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**Student Handbook 2018-19**  
**Message from the Administration**

Dear Students and Parents:

Welcome to Heritage Community Unit District #8. The faculty and staff are looking forward to a great year working with your child. We truly believe in a team approach to your child's education and we know that as we work together this school year, our children will excel in their next step to becoming a lifelong learner. The handbook is designed to inform you about our schools and to provide you with a reference for information regarding our policies and procedures. We are excited about the coming school year and look forward to working with the students, parents, faculty, staff, and community. If you have any questions and or concerns please feel free to come in and discuss them.

Sincerely,  
Tom Davis  
Superintendent  
217-896-2421

Sincerely,  
Mrs. Kristi Sanders  
Elementary & JH Principal  
217-896-2421

Superintendent: Tom Davis  
Elementary Principal: Kristi Sanders  
High School Principal: Tom Davis  
Athletic Director: Lori Archer  
Bookkeeper: Deana Wolf

Junior High Principal: Kristi Sanders  
High School Dean: Jason Conn  
High School Dean: Corey White  
Treasurer: Myrna Madigan

**Secretaries Homer:** Shelly Fitzgerald, Laura Benschneider, Stacy James

Heritage School Board Members:  
John Lannon President  
Darren Tate-Vice President  
Courtney Montgomery  
Kimberly Keniley-Ashbrook

Curt Elmore  
Robert Benschneider  
Robert Fitzgerald

**Heritage Elementary**

Kindergarten: Jennifer Unser, Mary Sue Rothermel  
1st: Allison Lowe, Debbie Wascher  
2<sup>nd</sup>: Sandra Whalen, Darci Struck  
3rd: Megan Desmond, Evin Bennet  
4<sup>th</sup>: Carly Shonkwiler, Shelley Tison  
5<sup>th</sup>: David Harding, Amber Loschen  
PE: Lori Archer, Alan Sorensen  
Band/Music: Justin Lee  
Title I Reading/Library: Amy Courson  
Special Education & Resource: Mary Kay Anderson, Jenny Montgomery  
Teacher Aides: Debby Lemmon, Diane Stokes, Heather Powell, Diane Auteberry

**Heritage Junior High**

Computer Instructor/Assessments: Lori Davis

Band/Chorus: Justin Lee

English: Chad Honeycutt

Math: Marsha Block

PE: Lori Archer, Alan Sorensen

Science: Jane Cramer

Social Studies: Kit Brown

Special Education/Resource: Stephanie McCall

Teacher Aide: Dianne Auteberry

Art: Julia Galaway

**Bus Drivers:** Lori Archer, Dianne Auteberry, Susette Tatman, Kevin Block, Julie Humphrey, Marty Wilson

**Kitchen Staff:**

Homer: Karen Heckman, Shelia Huff

**Custodians:**

Homer: Susan Bosch, Clayton Thomas

**Librarian:** Amy Courson

**School Nurse:** DiAnne Boyd

**Speech Pathologist:** Pam Tate

## **Introduction**

Families, schools, governments, societies. Any time and any place people live and work together; they develop a system of rules and procedures to make sure individuals know what is expected of them and of others. This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Heritage Community Unit School District #8.

We hope that all students and parents in the district will take time to become familiar with the handbook and refer to it throughout the year as questions arise. ***Failure to read the Student Handbook does not mean that students and parents will not be held to the handbook's provisions.***

## **Disclaimer**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

## **Mission and Vision Statement**

**MISSION STATEMENT: *INSPIRE A PASSION FOR LEARNING***

We, The HERITAGE COMMUNITY UNIT SCHOOL DISTRICT, believe that:

- Students are unique in their needs, thought processes, learning styles and will be inspired in different ways.
- When passion and vision are involved, we believe that given the opportunity students can learn and achieve.
- When given a stimulating environment, enough time and the right opportunities, students will learn to be life-long learners, college and career ready, and able to negotiate our ever-changing global society.
- The key to any positive interaction is respect.
- Students are entitled to a socially, emotionally, and physically safe learning environment.
- Change offers an opportunity for growth.
- Consistent rules and discipline, positive values and social skills are necessary for all individuals.
- After given opportunities, everyone is accountable for their own success.
- Parental support and involvement is essential to motivate students for optimum success in education.
- Through continual communication, integrated curriculum and collaboration, schools will develop a progressive educational plan of academic development.
- The best learning process occurs when students and staff are motivated to strive for excellence.

## **Nondiscrimination Statements**

It is the policy of Heritage Community School District #8 that no person shall be subjected to gender, racial, socio-economic, or ethnic discrimination. It is our policy that equal opportunities in educational programs, extracurricular activities, employment practices, general services, and benefits are offered without regard to sex, race, color, national origin, religion, handicap, or age, in accordance of Title IX federal law. The Superintendent (or designee) of the district shall serve as the Compliance Coordinator. No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantages or opportunity. Furthermore no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, other students, or the effect of any school policy or practice. The Superintendent (or designee) shall act as the Compliance Coordinator.

Cross Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

### Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

Cross-References:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

### Mandated Reporters

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

PRESS 5:90, *Abused and Neglected Child Reporting*

### Video & Audio Monitoring Systems

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

Cross-Reference:

PRESS 4:110, *Transportation*

### District Organization

Heritage Community School District #8 is the result of a 1989 merger of two adjacent independent school districts (ABL #6 and Homer #208). Voters passed the consolidation referendum and the new Heritage district officially began July 1, 1989.

The district has two different buildings. The District Office is located in Broadlands at the Heritage High School building. The building in Homer is used for Heritage Elementary and Heritage Junior High and houses kindergarten-8<sup>th</sup> grade students.

The Heritage district is governed by a seven-member **Board of Education**, elected by voters within the school district to four-year terms. The Board of Education holds its regular monthly meetings at 7:00 p.m. the 3<sup>rd</sup> Monday of each month in the Board Room at the Heritage Junior High building.

The agenda for each meeting will be posted in advance of the Board meetings, and minutes from previous meetings are available for public review at the district office. The public is invited to attend meetings of the Board of Education, as provided by law. If a citizen wishes to make a presentation at a Board meeting, please contact the Board President or the Superintendent to be put on the agenda at least one week before the scheduled meeting.

The Board of Education determines the overall policies and guidelines for the district. The Board is committed to providing the best learning environment within our district's available resources to facilitate the intellectual, physical, emotional, and social growth of our students.

The **Superintendent** reports directly to the Board of Education. The Superintendent handles the day-to-day affairs of the district, with four main responsibilities of (1) planning, (2) budgeting, (3)

government compliance, and (4) supervision of staff and students. The Superintendent carries out district policies as determined by the Board.

The **Principal**, another administrator, reports directly to the Superintendent. The Principal assists with the district's day-to-day operations. A main focus of the Principal's responsibility is student conduct and discipline, as well as staff support.

**Classroom teachers** are the most essential links in the educational program. They are responsible for the day-to-day instruction of all children in their classroom, including monitoring student achievement and maintaining discipline. They are certified professionals and take continuing education courses to maintain their teaching certification. They report to the Principal and Superintendent. At Heritage, the teachers are also represented by the Heritage Education Association.

**Support staff** provide integral services to our students. These people, whom report to the Principal, Assistant Principal, and Superintendent, take care of many student needs throughout the day. Support staff includes bus drivers, custodial staff, cooks, secretaries and aides. The school also provides the services of specialized staff including a school nurse, social worker, psychologist, and speech pathologist.

### **Education of Children With Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

*Cross Reference:*

*PRESS 6:120, Education of Children with Disabilities*

### **Sex Offender Registration/Child Murderer Community Notification**

This is a multi-agency program which involves all law enforcement agencies, the courts, the Illinois Board of Education, the Illinois Department of Children and Family Services, the Illinois Department of Corrections, school, and licensed day care facilities. The Illinois State Police Special Operations Bureau administers the program and the Law Enforcement Agencies Data System serves as the repository for all information. If you would like to know who is a registered sex offender in your community please go to <http://www.isp.state.il.us/sor/>

### **Asbestos**

There is asbestos in the Homer and Broadlands buildings. The asbestos is encapsulated. Contact the superintendent at 217-834-3393 if you desire additional information.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the superintendent at 217-834-3393.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

*Cross-Reference:*

*PRESS 4:160-AP, Environmental Quality of Buildings and Grounds*

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School's Rights and Responsibilities**

As a partner in the education process, the Heritage School District has certain rights and responsibilities to students and their families as determined by law. Other rights and responsibilities are those the district undertakes to meet our district's stated goals for students and the needs in our community.

