other forms of such dishonest behavior will be considered as a serious violation of acceptable and trustworthy behavior for Hutsonville students. Any action intended to obtain or assist in obtaining credit for work which is not one's own is considered academic misconduct.

Cheating/academic misconduct is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense, the following options may be exercised by the teacher and/or administration: zero for assignment, resubmission of the assignment, suspension, or referral for expulsion hearing. Any and all of these may be considered depending upon the seriousness of the offense and the student's prior history relative to cheating.

Theft

Students are expected to respect the property of others. Students who are caught stealing will receive a minimum of a Saturday detention and will also be required to make restitution.

Threats of Violence

Students, parents and visitors to school district properties are advised that threats of violence toward district students, teachers, administrators and any school employees; or threats of destruction of school property will not be tolerated. The district reserves the right to exercise its discretion to immediately address any such threats by any persons to the full extent of the civil and criminal laws as well as under the district's rules and regulations. Any such threats, that include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Likewise, engaging in any activity on or off campus including the use of any computer (from either an on or off campus location) to access and post any threat or danger to the safety of other students, staff, or school property that constitutes an interference with school purposes or an interruption to the educational process is also strictly prohibited. Student violators of this policy will be subject to expulsion and criminal prosecution.

District employees will take all student threats seriously, even if they are in the form of a couple of lines scribbled in a class journal or a conversation overheard around school, at the bus pick up or at extracurricular/co-curricular activities. No longer can we afford to dismiss a threat simply because it might have been made in jest as the consequences of inaction might be devastating.

We want to thank Unit #1 parents for all that you do to make school safe for our students. We encourage you to take a few minutes 'in your own special way' to discuss the content and the importance of this section with your children.

Anyone who suspects the threat of violence should immediately inform school officials or call the State of Illinois' School Violence Tipline at 800/477-0024.

Bullying

Students who exhibit a pattern of aggressive behavior including physical injury, intimidation, harassment, or verbal abuse of fellow students shall be deemed at risk of aggressive behavior in the future. All District certified staff shall monitor student interactions in order to identify individuals whose conduct demonstrates a pattern of aggressive behavior. Certified staff members shall intervene to stop acts of physical or verbal aggression, harassment, or intimidation and shall report any such behavior to the Dean of Students for further action.

The Dean of Students shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior and shall enlist parental cooperation, involvement and assistance in the correction of the student's aggressive conduct where feasible. The Dean of Students shall also make use of available district and community resources to achieve correction of student aggression. School district resources shall include counseling and may include psychological evaluation where appropriate.

Cyberbullying

Cyberbullying is defined as bullying via the use of the internet, interactive and digital technologies (computers, PDAs, etc.), and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that result in a material and/or substantial disruption to the educational process of the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable state law or school rules. Should misuse be determined, the student may receive disciplinary actions appropriate for the frequency and severity of the violation. Parents are encouraged to notify school administration immediately of any incidents of bullying of any type.

Hazing or Initiating

Hazing or initiating other students is a serious offense covered by laws enacted by the Illinois General Assembly. A student is not to engage in this type of activity. Any student found guilty of the above shall be suspended.

Inappropriate Objects

Items deemed inappropriate in the school setting will be confiscated by school authorities. Parents may pick up confiscated materials by arranging a conference with the Assistant Principal. Examples of items not appropriate in school are: pocket knives, paging devices, water toys, skateboards, radios, tape players, CD players, MP3 players, or other listening devices, pornographic materials, matches, lighters, laser pens, etc. Listening devices may be used in school for special purposes only with the permission of the teacher or principal.

Eating and Drinking in the School Building

Students are to confine eating and drinking food and beverages to the Cafeteria or Commons unless granted permission by the teacher or administration. This includes the use of chewing gum.

Weapons Possession

A student who is determined to have brought a weapon to school shall be expelled for a period of not less than one calendar year and possibly up to two calendar years except that the expulsion may be modified by the board on a case-by-case basis. A weapon, as defined by this policy, includes any firearm which expels (or is designed to expel) a projectile by action of an explosive and any explosive, incendiary, or poison gas device, including bombs, grenades, rockets, missiles, or mines. If a student is found to illegally possess a firearm on school grounds, the Principal or Dean of Students is to notify the police and a guardian of the student. (PA 91-0011) Weapons are also construed to include any device used in a menacing or dangerous manner to threaten the physical well being of another. This policy also applies for possession, use, distribution, trafficking, sales, transfer, control and purchasing of a weapon while on school grounds or while the student is involved in any school or school-related activity or event.

Drug and Alcohol Use/Abuse

One of the primary responsibilities of the faculty, administration, and Board of Hutsonville School District is to provide a safe, healthy atmosphere conducive to learning. As a result, the use, possession, sale, or transference of drugs, drug "act-a-likes", drug paraphernalia, or alcohol on school property is strictly prohibited (unless necessary for legitimate medical purposes and on file in the office). Student violations of this rule shall be considered gross misconduct and the student will be suspended from school for a minimum of three to five days. A second offense will result in a ten day suspension and a recommendation for expulsion. Criminal prosecution and penalties may also result from violation of this rule. (Also see "Athletics" for further information regarding drug and alcohol abuse). We at Hutsonville stand committed to aid any student who may have a drug or alcohol problem. This help may take the form of counseling, contacting parents, recommending involvement of outside agencies, or other measures deemed appropriate for a particular circumstance.

Detention

Students who fail to comply with school rules are assigned to detention. Detention may also be given for improper school conduct, unexcused absences, or tardiness. Noon detentions are equal in length to the student's free time, after school detentions are one hour in duration, and Saturday detentions are a maximum of four hours in duration. If a student is assigned to any after school detention, the parents or guardians shall be notified through the student one day prior to the start of detention. Bus transportation to and from school will operate on a normal schedule. Parents or guardians will be responsible for providing transportation for the student after dismissal from the detention period. Notification of Saturday detention will be sent by mail to the parent with sufficient time for the mail to be received. Transportation to Saturday detention is the responsibility of students and parents.

Failure to complete detentions when assigned without special permission will result in an increased penalty. Students failing to report for noon detention will be assigned a one hour after school detention. Students failing to report for an assigned after school detention will be assigned a four hour Saturday detention. Students failing to report to Saturday detention will receive a one day suspension. Students assigned to detentions or

suspensions will be assigned work to be completed in order to satisfy the detention or suspension. Students may be able to earn time off the detention or suspension by completing the assigned work in less than the allotted time.

Detentions will not be permitted to continue to accumulate. Continuing to receive noon, after school, or Saturday detentions will result in additional penalties as follows:

1. Five noon detentions will equal one after school detention
2. Five after school detentions will equal one Saturday detention
3. Three Saturday detentions will equal one out-of-school suspension.

If a student is assigned to the after school or Saturday detention period, the parents or guardians shall be notified through the student, by mail or by phone no less than 1 day prior to the start of the detention. Bus transportation to and from school will operate on a normal schedule. Parents or guardians will be responsible for providing transportation for the student after dismissal from the detention period. On any day that school shall be dismissed early or by reasons of emergency closings or holidays, then the detention will begin or continue on the next day that school is in regular session.

Students who fail to serve any assigned Saturday School will not be permitted to attend any school function until the suspension(s) are served.

Social Probation

Social probation may be imposed by the Dean of Students when standards of behavior are not met during extracurricular/co-curricular activities, when attendance at extracurricular/co-curricular activities interferes with a student's academic progress, or as a disciplinary measure for a major rules infraction.

A student on social probation may not participate in or attend extracurricular/co-curricular events for a specified period of time. The probation may be inclusive of all events or specific to one type of event depending on the individual circumstances. Notification of social probation will be sent to the student's parents.

In-School Detention

Students committing serious or repeated minor infractions of school rules may be placed on in-school detention for up to 10 days by the Dean of Students or designated administrative representative. During in-school detention students are required to attend school but are separated from other students for the entire day. Assignments will be sent to the detention room. Work completed while serving in-school detention will be counted for credit, if it is turned in by the end of the day. Students may not attend any extracurricular/co-curricular activities or practices on days in which they serve an in-school detention.

Parental Supervision

As an alternative to serving a suspension, the Dean of Students may authorize all or any part of a suspension to be replaced with parental supervision days. During parental supervision the student will attend school under the direct supervision of a parent or guardian. The parent will accompany the student to each class and assure that the student's behavior is appropriate at all times. The parent will be responsible for supervising the student before school, during lunch, between classes, and after school as well as during class. Parents are required to take care not to interfere with the normal teaching of classes while attending school with their child. Students may not attend any extracurricular/co-curricular activities or practices on parental supervision days.