#### **The school accepts the right and responsibility to:**

1. Meet the specific physical, social, emotional, and intellectual needs of each student by providing a warm and open relationship between students, teachers, parents, and the community.
2. Initiate, monitor, and evaluate learning experiences designed specifically for each student in an environment that challenges the individual to meet his/her abilities and needs.
3. Provide a program of educational guidance based on the concept that direction belongs in all classrooms; that is, each teacher is guidance oriented and continually provides guidance, modeling, and choices that help to educate each student.
4. Provide a program of activities related to the interests and needs of each student including recreational and special interest activities.
5. Develop and nurture an appreciation for the aesthetics.
6. Develop and nurture an appreciation and understanding of lifelong learning.
7. Provide learning situations wherein emotional stress caused by each student's physical, intellectual, and social growth differences are minimized, and where learning experiences allow for physical movement and activity where possible.
8. Give each student an opportunity to learn on his/her own by pursuing personal curiosity, developing future interests, and increasing opportunities for experience by providing a flexible learning environment.
9. Establish learning opportunities through flexible and innovative instruction, cooperative grouping, and educational plans that allow individual student learning needs to be met.
10. Facilitate through group interaction an atmosphere that encourages process, experiential learning, and an appreciation for the democratic processes and skills necessary for effective citizenship.
11. Train students in effective habits of study, learning, and test-taking skills.
12. Offer remedial and enrichment procedures to strengthen the individual needs of each student.
13. Instill within each student a respect for the rights and property of others.
14. Help each student realize that life and education are a series of choices with consequences and expectations.

Other specialized staff, including a licensed social worker and a psychologist, is available to assist our students when needed.

### **Parents' Rights and Responsibilities**

Parents and guardians also have certain rights and responsibilities for their child's educational development.

#### **To assist in this parents agree to:**

1. Register their child for classes and pay all necessary fees in a timely fashion.



2. Provide updated addresses and telephone numbers to the district office if the family moves during the school year or a parent's employment status changes.
3. Notify the administration and teacher of any change in living arrangement or family situation that may affect the child's performance at school.
4. Obtain required health and dental examinations for students and provide proof of those exams as required by state law.
5. See that the child attends school each day school is in session or promptly notify the school of student absence and arrange for homework.
6. Ensure that the student arrives at school in time each morning so he or she is ready to learn when class begins.
7. Ensure that the student leaves the school grounds promptly after school is dismissed or school activities the student is participating in have ended.
8. Regularly view the student's homework and offer encouragement and support.
9. Encourage their student to ask for help at school and at home when it is needed.
10. Monitor student's progress at school—in the classroom and in extracurricular activities.
11. Follow the established procedure to review the school's official records concerning the student.
12. Communicate regularly with the student's teachers.
13. Help the student understand school rules and procedures and follow them.
14. Help teach their child to accept responsibility for their own actions and behavior.
15. Help teach their child to take care of their own and others' property and belongings.
16. Become involved in some way in the school district—as a classroom volunteer or chaperone for a field trip, in the parent-teacher organization, as an assistant for an extracurricular activity, or by providing requested supplies or “extras.”

**PLEASE NOTE:** State law provides for informing non-custodial parents of the progress of their children at school unless a court order exists preventing such action. A copy of any court order prohibiting contact with children or access to information about them should be filed with the building principal. Court orders for protection should be filed with the building principal.

### **Privacy Act**

Under the Privacy Act, parents who do not wish their children's names and addresses included in the school directory list for possible distribution must notify the building principal in writing within the first 14 attendance days of the current year. Parents must also notify the building principal in writing within the first 14 attendance days if their students cannot be videotaped or photographed for school district use, or if the child's school work cannot be displayed in the school building or posted on the school Web site.

### **Concerns Protocol**

The following protocol will be followed before requesting a meeting with the Board of Education. Most concerns can often times be resolved through open communication between teachers and parents and often times teachers are unaware of a concern that a student or a parent might have. If there is a concern please contact the office to set up step one of the procedures listed below.

Step 1 – One on One teacher/parent(s) meeting.

Step 2 – If concern is not resolved, meeting with principal, teacher(s), and parent(s).

Step 3 – If concern is not resolved, meeting with superintendent, principal, teacher(s) (union representation if needed) and parent(s).

Step 4 – If concern is not resolved by step 3, superintendent will put parents' concern on the agenda for the Board of Education meeting. Student concerns according to student privacy guidelines must take place in closed session of school board meetings.

### **PARCC Requirement**

The school district will follow Illinois State Board of Education and State of Illinois prescribed guidelines on the administration of PARCC and other state assessments as determined.

### **Students' Rights and Responsibilities**

As citizens of the school, community, state, and country, Heritage students have certain individual rights as well.

1. To become informed of and adhere to reasonable rules and regulations as established by the school board and implemented by administrators and teachers.
2. To respect the right and individuality of other students, teachers, administrators, and other adults.
3. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
4. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
5. To maintain the best possible level of academic achievement; that is, to do the best work they are capable of doing according to their ability.
6. To respect the reasonable exercise of authority by administrators and teachers in maintaining discipline in school and at school-sponsored activities.
7. To be punctual and present in the regular or assigned school program to the best of their ability.
8. To care for all school property and equipment, whether it is individually assigned to them or not.
9. To promptly report to school authorities any activities that might endanger the well-being of other students or school staff, or result in damage to school property.
10. To make choices that reflect the values, attitudes, and beliefs of the community in which they live and learn.

### **Fees and Waivers**

#### **Lunch and Milk Fees**

The Board also determines the prices of student and adult lunches in the hot lunch program, and for the price of milk by the carton. Currently, K-8 student lunches (which include 1 carton of milk) are \$1.75 per day, high school student lunches (which include 1 carton of milk) are \$2.00; adults, \$2.00 per day. Milk is \$0.35 per carton.

Lunches are paid for in the morning before school starts, preferably at the beginning of the week. Checks should be made payable to Heritage Schools; it's helpful if you also list in the memo area of the check your child's name and the number of lunches being purchased.

Mid-morning milk is available in all kindergarten-Grade 2 classrooms in our district. Students are not required to drink milk at this mid-morning break, but they cannot substitute anything other than water for the milk. Milk may be purchased for \$13.00 for the quarter or for \$52.00 for the year. Milk purchase will be done at registration or at the school offices.

#### **Book Rental Fees**

Book rental fees are \$60 for grades K-8 and \$70 for high school. Registration dates for the next school year will be determined by the administration. Book rental fees are collected at registration and include the cost of consumable workbooks, textbooks, and weekly magazines.

The book rental fee does not cover unusually damaged, abused, or lost books. Such occurrences will result in additional charges to the pupil. Unless otherwise noted, students are responsible for providing their own school supplies, based on the teacher-provided list available during registration and on the website.

### **Lost/Damaged Textbooks or Library Books**

If a student loses a textbook or library book and the district has to purchase a new book, the student is to pay for the cost of the new book. If the district can obtain a used textbook or library book to replace the lost book, the student will pay for the cost of the used book.

When a student damages a textbook or library book and the book is still useable, the cost to the student will be determined based on using the book for 5 years. If the textbook or library book that is damaged is not useable, the student must pay for new book. An example of assessing a student a damage fee is: book costs \$60.00 new; book has been used for three years; student has unusual wear and tear but book is still useable; assess one fifth of the cost of a new book. If original cost of book is unknown and the cost of a replacement book is unknown, assess the student one fifth of \$60.00. Sixty dollars is the average cost of new textbooks. Severe damage to a textbook that is still useable will result in assessing the student up to half or three-fourths the cost of the book depending on how old the book is and how severe the damage.

### **Waivers**

The Board recognizes that some students will be unable to pay some of these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. These students are **not** exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student on an application form available from the principal. Such information is kept confidential.

Application may also be made for children to participate in the free or reduced-cost lunch program.

### **Insurance**

Injuries and accidents that happen while students are in school during the school day are covered by school insurance. Students and their families are asked to work with the building administrator in filing any claims that result from injuries that occur during the school day. The school's insurance is supplementary to your family's primary medical insurance.

Families may purchase additional, 24-hour, year-round insurance coverage through the school if they CHOOSE. Additional information regarding insurance will be available at registration and in each school's office. Because the school's insurance has such low premiums, it is not a comprehensive policy, and families should view it as supplementary to other coverage they may already have. Families who purchase this optional coverage are responsible for notifying the school immediately of any claims that arise.