Suspensions and Expulsions

Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. Any student suspended or expelled may make up work missed as a result of such suspension or expulsion but will not be given credit for that work. Authority to suspend a student is delegated to the Superintendent, Principal, or Dean of Students.

Suspension is defined to mean an exclusion of the student from school or from riding the bus for a period of time not to exceed ten school days by summary action of the Superintendent, or the Principal, or Dean of Students.

Expulsion is defined to mean exclusion of the student from school or from riding the bus for a period not to exceed two years by the Board of Education. Expulsion may be proceeded by suspension.

School personnel includes employees, teachers, substitutes, administrators, school board members, school bus drivers, custodians, other school district employees and students where the term is appropriate.

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school provided there is a direct relationship between the conduct and the school's educational function. Gross disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to the following types of conduct, behavior or activity, or any other activity or behavior which may be prescribed by the school board from time to time:

1. Insubordination to any school personnel which includes failure to follow directions.
2. Possession, use, sale or distribution of any dangerous substance, including but not limited to illicit drugs, drug "look or act-a-likes", drug paraphernalia, alcoholic beverages, or weapons.
3. Use or possession of tobacco products on school property.
4. Intimidating or attempting to intimidate school personnel, other students, or visitors.
5. Fighting with or assaulting school personnel, other students, or visitors.
6. Intentional damage to or theft of the property of others.
7. Verbal abuse or use of profanity or obscenity directed toward school personnel, other students, or visitors.
8. Sexual harassment or other harassment of students or school employees.
9. Endangering the physical or psychological well-being of the school population by acts such as:
 - A. Improper release of a school fire alarm or tampering with fire extinguishers.
 - B. Starting a fire in or to school property or attempting to do so.
 - C. Possession or use of fireworks or explosive devices.
10. Repeated incidents of misbehavior including repeated refusal to comply with school rules.
11. Other acts which directly or indirectly jeopardize the health, safety, or welfare of school personnel, other students, or visitors.
12. Disruption of the learning process.
13. Commission of serious acts of defiance against a teacher, either in action or words.
14. Other behavior or conduct which is of such a gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute disobedience or misconduct.

Some of the above offenses are criminal conduct under federal, state, or local laws. School authorities will contact law enforcement officials when appropriate.

The length of a suspension may be reduced if a student receives counseling or other similar services. This will be done on a case by case basis.

Procedures for Suspension

The Principal or Dean of Students shall investigate the nature of the alleged offense whenever an incident occurs that may lead to a suspension. This investigation shall include a discussion with the pupil unless the pupil is unavailable or unwilling to discuss the incident. The student shall be adequately advised of the reasons for the proposed suspension and asked for his version of the incident that gave rise to the proposed suspension. If the student denies guilt, he shall be advised as to the evidence upon which the suspension may be predicated. The student shall be given an opportunity to respond to the evidence. If the conference does not cause the charges to be dropped, the student may then be suspended. The person conferring with the student shall make an anecdotal record of the conference.

If the Principal or Dean of Students determines that a student's presence in school will pose a continuing danger to person or property or constitute an on going threat of disrupting the academic process, he may immediately remove the student without prior notice and hearing. Except in cases of disruption, or where circumstances make it vital that one or several students be removed from school property immediately, students shall not be released from school during the school day without notifying or without making a reasonable effort to notify parents or guardians.

Notification of Suspension

The administration shall within 48 hours give written notice to the student and parents or guardians of the reason for removal from school and the suspension. Said notice shall be sent by certified mail with return receipt requested. The notice shall:

1. State the reasons for the suspension and the duration of the suspension.
2. Inform the parents or guardians of the student that they may request a review of such suspension and that their failure to request such within five days after receipt of the notice shall constitute a waiver of the right to the review. The written request for review should be directed to the Principal. It shall be confirmed in writing by a letter to the parents or guardian.

Suspension Review by Superintendent

If a written request for review of the suspension is made by the student and parents or guardians, written notification of the time and place of such review shall be given at least one week prior to the review by the superintendent. The letter shall also set forth the review hearing procedures that will be conducted by the superintendent.

The student may be represented by a representative of his choice. Evidence presented may be presented orally or in writing. Each party will have their opportunity to question the other. The superintendent will issue his written decision on the appeal within one week of the hearing with copies being sent to the student and parent and the school board.

Suspension Review by School Board

In the event the parent and-or student is dissatisfied with the decision of the superintendent, an appeal in writing may be made to the Board of Education. The request for an appeal to the Board should be made in writing to the superintendent within one week after receiving the decision on the suspension review by the superintendent.

The review of a contested suspension by the Board shall be conducted by the school board in executive session within thirty days of the suspension review hearing

conducted by the superintendent. The School Board shall take such action as it deems appropriate, including affirming or overruling the suspension. The decision of the school board shall be final and shall be made in public session except that the name of the student need not be announced.

If the Board determines the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused." The student shall be afforded every opportunity to make up all lost educational opportunities, including, but not limited to, makeup assignments and tests.

Written notification of the Board's decision on the suspension review shall be mailed by the superintendent to the parents or guardians within 48 hours after the school board meeting.

Procedure for Expulsion

If a student is recommended for expulsion, the superintendent shall send a letter by registered or certified mail with return receipt requested to the parents or guardians of the student, notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school, the pre-suspension procedure must be followed.

The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review shall be combined with the expulsion hearing. The notification of expulsion letter shall include:

1. The reasons for the proposed expulsion.
2. The time and place of the expulsion hearing which shall be at least one week after the notification is sent.
3. The hearing procedure.

An expulsion hearing will be conducted by the school board. The penalty imposed by the Board may be expulsion for the period of time up to the end of the current school year.

Procedure for Suspension and Expulsion Hearings

The hearing shall be held in executive session. The student may attend the hearing and be represented by a representative of his choice. Presentation of evidence:

1. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases, a written summary of the witnesses' testimony must be presented to the student at the hearing.
2. The student may present evidence to refute the charges either orally or in writing. He shall be afforded an opportunity for cross-examination of the witness and an examination of any written evidence presented.
3. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such manner as is appropriate to the circumstances.
4. The hearing may be recorded stenographically or by tape. If either party causes a recording to be made, the other party should be offered an opportunity to purchase a copy of the transcript or tape.
5. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
6. There may be short closing arguments by the parties at the conclusion of the hearing.
7. A motion to exclude witnesses may be made by either party.

The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the

cause for the suspension or expulsion. Juvenile or probation authorities shall be invited to send a representative to consult with the Board whenever the student is subject to the jurisdiction of the juvenile court system.

Extracurricular/Co-Curricular Activities

Student Clubs, Classes, and Organizations

There are a variety of clubs and organizations that students have the opportunity to join at Hutsonville High School. Students are encouraged to participate in any of the following organizations for which they are eligible: Echo Staff, Art Club, Band, Chorus, Class government, Drama Club, Book Club, FCCLA, Future Business Leaders of America, Library Club, National Honor Society, Scholastic Bowl, Student Council, Math Team, and WYSE. For complete information on all extracurricular/co-curriculars offered at HHS, refer to the *HHS Programs and Courses* guide or go online to the HHS Guidance website.

Specific rules will vary from group to group; however, there are a few general rules by which every organization, club, or class will be governed. The following is a list of those rules:

1. All parties and activities must be approved by the Principal and scheduled two weeks in advance. These parties and activities are to be held after school hours unless special permission is granted by the Principal.
2. All faculty and school board members are invited to school functions.
3. When students leave a dance or party/activity, they cannot return to it and will not be allowed to loiter in the parking lot or on school grounds.
4. All guests of students at dances must be an enrolled high school student or shall not have reached the age of 22. Students are responsible for the behavior of invited guests.

All non-HHS student guests must have prior approval from the Principal (request forms are available in the HHS Office).

5. Care of the building and facilities is the responsibility of each group using the facilities. Every group is responsible for the cleanup of the facilities used.
6. Students who are failing any subjects will not be permitted to go on non-academic field trips.

Fund Raising Projects

All classes and organizations will be limited to one major fund raising drive each school year. This major fund raiser must be approved by the Principal. The group or organization will have first choice at its previous year's project. The junior class will sell magazines as its major fund raising project every year. Additional projects are to be submitted to and approved in advance by the Principal and are encouraged to be service-centered projects. Willful failure of any club or organization to secure required authorization shall automatically cause such club to become disbanded for the balance of the school year and funds collected shall be turned over to the general fund and used for such purposes as the Board of Education shall see fit. Students are responsible for money owed and all materials associated with any selling project and are subject to denial of privileges and/or membership in the organization until they have met their obligation to the specific organization.