The optional insurance is not refundable once it has been purchased.

### **Athletic Insurance**

The families of student athletes **must** either purchase the additional school insurance or sign an insurance waiver, which exempts the school district from payment of medical bills for injury while participating in sports.

### **School Pictures**

The school arranges for a professional photographer to take pictures of individual students early during each school year. Families are given the opportunity to purchase portrait packages but are under no obligation to do so. Information about the portrait packages, prices, and when the pictures will be taken will be sent home in advance with each student. Money for the pictures must be paid in advance or on the day of the photography!

As a courtesy to district families, parents of preschoolers may arrange to have their children's pictures taken the same day. Please contact the building secretary as soon as possible for an appointment time.

Pictures of athletic teams (including cheerleaders), band, and chorus are also taken. These pictures are sold on a request-basis only. Individual band, basketball, and athletic pictures are taken at the same time. Students should have these individual pictures taken only if they are buying them.

### **Admission to Extracurricular Events**

Our School Board has approved the admission fees set by the Three Rivers Conference. Admission to all regular season home games sports are:

- \$2.00 for K-8 students and senior citizens age 65 and over
- \$3.00 for high school students
- \$3.00 for adults
- Free for preschoolers

- Admission to athletic tournaments hosted by the district may be higher.
  - If Heritage hosts other extracurricular events, the admission fee (if any) will be posted in advance.
- \*The School Board establishes fees and charges to fund certain school activities. There is no intent to make a profit from any of these charges. Fees are established by the Board on a cost basis.

### **Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. Transfers students must provide this documentation within 4 weeks of enrollment or will be excluded until provided to the school.

#### **Eye Examination**

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

#### **Dental Examination**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows

the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

### **Sex Education Instruction**

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

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

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

## **The Heritage School Day**

### **Hours of Attendance**

Classes begin each morning at 8:15 a.m. and dismiss each afternoon at 2:50 p.m. throughout the year, we have several scheduled early dismissal days and half-days for teacher in-service. These are noted on the school calendar elsewhere in this handbook, as well as in the monthly announcements from the school district.

Parents are responsible for notifying the school office by 9:00 a.m. each morning if a child will be absent. Arrangements for picking up homework can also be made at that time.

Our district has many rural students who use the bus to get to and from school. In addition, with two different school buildings, we provide transportation from one building to another. **Students who ride the shuttles are responsible for being at the shuttle stops by the designated times. Otherwise, their families will need to make alternate arrangements to transport the child to the appropriate school building.**

Note: we use "bus" for students who live in the country and need to ride the school bus to town to get to school. "Shuttle" is used to refer to when we transport students from one building in our district to another.

### **Arriving and Leaving School Each Day**

Each school building in the Heritage District opens to all students and parents at 7:40 a.m.; entering the buildings before this time is not allowed unless the building administrator deems it necessary because of inclement weather.

The district assumes supervisory responsibility for Heritage students once they are on school grounds after 7:40 a.m., or as soon as they step on a Heritage bus or shuttle, whichever is first. The district's supervisory responsibility for Heritage students ends when school is dismissed or when authorized student bus riders depart from the Heritage bus. Students who participate in authorized extracurricular activities remain under Heritage supervision until the scheduled activity ends.

Parents or caregivers who bring their children to school are asked to unload and load their students in designated areas away from the bus-loading zone. If parents need to come into the building, they are asked to park their vehicles in an appropriate spot and not block any bus routes or fire lanes. Our students' safety depends on you, too!

Students who arrive at school after classes begin are asked to sign in at the building office before going to their classrooms. Parents are to be out of the classrooms and hallways by 8:00 am.

### **Attendance**

The Compulsory Attendance Law of the State of Illinois requires persons between the ages of 7 and 17 to be enrolled in a public or private school for the entire time that it is in session during the regular term, with legal responsibility for student attendance resting with the parent or guardian. Parents or guardians who knowingly and willfully permit a child to be truant can be convicted of a class C misdemeanor which means they are subject to not more than thirty days imprisonment and/or a fine of up to \$500. (105 ILCS 5/26-10)

Beginning January 1, 2010, HB806 allows children who attended a non-public preschool, a non-public kindergarten, were taught kindergarten by a certified teacher or will be 6-years-old on or before Dec. 31 of the upcoming school year to attend first grade once they have successfully passed evaluations to determine their readiness. <http://www.ilga.gov/legislation/ilcs/documents/010500050k10-20.12.htm>  
The following policy will be followed when a student's absences accumulate without written documentation from a doctor:

The school will notify the parents and the Attendance Improvement Program/Regional Office of Education Truant Officer after the following occurrences by letter:

- a. 5 unexcused absences
- b. 10 unexcused absences
- c. 10 excused absences
- d. 15 excused absences.

The Truant Officer will send a letter to the parent requiring that doctor's notes be provided for additional excused absences. In these cases, if a doctor's note is not provided for any future absences, then those absences are considered unexcused. Once the Truant Officer sends this letter, it is the school's responsibility to follow through with marking absences unexcused when doctor's notes are not received. Excessive absences can result in requiring a parent to meet with the State's Attorney, Attendance Improvement Program staff, or a court appearance.

Since each individual case is different, the principal will determine which students to refer to the Attendance Improvement Program. A combination of excused absences, unexcused absences, or any of the other at-risk indicators will determine which students fall into this category.

Educational research and simple logic dictates that students must maintain consistent and punctual attendance at school to derive the most educational benefit that the school offers. Erratic attendance patterns in all but the rarest of cases invariably leads to low grades, substandard achievement, frustration, and/or failure for the student. The intent of the attendance policy for Heritage Schools is to encourage regular daily attendance for all students, to develop positive patterns of personal development and dependability, and to foster good classroom achievement and the feelings of accomplishment and confidence in work well done.

Parents are requested to call the Homer office (896-2421) between 7:45 and 8:15 a.m. if your child will be absent for the day or part of the day. If a call is not received the school will contact you. Upon returning to school the student must report to the office with a note, dated and signed by the parent, giving the reason for the absence.

Any student who is absent from school (either excused or unexcused for any reason) must report to the office and obtain an absence form before going to their first class of the day.

Students may not leave school during the day without permission from a parent. When leaving school the student **MUST** sign out in the office. Failure to do so will result in a detention, suspension, or other disciplinary action.

A. Students will be excused from school for the following reasons:

1. Illness—students with a contagious illness must stay home to prevent the spreading of the disease, and at least 24 hours after the break of a fever associated with the illness.
2. Funeral—of a relative or friend
3. Doctor or dental appointments—it is best if these can be arranged when school is not in session. Students should attend for as long as possible either before or after the scheduled appointment.

It is the responsibility of the student to arrange to make up missed work for an excused absence with each teacher. The work, if completed within the same number of days as the length of the absence, will count for full credit.

B. Students may be absent with permission for the following reasons:

1. Family emergencies or other extenuating circumstances—with the approval of the principal.
2. Religious holidays which require students not be in school.

Students who are absent with permission must bring a written note to the principal requesting prior approval (unless an emergency makes this impossible). After office approval, arrangements must be made with each teacher to complete all assignments. To receive credit, assignments must be turned in by the end of the day the student returns to school following the absence.

C. Unexcused absences

The following are examples of unacceptable reasons for absences but not limited to the ones given: Head lice, leaving school without proper clearance from the office, work without proper clearance from the office, work unless arrangements have been made in advance, missing the bus, car trouble, shopping, oversleeping, beauty shop and barber shop, failure to complete an anticipated absence form, having a picture taken etc..

Students who present a false excuse, whether written and signed by the parent or not, will be considered unexcused and will be subject to further disciplinary action. Once a student uses a false note or call-in, he/she will be required to have their parent or guardian call the school or personally come to the school to sign their student in or out of school. No further notes will be accepted from the student. The principal or his designee will verify all call-ins.

Students who are absent more than 5 days in succession from school for illness must bring a doctor's note giving a reason for their absence, otherwise the absence will be considered as unexcused. The principal has the discretion of evaluating every absence on an individual basis.

### **Homework During Absence**

Homework for a student who must be absent from school will be secured from all teachers concerned and forwarded to the student at the parent's request. Parents are requested to indicate who will be picking up the homework from the office to take home to the student. Parents may leave this request with the secretary when they make their attendance call to the school.

In addition, students are responsible for collecting homework immediately upon their return to school. Each teacher will give the student one school calendar day for every class period missed to turn in assignments missed due to excused absences. Decisions regarding long term assignments (term papers, class projects, long term classroom assignments) will be made by the classroom teacher.