Activity Funds

The School District maintains activity fund accounts for the use of various school organizations. Student organizations may maintain funds only within their specific activity account. All activity funds are the property of the School District, and under the ultimate

responsibility of the Board of Education. Although these funds are designated for the special use of various organizations, the handling of funds must adhere to established District standards.

Dormant Funds, Senior Funds and Gifts

The Board of Education may transfer monies lying dormant in an account of a class, club, or organization to the district's educational fund (or another fund account) upon the request of the Principal for the transfer of such funds. A senior class gift is left up to the discretion of each individual class. After three years, the balance left after a class graduates goes to the general fund under the jurisdiction of the Board of Education.

Student Council

The purpose of the Student Council is to act as a liaison between the student body and the faculty and to coordinate major school activities. The council consists of the officers, two elected members from each class, club representatives, and volunteer members approved by the council and the advisor. One faculty advisor works with the Student Council. The offices for the Student Council are President, Vice President, Secretary, and Treasurer.

The Student Council will hold regular meetings and these meetings are open to any student who has previously arranged to be on the agenda. A copy of the minutes of Student Council meetings can be requested by class or club sponsors, or the Principal.

Prohibited Organizations

No organization or society shall be entitled to use the name of Hutsonville Community Unit School or any department thereof in connection with the organization without consent of the school Principal. It is also understood that approved organizations shall accept supervision of the teaching personnel assigned by the Principal.

Membership in a fraternity or sorority is prohibited by law. Any student organization which has not received approval from the Principal and has not accepted supervision as appointed is deemed to be a fraternity or sorority. Members of such organizations shall not be eligible to participate in any school activities.

Athletics

Athletics and Extracurricular/Co-Curricular Activities

Hutsonville High School is a member of the Illinois High School Association and adheres to IHSA guidelines for athletic eligibility. The school is also a member of the Little Illini Conference and the schedules for athletic contests are available in the high school office.

Hutsonville High School sponsors, and is the host in the Hutsonville-Palestine Co-op of the following interscholastic athletic teams: Volleyball, Boys Basketball, Baseball, Softball, and Basketball Cheerleading. Hutsonville High School also co-ops Boys and Girls Golf, Football, Football Cheerleading, Girls Basketball, Boys and Girls Track with Palestine as the host school. All students participating in these activities are subject to IHSA eligibility as well as the Unit #1 Board of Education eligibility standards.

IHSA "Do What's Right" Program Expectations

Coaches, Players, and Fans who follow the IHSA's Nine Expectations will represent their school well and create a positive game experience.

1. Accept and understand the seriousness of their responsibility, and the privilege of representing their school and community.
2. Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
3. Treat opponents the way they would like to be treated, as a guest or friend.
4. Never direct remarks at opponents in a taunting manner.
5. Wish opponents good luck before the game and congratulate them in a sincere manner following either a victory or defeat.
6. Respect the integrity and judgment of game officials.
7. Display great effort and hustle on the field or floor.
8. Play unselfishly in such a way as to build up their team, without drawing unnecessary attention to themselves.
9. Yield to the authority and direction of all officials, bench officials, school personnel, and coaches.

Athletic Code

This Athletic Code has been adopted by the Board of Education of Hutsonville Community Unit School District No. 1 and applies to student athletes in grades 9-12. This policy is in addition to other policies concerning student conduct and imposes additional requirements on student athletes. It is intended to promote the health and safety of students and to encourage the development of self-discipline and self-control in student athletes which are attributes the Board finds to be necessary to develop successful athletes.

The Board determines that participation in athletics is a privilege. There is no right of students to participate in athletic competition or to participate in particular sports. If the rules and requirements set forth below are not complied with, the privilege to participate in athletics may be lost.

Athletics necessitate, within the limits established by the IHSA, a school's on going involvement with the student athletes in such areas as training, conditioning, supervision, and equipment and facility usage. Consequently, the rules set forth in this policy apply to the first day of practice that the student athlete attends and they continue to apply to the student athlete until the completion of his/her entire athletic career. These rules apply both in and out of season of the sports in which each student athlete participates, during summers, holidays, and vacations, on and off campus, and at both school and non-school activities.