### **Tardy Policy**

Tardiness is disruptive to school processes and is considered to be a serious matter. It is the parents' responsibility to see that their child arrives at school in a timely manner. Students may be required to serve detentions for unexcused tardies.

Junior High students are permitted a combination of three tardies and lates to school per semester without penalty. The fourth tardy or late, and each thereafter for the semester, will result in a detention. Students who are late for school must report to the office—they are not to go directly to class. A detention will be issued if students do not report to the office first.

### **Unexcused Absence**

Students with an unexcused absence must complete the assignment for 50% credit. Failure to make up work results in 0 credit. Students have one day to make up work for each day absent.

### **Appointments**

Students must follow the instructions below for medical or dental appointments that are scheduled during school hours.

1. Any appointment (doctor, orthodontist, dentist, etc.) MUST have a note accompanying the student from the office of the appointment for the absence to be considered an excused absence from school. The student will be allowed to return to school, however, the absence code will be marked as an unexcused absence for student attendance if no note accompanies the student at time of sign in at the office.
2. Students leaving school for such appointments must sign out at the office prior to leaving school. Upon their return to school, the student must report to the office to sign in.

### **Absence and Extra Curricular Activities**

Students may not attend or participate in extra curricular activities if they have been unexcused absent from any portion of the day of the activity (or preceding the activity in the case of weekend events). Students who are excused absent or absent with permission may attend or participate in school activities if they have attended at least ½ day of school—. The principal may grant permission for excused students, or those absent with permission, who have missed more than ½ day to participate in extracurricular activities.

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.



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

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

### **Instructional Material**

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

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

### **Volunteer Policy**

School Board Policy on Volunteers

"We would like to take this opportunity to thank you for volunteering your efforts for the students, teachers, staff, and administration of Heritage Schools. Volunteers provide an invaluable service and contribute greatly to the success of the school district and our students. We hope you will enjoy your volunteer experiences and will not hesitate to volunteer your talents in the future. If we can provide any assistance or answer any questions about anything about the schools or district, please don't hesitate to contact a school administrator using the contact information listed below."

Procedures for all Volunteers

- Fill out and return Volunteer Registration Form before first date of volunteer service each school year.
- A background check and finger print sample will be required and the school district shall bear all costs associated with this.
- Report to the main office to sign in and out.
- Wear identification badge provided by the school while participating in volunteer activities.
- Work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities. Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer's requests and talents with tasks assigned.
- Volunteers will be assigned to grade levels separate from their own child or children.
- Communicate with designated staff members to assure clear expectations, task assignments, and feedback on volunteer activity.
- Adhere to the Heritage Community Unit School District Volunteer's Code of Ethics.
- Be aware of Health and Safety Procedures, follow infectious disease precautions, never touch blood or bodily fluids unless you are wearing protective gloves.

Board Policy Section 8:95

Adopted January 2008

### **Rights of Homeless Students**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational

opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered “**homeless**” if he or she is presently living:

- in a shelter, sharing housing with relatives or others due to lack of housing
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, or in a car, in an abandoned building
- Temporarily housed while awaiting DCFS foster care placement

#### **All Homeless Students Have Rights To:**

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
  - The school he/she attended when permanently housed (school or origin)
  - The school in which he/she was last enrolled (school or origin)
  - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is homeless or, if the student becomes permanently housed, until the end of the academic year.

#### **School Records**

Upon enrollment of a student for the first time in Heritage School District #8, the school shall notify in writing the person enrolling the student that within 30 days he must provide either (i) a certified copy of the student's birth certificate or (ii) other reliable proof, as determined by the Illinois Department of State Police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa or other governmental documentation of the child's identity.

Upon the failure of a person enrolling a student to comply, the school shall immediately notify Illinois Department of State Police or the local law enforcement agency of such failure, and shall notify the person enrolling the student in writing that he has 10 additional days to comply.

The school shall immediately report to the Illinois Department of State Police any affidavit received pursuant to this subsection, which appears inaccurate or suspicious in form or content. (325 ILCS 50/5) (from Ch. 23, par. 2285)

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged pursuant to subsection (a), in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request. (Source: P.A. 84-1430.)

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 the act to safeguard individual privacy and the efficient operation of the school district.

Any person requesting records of Heritage School District #8 may make such a request either in person or in writing at the district office located in the Homer Building (512 W. First St., Homer, IL 61849). The request should be made to the Superintendent's secretary, or if she is not present, the Superintendent. The fee for copies of records is \$.10 per page. This reflects the actual per copy cost.

District employees will complete all searching for and copying of records. Persons or firms wishing to further a commercial enterprise may not abuse access to the school's records. Board policy and administrative rules and a catalog of district records are available in the district office.

### **Student Records**

Student personal records shall be open to the student with the consent of their parents or guardians, except that consent is not required for any student in grades 10-12. Heritage School District shall provide whatever assistance is necessary to enable the student, parent(s) or guardian(s) to understand the material in the record.

Written consent of the student and the parent or guardian shall be required each time the student's record is divulged to any person other than certificated professional personnel employed by the local school board who have direct educational contact with the student.

Juvenile authorities are permitted access to student records when necessary for the discharge of their official duties when requesting information before adjudication of a student.

Students and parents are hereby given notice that the following categories of information may be published without written consent. You have the right to deny publication provided you give such denial in writing to the Principal during the first full week of school or prior to the sixth day of school: Name, address, telephone listing, date/place of birth, major field of study, participation in school activities, weight/height of team members, period of attendance, degrees/awards received, previous schools attended, and photographs. **Copies of student records are 10¢ a page.**

### **Divorced or Separated Parents**

The School Code ordinarily affords either parent, of a pupil whose parents are divorced, the right to access the records, reports and notices. The District may refuse to release these materials to a divorced parent only if the District has received a certified copy of a court order prohibiting the release of such records to that parent. The District must refuse access to records, reports or notices to any person who is prohibited from inspecting or obtaining a student's school records by a court order of protection pursuant to the *Illinois Domestic Violence Act*.

Either parent may request:

1. Reports or records which reflect the pupil's academic progress;
2. Reports of the student's emotional and physical health;
3. Notices of school initiated parent-teacher conferences;
4. Notices of major school-events, such as open houses, which involve pupil-parent interaction;
5. Copies of the school calendar and newsletters.

### **Promotion Criteria**

Students who do not qualify for promotion (fail two or more academic subjects using year-end average) will be considered for grade retention by the administration. If a student continues to fail two or more academic subjects, consultations will be held with his/her teachers following the third grading period. If your child is an eighth grader and fails two or more subjects he/she will not be allowed to participate in promotion or any other end-of-the-year eighth grade activities.

### **Class Placement**

When there is more than one class per grade level in a building, students are placed due to academic and behavior needs. The District reserves the right to balance the class sizes.

Parental requests are not permissible. The final class placement decisions will be at the discretion of the district. Class movement after placement will only be considered when deemed necessary by the district.

### **Driver Education**

Driver Education is offered to ninth and tenth graders. Students must pass a minimum of six (6) classes first and second semester of a student's eighth grade year to take drivers education first semester of their freshman year provided they meet birth date criteria and three (3) academic subjects the first semester of their freshman year in order to take driver education second semester. Students must meet all criteria to take drivers education first or second semester of freshman year.

### **Home Schooling, Student Transfers**

Heritage School District # 8 reserves the right to test students who have been home schooled to determine grade placement. The only grades that will be recorded for home schooling will be pass or fail.

### **Student Progress Reports**

Report cards will be issued every 9 weeks on the Friday after completion of the quarter. The following grades are used on the Jr. High report card: A (4 points) Above Average, B (3 points) Very Good, C (2 points) Average, D (1 point) Poor, F (0 point), P-Passing, INC-Incomplete, NC-No Credit, S-Satisfactory, and U-Unsatisfactory. Teachers will inform students of their grading scales and what is required to receive a specific grade.

Work leading to a grade of I (incomplete) on the report card must be completed by the Friday following the end of the quarter. After this time, a grade of "F" will be recorded for the quarter. Exemptions for extenuating circumstances may be requested by contacting the teacher.

4<sup>th</sup> through 8<sup>th</sup> grade mid-term reports will be sent home by the Friday following the fourth week of each grading period. All students will receive a mid-term report.

A teacher may send progress reports at any time between grading periods to parents of those students who need special attention. Such reports do not necessarily indicate that a student is failing, but may note a deficiency, which needs correction.