All student athletes are subject to Illinois High School Association (IHSA) rules and regulations, (see Appendix A in the Student Handbook) as well as any rules that the Unit #1 Board of Education adopts. Students will not be allowed to participate in interscholastic athletics unless they meet both IHSA and the Unit #1 Board eligibility requirements.

Classroom Requirements for Participation

A good athlete should be a good student. A student must maintain a passing average in all classes (no pass no play policy), as well as all of the IHSA standards regarding eligibility. Eligibility will be checked on a weekly basis every Friday, by the Athletic Director. The grade being checked will be the cumulative performance from the beginning of the semester. If a student is ineligible, his/her period of eligibility will last from Monday through Saturday. The head coach/sponsor has the option of establishing a policy on the maximum number of weeks that a player may be ineligible before that player is dismissed from the team; however, that number will not be less than four weeks.

Students dropping a course (that they are failing) after the first full week of classes in a semester, will be ineligible for the remainder of the semester. With the no pass, no play system, students that failed a class the first semester will be ineligible until after the next eligibility check (which is the first full week of the second semester). Students that drop a course (that they failed) during the first semester and take another class at the beginning of the second semester, will not be eligible until the eligibility check at the end of the first full week of the second semester.

Training and Participation Rules

1. The student athlete shall not use tobacco products in any form.
2. The student athlete shall not possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverages, any non-prescribed or illegal drugs, drug paraphernalia, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
3. The student athlete shall not attend an illegal party. An illegal party shall be defined as a party where alcohol, drugs, cigarettes or other illegal substances are present and available for minor's use.
4. Athletes, as representatives of the Hutsonville School District, are expected to maintain high standards of sportsmanship at all times. Arguing with officials, insubordination to a coach, taunting players or fans of other teams, swearing, or deliberately violating rules of the game are examples of poor sportsmanship. Blatant violations of good sportsmanship are not allowed. Coaches/sponsors are encouraged to establish rules regarding inappropriate behavior and displays of poor sportsmanship. Coaches/sponsors are expected to discipline the violators accordingly. A continued lack of good sportsmanship or displays of inappropriate behavior will ultimately result in dismissal from the team or activity.
5. A student-athlete convicted of a criminal offense (not including common traffic violations) will be subject to suspension from athletics for the remainder of the school year.
6. The head coach of each sport (subject to the approval of the Principal) shall have the authority to specify additional rules relating to health, safety, conduct, attitude, language and the like and may discipline student athletes for violation of those rules including a possible suspension(s) from a contest(s) for serious offenses. Written copies of specific rules will be given to athletes and made available to parents by the coach at the beginning of each season.

Penalties for Rule or Policy Infraction

An athlete accused of a violation of the Athletic Code will be informed of the charge and given an opportunity to respond. Discipline will be handled by the coach, but suspensions pertaining to Athletic Code violations may only be done by the Principal, Dean of Students, or Athletic Director.

Penalties for violations of the Athletic Code will be carried over from one sport season to another or from one school year to the next. If a violation occurs out of season, the penalty will begin during the athlete's next season. Athletes must successfully complete the penalty portion of the violation before the athlete may complete in any interscholastic competition. Failure to complete the season will result in the penalty being served in the athlete's next season. Athletes are expected to attend all practices and games while serving an athletic suspension.

The following disciplinary actions may be taken for violations of the Athletic Code in addition to any action taken as part of regular school discipline.

Level One Offenses includes all serious violations except those categorized under Level Two wherever and whenever they occur. Serious violations typically involve, but are not necessarily limited to:

1. Use or possession of tobacco products
2. Falsification of documents, i.e. signing name as parent on permission slips
3. Harassment
4. Attendance at an illegal party with legal proof of non-participation (i.e. breathalyzer result of zero)
5. Other offenses as defined in the Student Handbook as determined by the school administration

- First Offense: One-fourth of season
- Second Offense: One-half of season
- Third Offense: One-year suspension
- Fourth Offense: Suspension for remainder of high school career

Level Two Offenses involve any critical incident as wherever and whenever they occur. Examples include, but are not necessarily limited to:

1. Hazing, bullying
2. Possession, consumption, or distribution of any drug, intoxicant, alcohol, marijuana, look-alike drugs, or drug paraphernalia
3. Attendance at an illegal party
4. Weapons violations
5. Vandalism
6. Assault or battery
7. Theft

- First Offense: One-half of season
- Second Offense: One-year suspension
- Third Offense: Suspension for remainder of high school career

An example of how the offense levels and number of violations impact each particular sport at Hutsonville High School is outlined on the following page. The exact number of contests per sport each year may vary and the information on the chart is used for illustrative purposes only.

Athletic Code Violation Impact By Sport

Level/ Offense	1/1	1/2	Level 1/ Offense 3	Level 1/ Offense 4	2/1	Level 2/ Offense 2	Level 2/ Offense 3
Baseball 35 Contests	8	18	1 Calendar Yr from Date of Infraction	Remainder of HS Career	18	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Basketball 21 Contests	5	11	1 Calendar Yr from Date of Infraction	Remainder of HS Career	11	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Cheerleading (Football) 9 Contests	2	5	1 Calendar Yr from Date of Infraction	Remainder of HS Career	5	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Cheerleading (Basketball) 21 Contests	5	11	1 Calendar Yr from Date of Infraction	Remainder of HS Career	11	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Football 9 Contests	2	5	1 Calendar Yr from Date of Infraction	Remainder of HS Career	5	1 Calendar Yr from Date of Infraction	Remainder of HS Career

Level/ Offense	1/1	1/2	Level 1/ Offense 3	Level 1/ Offense 4	2/1	Level 2/ Offense 2	Level 2/ Offense 3
Golf 18 Contests	4	9	1 Calendar Yr from Date of Infraction	Remainder of HS Career	9	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Softball 35 Contests	8	18	1 Calendar Yr from Date of Infraction	Remainder of HS Career	18	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Track 18 Contests	4	9	1 Calendar Yr from Date of Infraction	Remainder of HS Career	9	1 Calendar Yr from Date of Infraction	Remainder of HS Career
Volleyball 21 Contests	5	11	1 Calendar Yr from Date of Infraction	Remainder of HS Career	11	1 Calendar Yr from Date of Infraction	Remainder of HS Career

Language and maximum season as defined by the IHSA will be adjusted based on actual schedules.

Determining Suspension Period

The percentage is based on the total number of weeks of the extracurricular activity. For competition activities such as sports and scholastic bowl, the suspension period is based on the total number of regular season contests scheduled plus the minimum number of games that could be completed in any tournaments entered.

In the case of crossover suspensions, any remaining consequences will be prorated to the next season based on the percentage remaining (no less than one game).

Crossover Suspension Examples

Example 1

A baseball player caught smoking (Level 1 Offense) for the second time is imposed an 18 game suspension. Only seven games remain in the season (seven is 38.8% of 18). Therefore, he has served 40% of his suspension.

If the player goes out for football the next fall, he still has 60% of his suspension to serve. Sixty percent of five (the penalty for Level 1 Offense, Second Offense) is three. He served three games to complete his suspension.

Example 2

A football player is caught smoking (Level 1 Offense) for the second time (five game suspension). Only two games remain in the season (two is 40% of five). Therefore, he has served 40% of his suspension.

When the player goes out for basketball in the winter, he still has 60% of his suspension to serve. In order to serve 60% of 21 games (the penalty for a Level 1, second offense) is 12.6. Therefore, he serves twelve games to complete his suspension.

Voluntary Admission

Voluntary admission of the use or possession of drugs, alcohol, or drug paraphernalia will result in the penalty being reduced by half if the athlete also obtains and successfully completes assistance for his/her problem acceptable to the Principal and Dean of Students. An athlete who does not successfully complete the assistance program will be required to serve the full suspension.

Voluntary admission means that the student reports the violation to an administrator of the school before information of the violation has been obtained by the

coach or another school official from other sources, or acknowledges the violation immediately upon initial questioning about the violation by the coach or other school official.

This provision may be used only once by any athlete during his/her high school career on a first offense. The length of multiple suspensions can be reduced by the school administration if the student completes, at their own expense, a school-approved assistance program.