Students must be clear of all district indebtedness and disciplinary actions in order to receive grade cards or to participate in promotion ceremonies.

### **Computer Rules and Regulations**

In order to protect the district's substantial investment in software and data storage, students are not permitted to install or download any software on any internal or external computer or server without the consent of the technology coordinator. When a class has an educational need for additional software or downloading, the teacher will advise the technology coordinator. Students are also cautioned about the use of the internet connection. Internet access is regarded as an educational tool and must only be used as such. Any student violating any part of this policy or performing an activity that could be viewed as abusing the network, computers or printers will be banned from the privilege of computer and network access for a period of time to be determined by the principal in consultation with the technology coordinator.

### **Outdoor Recess Policy**

Weather permitting; all recesses may be conducted outdoors. Exceptions to this are as follows:

1. Rain
2. Heavy snowfall

3. Principals and individual recess supervisors on a daily basis for each building will consider temperature or wind chill factors below 25 degrees.

On colder days, outside recess times may be shortened. Parents are urged to dress their children so they can participate in this activity.

Time that children can spend outdoors, even if brief, has several benefits:

1. It allows students a time out of the confines of the room.
2. It provides a healthy outlet for energy.
3. Classrooms can become stale and dry during colder months
4. Students who must remain inside to work on back lessons can work with fewer interruptions.

Students who return to school after an illness may, upon written parental request, be kept indoors for a period up to three days. Please contact the principal if longer than three days is needed. Students that do not participate in PE because of medical reasons, Dr.'s note, etc. may not play at recess.

### **Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the principal.

*Cross Reference:*

*PRESS 6:150, Home and Hospital Instruction*

### **Medication Policy**

Heritage School District 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. 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 or at school related activities and the parent is not available, the following option exists:

When necessary, District employees will assist students in self-administration or administer medication to students. The only medications employees will administer are prescription medications and those over the counter medications authorized by a physician or parent. 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 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. District employees will administer medications in the principal's office. Students are responsible to report to the office to receive scheduled medication.

Medications of highly dangerous nature that require expertise in administration (e.g. Injections), and those that should be used only in emergency situations will not be administered by district employees except in the case of 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization*

### **Care of Students with Diabetes**

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

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

For further information, please contact the school nurse.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

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

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

*Cross Reference:*

*Press 7:285 Food Allergy Management Program*

### **Head Lice**

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

### **Communicable Diseases**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-References:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **Visitors**

Visitors, whether parents, or community members, are welcome at Heritage schools. It is required that all visitors enter at the main entrance and report to the office to sign in upon entering the building. Visitors should make prior arrangements with school staff and administration for approval. Visitations are not allowed the first or last week of school, or at times when achievement tests are given. Parents that wish to conduct a classroom observation must make prior arrangements with classroom teacher and building administration. Under certain circumstances this request may be denied. Student visitors are not allowed to visit Heritage Schools during the school day. Parent lunch visits are limited to one time per semester and must be approved by administration. Food and drinks brought in from outside must be limited to the visitor and student approved for the request to administration. Food and drink should adhere to USDA, ISBE, and CATCH program guidelines.

### **Emergency Closings**

The school will strive to take every precautionary measure necessary in the event of severe weather conditions or school mechanical problems, which causes school to close during regular session. It is difficult to foresee every possible situation and to provide an absolute solution to each in advance. The following will serve as a guide to you when school is to be cancelled for a whole day or dismissed early due to snow, ice, low visibility, tornado, heat, electrical, or water failure.

1. When time does not permit a written notice to parents, announcements of school closings will be made over radio stations WDWS-AM 1400, WDAN-FM 1490, WLRW-FM94.5, WIXY-FM 100.3 and television stations WCIA (3) and WICD (15).
2. When no announcement is made, school will be in session.
3. Do not call school office unless absolutely necessary. There are a great number of emergency calls that must be made in closing the school. Administrators should not be called

- at home for the same reason as above. Some areas close in earlier than others. Parents in these areas should feel free to pick up their students at their discretion.
4. We would appreciate it if parents will notify the school where you want your child to go in case we cannot get them home because of snow. This can be done during registration or you may tell us when you are at school or give us a call. If you prefer that we keep your child at school and not permit them to go to a friend's house, please notify us of this.

### **Interpersonal Relationships**

An important aspect of or students' education is the development of social skills necessary in everyday life. Learning to follow directions, accepting positive criticism, sharing with others, developing friendships, and dealing with competition are just a few of the experiences students will encounter. At Heritage we must all strive to exhibit proper respect for all persons. Considerations for the feelings of others and the use of good manners are expected of our students. Harassing, cruel teasing, or "initiating" of students will not be tolerated. Good manners also dictate that personal displays of affection do not take place in public. Profanity, vulgarity, or language that is suggestive in nature is not acceptable behavior in the school environment.

### **Dress**

Schools are supposed to be proper models of society, and as such must maintain higher standards than exist in many communities. We, therefore, expect our students to dress in an appropriate manner at school. Clothing that is distracting, indecent, or has obscene or inappropriate insignia on it should not be worn to school. Students with inappropriate attire will be required to change clothes. Staff and administration will monitor and enforce. Class time missed due to the necessity of changing inappropriate clothing will be considered unexcused. Specifically:

1. Girls are not permitted to wear halter or tube/crop tops, midriff revealing blouses, or jogger shorts. Tank tops are not allowed unless there is a shirt underneath and all shirt straps must be 2" wide.
2. Loose fitting tank tops are not allowed without a shirt underneath.
3. Boys are not permitted to wear net shirts, or shirts that reveal the midriff or jogger shorts. Tank tops are not allowed unless there is a shirt underneath and all shirt straps must be 2" wide.
4. Shorts on all students should be at least mid-thigh
5. Hats and sunglasses are not to be worn in the building unless part of a class project or school spirit day. Hats and sunglasses must be kept in the hall lockers.
6. Clothing that advertises drugs, alcohol or tobacco are not allowed at school.
7. Clothing that has slogans of a questionable nature or vulgar connotation is not allowed.
8. Shoes must be worn and hair should be neat and clean for health reasons.
9. No purposely ripped or torn clothing will be allowed to be worn during the school day. Examples: ripped jeans, Levi's, shirts, shorts, etc., or deep cut sleeves or neck on clothing covering torso.
10. Bandanas are not considered appropriate dress attire during the school day; therefore, no bandanas will be worn unless part of a class project or school spirit day.
11. Loose fitting clothing and jewelry may be banned from classrooms where they pose safety concerns.
12. No unbuttoned shirts, blouses or other clothing worn on the torso which reveals any body parts or underwear beneath.
13. Spandex clothing is permitted to be worn ONLY when worn under outer clothing.
14. No chains are to be worn at school (on billfold, around neck, etc.)
15. Jackets are not to be worn in the classroom.
16. Any facial or body piercings deemed unsafe by school authorities will need to be removed.



### **Cellular Phones and Mobile Learning Devices**

Using or possessing a cellular telephone, video recording device, tablet and/or pad device, or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat or violate student conduct rules, etc is prohibited. Cell phones shall be turned off and kept in the student's locker during school hours. Any use of a cellular device or phone must be authorized by the building principal or designated person during regular school hours. Any student found using a cell phone, in any capacity during the school day will receive a detention. Punishment could be more severe depending on seriousness of the situation. Students who violate this rule will have the item confiscated and returned only to the parent if it is a repeat offense. Repeat offenses will also be subject to additional consequences.

Sexting- Pornography – Possession, distribution, and/or the attempt to obtain pornography is prohibited through the use of an electronic device at any time. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct and student(s) will face possible criminal charges.

### **Personal Property**

Students are not to use current technology devices in the classroom without permission from the teacher or principal; this would include I-pods, mp3 players, CD/DVD players, walkmans, gameboys, discmans, radios, laser pointers, or cassette players, etc or anything else in these categories. Students are not to have toys, stuffed animals, tools, games, collectibles, water pistols, playing cards, magic/trading cards, baseball/basketball/football/hockey cards, roller blades/skates, skateboard or anything in these categories among their possessions at school or school functions unless they have specific permission of the teacher or principal. Items such as these have been found to interfere with the educational process. They will be confiscated and returned to the student at dismissal. The second time the item is confiscated, it will be released only to a parent. No pop or candy is allowed in classrooms. Gum chewing in the building is not allowed.

Junior High students are to take only what they need for classes into the classroom. Bookbags, backpacks, coats, and hats are to be placed in lockers upon arrival and used again only when leaving school. They are not to be in the classrooms.

Bicycles are to be placed in the bicycle racks. Bicycles that are not placed in the racks may be collected and the student will be required to pay a \$.50 fine to get the bicycle back. Students that continue to have a problem with their bicycle will not be allowed to ride their bicycle to school.

### **Elementary Parties, Birthdays, and Invitations**

Please do not ask your children to pass out party invitations at school unless everyone in the class is invited. This should be limited to one prepackaged cookie or snack item—no homemade items or cakes and/or ice cream—and is entirely optional. It should be consistent with our CATCH program guidelines. No one should feel obligated to participate in this treat. If a student's birthday occurs during vacation time, please check with the teacher to set a time if you want to share treats.

Room parent committees will provide treats on special party days. The special days are Halloween, Winter Break, Valentine's Day, Spring Break. If you are not contacted by someone who requests that you bring treats on one of those days, please do not send anything. Established party times will be provided during party sign-up times throughout the school year.

### **Posters and Student Notices**

There are several bulletin boards throughout our school, any announcements or posters placed on these boards or anywhere else in the building must be approved by the office before being put on display. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape or thumbtacks on walls and do not attach to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time.

### **Respect for the Property of Others**

Destruction or defacing of school property or the property of others will not be tolerated. It is each student's responsibility to care for their school books, desks, lockers, and the building in general. In addition, students should exercise care when using the property of others, including sitting or putting feet on furniture in classrooms. Fines to compensate the district for mistreated textbooks and other school property will be levied by the principal when deemed appropriate. Students who damage property on purpose or in a manner that could have been avoided will be responsible to pay for all repairs and cost of labor for the property. The principal will be responsible for determining responsibility for damaged property.

### **Use of Telephones**

Students will only be given phone messages in case of emergency. Teachers and students are not called from classes to take phone calls. Students may not use the telephone in the office except in case of an emergency. The Broadlands building pay phone is located in the north hallway by the main entrance. The cost is \$.35 to call any town in our district. Please do not abuse this privilege.

### **Lunch Period/Lunchroom Conduct**

Good manners are essential if a comfortable, wholesome atmosphere is to be maintained in the lunchroom.

Waiting patiently in line, pleasant conversation, the use of good table manners, and cleaning the table are a few of the behaviors expected of our students. unacceptable behaviors , such as those not tolerated during home meals, will not be tolerated and will result in disciplinary sanctions for the student..

Students are not required to eat lunch and are not punished in any way for not eating. If a student consistently does not eat a proper meal, whether brought from home or purchased at school, the parents will be notified. Elementary/Junior High students are not to bring pop/juices etc. to school in their cold lunches.

### **Bicycle Riders**

A student may ride a bicycle to school, but this is a privilege. Bike riders are expected to park their bikes appropriately and to refrain from riding their bikes during school hours.

*The Heritage School District is NEITHER responsible for students as they ride bicycles to or from school, NOR is it responsible for the bicycles or helmets students may bring to school.*

### **Bus Transportation**

#### **Bus Rules**

Our bus drivers will do everything possible to assure safety and orderliness on the bus. In the interest of the student's safety and in compliance with State law students are responsible to abide by the following rules whether riding a regular route, field trip or enroute to extra curricular activities.

While on the bus:

1. Stay seated in your assigned seat, facing front.
2. No phones, unless permission is granted by the driver.
3. Do not bring animals onto the bus.
4. Do not fight, scuffle, or move around in any way while the bus is moving.
5. Do not yell, make noise, or use bad language.
6. Never throw objects inside the bus or out the windows.
7. Do not stick your head, arms, hands, or any part of your body out the windows.
8. Do not stand up until the bus has completely stopped moving.
9. Do not talk to the driver unless it is absolutely necessary. If you must talk to the driver, wait until the bus is stopped at a red light or a stop sign.
10. Be absolutely silent at railroad tracks, so the driver can hear if there is a train coming.
11. Do not bully or harass or bother other passengers.
12. All school rules also apply on the bus.
13. Do not endanger the safety of other passengers in any way.
14. Keep the bus clean. Vandalism will not be tolerated.
15. Eating, drinking, and chewing gum are not allowed on the bus.
16. Use emergency door only in an emergency.
17. In the event of emergency, stay on the bus and await instructions from the bus driver.
18. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
19. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
20. Parents may be held liable for any defacing or damage students do to the bus.

While waiting and getting on or off the bus:

1. All school rules/expectations must be followed at the bus stops. Violations will result in bus write up and /or suspensions.
2. Be waiting at your bus stop on time.
3. If you must cross the street do so at least 10 feet in front of the bus where the driver can see you.
4. Stand away from the bus until the driver opens the door.

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

Cross Reference:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

### **Bus Disciplinary Action**

Upon the first minor infraction of any of these rules students will be given a verbal warning. A second infraction of the rules by any student will result in a disciplinary report sent to the parent and principal. The report must be signed by the parent and returned to the driver before the student will be allowed to ride the bus again (except student will be allowed to ride home if issued a report in the morning). Upon breaking the rules for a third time, the student may be suspended from bus riding privileges for a period of 1 to 10 days as determined by the principal. Additional violations may lead to further suspensions, possibly for the remainder of the school term. Serious infractions of the rules may, on the first occurrence lead to suspensions or expulsion for bus riding privileges, or from school altogether. Students who willfully damage seats or other bus equipment will, on the infraction, be suspended from riding the bus for the remainder of the current semester and all of the following semester. (See “Suspension Procedures” for more information regarding suspensions).

### **Permission Slip**

Students must have a note from a parent to ride the bus to other places, such as another student’s home, after school. All students must have a parent/guardian signed permission slip to go on field trips. If going to another student’s home, both students must have a note from their parents so the school knows that permission has been granted from both parents.

### **School Sanctioned Events/Sportsmanship**

Students and parents are responsible for appropriate conduct when attending school sanctioned events either on or off campus. Such events include, but are not limited to, home or away sporting events, field trips, and club activities. Inappropriate conduct will result in the appropriate disciplinary sanctions for similar conduct violations that occur at the school during school time.

A student attending after school events, such as sport events, concerts or etc., who leaves the building will not be permitted to return.

It is the responsibility of all fans to represent Heritage in a positive manner at extra-curricular activities. Rules outlined in other sections of this handbook generally apply to extra-curricular activities, which take place at Heritage Jr. High School as well as other schools.

Good sportsmanship, an interest in the activity, and display of common courtesy is expected of all students. Failure to abide by these guidelines will result in social probation or other disciplinary action.

### **Weapons**

Weapons, including but not limited to, firearms, knives, swords, clubs, chains, martial arts devices, and “look-a-likes”, are not permitted on school grounds. Violators will face confiscation of the weapon as well as disciplinary action up to and including expulsion.

**Tobacco Products**

The possession and/or use of tobacco products, “look-a-likes”, or E-cigarettes, including any smoking materials or equipment by students on school grounds is prohibited. Disciplinary action for aforementioned products will include confiscation of the product and disciplinary action as assigned by administration that can include assignment to Saturday School.

## **Drug and Alcohol Abuse**

One of the primary responsibilities of the faculty, administration, and Board of Heritage Schools is to provide a safe, healthy atmosphere conducive to learning. As a result, the use, possession, sale, or transference of drugs, drug “act-a-like” or “look-a-like”, drug paraphernalia, or alcohol on school property is strictly prohibited (unless necessary for legitimate medical purposes). Student violations of this rule shall be considered gross misconduct and the student will be suspended from school for a minimum of ten days. The principal may exercise the option to offer, in lieu of the ten day out of school suspension, a five day out-of-school suspension and enrollment in, and completion of, a District-approved drug education program. If this option is selected and the program is not completed, the remaining five days of out-of-school suspension will be reinstated within one semester. Criminal prosecution and penalties may also result from violation of this rule. (Also see the Athletic Handbook for further information regarding drug and alcohol abuse).

Heritage stands 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. The above policy refers to any depressant, stimulant, narcotic, psychedelic or inhalant. This definition does include marijuana, alcohol, or alcoholic beverages. These substances are considered dangerous to the welfare of the student; they are also considered potentially dangerous to others through acts committed while under the influence of any of these substances.

## **Closed Campus**

Students can leave only with their parent or relative during the school day. **All students who leave the building for any reason during the school day** must be signed out in the main office by the parent or person in charge of the child. Upon returning to school (or coming to school late), the parent or person in charge of the child in the office also must check in the student at the office.