Other Guidelines

1. Parent participation is expected for all athletes. This participation can take the form of ticket taking, working concessions, or performing other duties as requested (related to their student's athletic contests).
2. An athlete is financially responsible for all equipment checked out to him or her. Any such equipment or uniform that is damaged or lost will result in the student paying for the replacement cost of said equipment.
3. Practice and game schedules will be prepared for student athletes. Schedules will include the beginning and completion time of practices. Coaches are expected to have completed practice at the designated time.
4. All School District rules and regulations apply to student athletes while they are participating in a school sponsored activity or while they are a member of any school team. This includes:
 - A. Disciplinary procedures take precedence over participation in athletics – students who are suspended or serving an in-school detention may not participate or attend extracurricular/co-curricular activities. Students are required to serve detentions when assigned.
 - B. The attendance policies set forth in this handbook also apply to athletics. Unexcused absence will result in exclusion (as per policy) from an extracurricular/co-curricular activity or practice on the day of the unexcused absence. Determination of whether an absence from school is excused or unexcused is made by the Dean of Students. (See also Absence and Extracurricular/Co-Curricular Activities in the Student Handbook).
 - C. Bus rules and guidelines for parental pick-up of students also pertain to athletics. Students who are suspended from riding the bus due to infractions of bus rules will not be allowed to participate in extracurricular/co-curricular activities which require travel during the suspension.
5. Students in Hutsonville High School are encouraged to participate in the wide variety of activities sponsored by the School District. At the same time they have a responsibility to each of the activities in which they choose to participate. Coaches and sponsors will work together to minimize conflicts. To help alleviate unavoidable conflicts the following applies:
 - A. Academic responsibilities and instructional field trips will take priority over all other activities. Student athletes will not be penalized for attendance in an academic program.
 - B. Interscholastic contests (games) and public performances (concerts, plays, etc.) will take precedence over practice sessions or meetings.
 - C. Regularly scheduled monthly (once a month) meetings of organizations will take precedence over practice sessions.
6. Every student athlete must have on file in the Principal's Office or the Athletic Director's office a current physical examination form signed by a physician and proof of insurance

coverage (or a signed insurance waiver) before being allowed to practice or participate in an extracurricular/co-curricular activity.

7. Athletes may participate in two sports (activities) or a sport and cheerleading activities whose seasons overlap or coincide, with permission from both coaches/sponsors. The coaches along with the athletic director will work out a reasonable compromise on shared time for games and practices for all of these shared sports or cheerleading activities.

8. As a general rule, no school functions/games, including practices will be held if school is closed for inclement weather. Exceptions may be made at the discretion of the administration.

9. No required or voluntary athletic team or extracurricular/co-curricular activity practices may be held on the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, and no practices are to be held on Sunday as well.

10. Students will not be allowed to drive to or from games or activities located away from their designated pick up points. All players, participants and other students involved with the team will be expected to ride the bus to the event and back. However, their parent/guardian, or the parent/guardian adult designee may pick them up after the game. The parent/guardian or the parent/guardian designee wishing to take their child home after the game, must sign a sheet provided by the coach/ sponsor indicating their intentions to take the student home.

11. Student athletes that are excused from participating by a doctor's note (because of injury or illness) must also have a doctor's note indicating when they may return to full participation. This applies to both games and practices.

12. In activities in which Hutsonville co-ops with another school, every effort has been made to align the two school's extracurricular/co-curricular policies. If there are any differences between the schools policies, the host school's rules or policies will take precedence.

IHSA Performance-Enhancing Drug Testing Policy

As a part of its on-going efforts to raise awareness and reduce the use of anabolic steroids and performance-enhancing dietary substances by student-athletes.

For a complete list of resources, interested individuals can access the IHSA's Sports Medicine Advisory Committee's Special Topics page at

<http://www.ihsa.org/org/policy/2008-09/policies.pdf>

This link includes information for student-athletes and their parents. The following topics are addressed in detail:

- Background
- General Prohibitions
- Banned Substances
- Consent Form
- Selection of Athletes to be Tested
- Administration of Tests
- Testing Methodology
- Sufficiency of Results
- Appeal Process
- Penalties
- Confidentiality

- Collection of Results
- Program Renewal
- IHSA Banned Drug Classes for 2010-2011

**THE FOLLOWING PAGES OUTLINE THE ATHLETIC ELIGIBILITY RULES AS
PRESCRIBED BY THE IHSA FOR THE 2010-11 SCHOOL YEAR.**

HUTSONVILLE HIGH SCHOOL

Handbook Distribution Verification

I have received, read, and agree to abide by the contents of the 2010-2011 edition of the *Hutsonville High School Student Handbook* and have instructed my high school student to also read the handbook. In particular, I have read the sections on academics, attendance, and student discipline.

Student Signature

Date

Parent/Guardian Signature

Date

Please return this signed form no later than
September 10, 2010