## **Off Campus Conduct**

Inappropriate student conduct which occurs off campus and/or during non-school time toward a faculty member or school employee, or his/her family, or property shall not be tolerated. Such conduct, which may be attributed to the employee-student relationship, will result in the appropriate disciplinary sanctions for similar conduct violations that occur at the school during school time.

## **Tardies, Detentions, Saturday School, Suspensions**

Tardies—Tardies are given by the office for being late to school and by classroom teachers for being late for class. The fourth tardy a student gets in a semester results in a detention being issued. Each additional tardy after the 4<sup>th</sup> tardy will result in a detention being given. All students start with no tardies the second semester. Excessive tardies and lates will result in Saturday School and suspensions.

Detentions—Detentions are given for minor infractions. If a student receives 6 detentions in a semester, he is given a Saturday School. For each two detentions after number 6 in a semester, students will be given a Saturday School. If a student receives 11 detentions in a semester, this will result in a two-day suspension from school. Each detention after 11 will also result in a two-day suspension.

Detentions will be served before or after school. For each detention a student does not serve a second detention will be assigned. Saturday Schools count as two points. If a student fails to serve the detention again, a Saturday School will be issued. If a Saturday School is not served, a two-day suspension will be issued.

## **Elementary Detentions**

Behavior minutes are given for excessive talking, disrespect, or inappropriate behavior. Teachers will determine appropriate discipline based on classroom management protocols. If a student receives a total of five or more detentions during the year, he/she will not go on any field trip. Out of school suspension will count as four detentions.

Detentions can be served at noon hour. The Principal may choose to have students serve their detention before school from 7:30-8:00 or after school from 2:55-3:25. Don't be late. A detention notice will be sent home, informing parents, at least 24 hours in advance in order to make arrangements for transportation.

## Jr. High Detentions

The Principal may allow students to police the grounds in lieu of a detention. Detention is recognized as an acceptable means of behavior modification. In the establishment of detention rules, Students and parents are advised that the Board of Education:

1. Considers it reasonable to expect parents or guardians to be responsible for transportation of students after school hours when detentions have been assigned.
2. Does not expect principals to establish alternate times for the serving of detention.
3. Expects limits to be set on the number of detentions a student may receive after which additional progressive disciplinary action is in order.

Teachers, for minor rule infractions or violation of classroom or school rules, will issue detentions to students. The teacher will issue a detention slip indicating the date and time of the detention. Students are given at least one day's notice to allow time to arrange for transportation and inform their parents. The teacher will file a copy of the disciplinary report in the office.

Detentions issued by the administrative office are generally for, but not limited to, infractions of attendance or for skipping previously assigned detentions. The only excused reasons for missing a detention are those outlined in the attendance policy. Detentions always take precedence over extra-curricular activities and after school employment. Detentions will be served after school from 2:55-3:40 p.m.. Don't be late.

Infractions during lunch /recess will result in a minimum of 2 lunch/recess detentions. **Two lunch detentions is equivalent to one after school detention.**

The Principal may require a parent or guardian to meet with him after a student has 2 detentions in a semester. If parents or guardians will not meet with the Principal, the student will not be allowed to return to school.

## Detention Rules

### **2018-19 School Year Addendum for Junior High School**

1. Students must be on time, 2:55 to 3:40 p.m., unless times are altered with teacher/principal's approval.
2. If student misbehaves, mark student as not attending or assign lunch detention
3. Students must be quiet. No talking. Students will fill out reflection sheet and then, if time permits, students are to read or do school work.
4. Students not assigned a detention may not come to detention and talk with students in detentions.
5. The student will review the behavior(s) exhibited that led to the detention and explain how it could have been prevented or handled differently.
6. Students may be asked to write an apology to the offended.
7. Students may be asked to serve an additional lunch detention, if behavior is still exhibited or attitude is negative.
8. Whenever possible, the student must serve their detention with the staff member assigned it.
9. Detentions always take precedence over extra-curricular activities and after school employment.
10. Failure to serve a detention will result in a second detention, then a Saturday School if the student still does not serve both detentions.
11. Detentions are a way for students to recognize and reflect on the incident, they should not be seen as time wasted by students or parents.

## Saturday School Rules (9-12:00 Noon)

1. If more than 5 minutes late, mark students as not attending Saturday school.
2. If a student misbehaves, mark student as not attending.
3. Students must be quiet. No talking. Students are to read or do school work.
4. Students may have one short restroom break during the 3 hour Saturday school. Only one student may go to the restroom at a time.



5. Students assigned to Saturday school will be given one of two Saturdays to select. If they do not attend either one, they will be suspended from school for 2 days.
6. Students not assigned to Saturday school may not come to the Saturday schoolroom and talk with students in Saturday school.
7. After the 4<sup>th</sup> Saturday school in a semester, students will be suspended from school for 2 days for any other assigned Saturday schools.
8. Students should contact the principal in advance to missing Saturday School for illness.

### **Discipline**

Each student will attend school with the understanding that his/her primary responsibility is to do school work as directed by his/her teachers. As a result of this statement, the following behaviors will result in disciplinary action being taken by the school:

1. Striking another student
2. Swearing
3. Insubordination
4. Running in hallways and classrooms
5. Shoving, pushing and/or other aggressive acts
6. Disrespect for person and/or property
7. Lunchroom disruptive acts
8. Washroom behavior (water throwing, standing on stools, etc.)
9. Throwing of objects (rocks, snowballs, etc.)
10. Violation of campus rules
11. Violation of any classroom rules and regulations
12. Vandalism
13. Possession and/or usage of firecrackers
14. Pop or candy in classrooms.
15. Bullying – There is a no bullying rule in place. Students who are harassing other students verbally or physically will be punished – minor offenses with detentions and severe offenses with suspensions and expulsions. The principal will notify parents or guardians by phone or letter when students display aggressive behavior.

### **Disciplinary Action, Social Conduct**

Although we feel that our students are naturally inclined to behave properly, there are several areas of student conduct, which are of special importance before, during, and after the school day. Violations of the expectations for student behavior, which follow, will result in disciplinary actions. Students are reminded that these guidelines apply to their behavior in all school buildings and at all activities and programs which involve the school as do all other expectations, guidelines, rules and regulations.

1. Loud, disruptive and boisterous behavior should be avoided in the school building and on school grounds at all times. Any disruption of the educational process by attention seekers presents a problem at any school program.
2. The general use of abusive, obscene and inflammatory language is prohibited.
3. Running in the hallways and on school sidewalks creates a hazardous condition and has resulted in student injuries in the past. For these reasons students should walk at all times when moving about the school building, on school sidewalks, and when leaving the school building and grounds at the end of the day.
4. Inappropriate public displays of affection are embarrassing to students, parents and staff members; and are disruptive to the educational process and are to be avoided by our students.
5. The presence of teen gangs in our society is counterproductive to the effective operation of our school. No gang references of any kind, including clothing, gestures, jewelry, written or spoken identification, recruitment, or graffiti will be allowed. Penalties for references will be strong.

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities.

Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

*Cross Reference:*

*PRESS 7:230, Misconduct by Students with Disabilities*

### **Disciplinary Categories of Offenses**

A. Minor Offences-Problems that are minor in nature are usually handled by school staff members. If, however, parent contacts and detentions do not result in acceptable student behavior; the problem may result in a disciplinary referral to the principal. Some examples of minor offences include:

Rude/discourteous behavior

Loud, disruptive, boisterous behavior

Inappropriate student dress

Talking without permission

Passing notes

Throwing/shooting projectiles

Tardiness

Chewing gum or eating food/candy outside of the lunchroom

Removal from class by substitute teacher (student may also miss two lunch recesses)

Getting in a car during the school day

Possession of matches and lighters

B. Saturday School Offenses—Some examples of offenses for which a student receives Saturday school assignments include:

Six (6) or more detentions in a semester

Defiance of constituted authority or disrespect to school personnel.

Failure to serve detentions

Skipping all, or part of a class or school day – each time after 2, a two-day suspension will be issued

Smoking or the possession of tobacco products and/or smoking

Truancy

Vandalism and /or destruction of property

Refusing to sign a detention

Repeated disciplinary offenses may be classified as insubordination and be subject to a suspension or expulsion.

C. Gross Disrespect or Misconduct—These offenses warrant out of school suspension.

Suspended students will be expected to maintain their academics during suspension and will receive 50% credit.

Major tests, assignments or quizzes may be made up for credit upon the student's return to class after any suspension. A student may be recommended for expulsion upon receiving a ten-day suspension from school. The severity of and the specifics of each offense varies from incident to incident thus, penalties may vary from 1 to 10 days of suspension. Punishment for students who tell the truth involving disciplinary incidents may be less severe than for students who lie. The length of a suspension may be

influenced by the number of times a student has been in trouble during the school year. Suspendible offenses and possible expulsions include but are not restricted to the following:

- Bomb threat
- Drug related offenses
- Indecent exposure
- False fire alarm
- Fireworks/Stink bombs—possession or use of
- Hazing of any type
- Profanity/obscene gesture toward a staff member
- Physical assault of a school staff member
- Verbal assault of a school staff member
- Weapons—possession or use of
- Fighting
- Striking another student
- Sexual discrimination or harassment
- Assault on a student, teacher, school employee or visitor
- Arson or the inappropriate use of fire on school grounds
- Chronic truancy
- Repeated tardiness
- Verbal abuse, profanity or threats directed toward a student, teacher, school personnel or visitor.
- Insubordination—refusal to follow reasonable requests, directions, or stated school rules.
- Participation in acts designed to disrupt the mission of the school
- Repeated failure to follow rules
- Possession, use, being under the influence of or transference of alcohol, other drugs (controlled substances), or drug “look-a-likes” on school property
- Vandalism/Destruction of property
- Theft
- Acts that obstruct or interrupt the instructional process in the classroom
- Any other acts that endanger the well being of students, teachers, other school employees, or visitors
- Complicity, which is defined as knowingly withholding information from staff, administrators, public service or law enforcement agencies.

Students and parents should be aware that some of the above acts could also result in criminal prosecution and penalties as well as school disciplinary action. The school, police, state’s attorney or other citizens may initiate legal action.

### **Preventing Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that

unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

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

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

*Cross-References:*

*PRESS 7:20, Harassment of Students Prohibited*

*PRESS 7:180, Preventing Bullying and Response, Intimidation, and Harassment*

*PRESS 7:190, Student Discipline*

*PRESS 2:260, Uniform Grievance Procedure*

### **Social Probation**

The principal may impose social probation when standards of behavior are not met during extra-curricular activities, when attendance at extra-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 extra-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.

### **Parental Guidance**

As an alternative to serving a suspension, the principal may authorize all or any part of a suspension to be replaced with Parental Guidance days. During Parental Guidance 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.

### **Suspension**

The superintendent, the principal, and assistant principal(s) may suspend a student according to the provisions of established suspension procedure, upon finding that the student has been guilty of gross disobedience or misconduct.

The superintendent or principal may suspend a student according to the provisions of established suspension procedures, upon a finding that the student has been guilty of gross disobedience and an emergency exists. The emergency suspension shall not exceed ten (10) school days or until a hearing on the suspension or an expulsion is held, whichever is less.

The superintendent, principal and assistant principal(s) may suspend a student from riding a school bus according to the provisions of established suspension procedures upon a finding that the student has been guilty of gross disobedience or misconduct.

Suspended students will be expected to maintain their subject areas during suspension and an academic plan along with services when eligible will be determined at time of suspension and communicated to parent.

### **Suspension Procedures**

A. Except as set forth below, prior to the imposition of a suspension, the following procedures shall be observed:

1. The suspending official shall give the student oral or written notice of the charges, which constitute the student's gross disobedience, or misconduct and a summary of evidence which supports such charges.
2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
3. The suspending official shall make a finding, based upon the evidence that the evidence supports the charges and a suspension is in order.

B. When an emergency suspension is imposed in accordance with policy, the requirements of the above shall follow as soon as possible when practicable.

C. As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the superintendent or principal shall notify the student's parent or guardian of the suspension. The notification shall be in the form of a written letter to the parent or guardian and sent by registered or certified mail.

D. Upon receipt of a timely written request for review of the suspension, the board of education shall fix a time and place for the review and notify the student's parent or guardian in writing thereof.

E. The suspension review shall be a closed meeting and shall be conducted by the Board of Education in

substantially the following format:

1. The Board shall first hear the statement of the suspending official and all other pertinent evidence.
2. Members of the Board, the suspended student and/or the parent or guardian may ask questions of the suspending official or other witnesses concerning their statements and evidence.
3. The Board shall then hear the statement of the suspended student, parent, guardian, or witness on their behalf and other pertinent evidence.
4. Members of the Board and /or suspending official may ask questions of the suspended student, parent, guardian or witnesses concerning their statement and evidence.
5. There will be no attorneys present during the review process unless specifically authorized by the Board of Education.

During a suspension the student may not attend school or any school related activities (regardless where the activity is held). Suspended students may be sent home during the school day.

### **Expulsion**

The Board of Education may expel a student according to the provisions of established expulsion procedures, upon a finding that a student has been guilty of gross disobedience or misconduct. Such an expulsion will

last for the remainder of the school term. Students who are expelled will lose all credit for the semester in which the proceedings take place.

### **Expulsion Procedures**

The superintendent or principal is authorized to initiate procedures seeking expulsion of any student. However, no such proceeding shall be initiated unless said person determines:

1. That there is evidence that the student has been guilty of gross disobedience or misconduct, and
  2. That suspension is not an adequate remedy.
- A. The superintendent, or his or her designee, shall cause an investigation to be made of the student's conduct; and based upon his or her finding(s) shall recommend to the Board of Education that the student be expelled. The recommendation must be in writing and set for all facts, which form the basis of the recommendation.
  - B. The superintendent shall place the Expulsion Hearing on the agenda of the next meeting of the Board of Education.
  - C. If the next regular meeting of the Board does not fall within ten (10) days of the initial suspension of the student, a special meeting of the Board of Education will be called for the expulsion hearing.
  - D. The superintendent shall send a "request for appearance" to the student's parent or guardian stating the reason for the expulsion recommendation, the date, time and place of the Board hearing, and the process that the hearing shall follow.
  - E. The "request for appearance" shall be sent by registered or certified mail.
  - F. The expulsion hearing shall be closed to the public and shall be conducted by the Board President or a hearing officer duly appointed by the Board.
  - G. The hearing shall conform to the following:
    1. A tape recording or verbatim transcript of the hearing shall be made and a copy of it shall be available to the student on request at his or her expense.
    2. The administration shall proceed first to present its evidence.
    3. The student may confront the witnesses, offer evidence and present a defense.
    4. The hearing may proceed in the absence of either party, who, after notice, fails to be present.
    5. The formal rules of evidence shall not be applicable.
  - H. At the conclusion of the hearing the Board shall review the evidence presented and make a determination to either impose or deny the expulsion. The Board's decision shall be final and confirmed in writing to the student's parent or guardian.
  - I. If the Board's decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be expunged from all student records. All educational opportunities and services missed by the student to whom the student would be otherwise entitled shall be afforded where practicable.

### **Interrogations**

Except as required by law, no student present on school property may be interrogated by law enforcement officers without consent of the building principal, or in his absence his designee.

### **Search and Seizure**<sup>1</sup>

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student,

without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### **Students**

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

### **Seizure of Property**

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

Cross-reference:

PRESS 7:140, *Search and Seizure*

### **Lockdowns Soft/Hard**

Hard/Soft Lockdowns are called when any of the following has occurred: bomb threat, mysterious person on school grounds, gunfire, or as requested by police.

Children's safety is Heritage School District's top priority. **Parents/Guardians** can assist with insuring their child's safety:

- Advise the school of any recent changes to your child's emergency contact information.
- **Do not call the schools.** We will need to keep all phone lines open for emergency communication. In the event of a lockdown the school officials will need to remain in contact with local, county, and state officials.
- Tune into local radio and television stations. We will use the media to update information as it becomes available.
- **Do not travel to the school under a lockdown.** Parents/Guardians will not be permitted to pick up students until the event has been cleared by the authorities. Traffic would cause congestion and keep authorities from assisting in the lockdown.

### **Cheating**

Cheating, including, but not limited to plagiarism, 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 Heritage students. The first detected offense of cheating will result in an automatic zero for the activity or test. A second detected offense of cheating in the same class will result in failure for that grading period in which the offense occurs.

### **Physical Education, 6<sup>th</sup>-8<sup>th</sup> Grades**

Physical Education plays an important part in the development of students. Therefore all students must participate in physical education classes unless excused by a medical doctor or by doctrines of a religious faith. Students unable to participate will be required to complete a Heritage Medical Excuse Form filled out by a physician. An adaptive program will be put in place for those excused.

The program of physical education will stress physical well being as well as personal hygiene. Failure to dress and participate will be reported to the home. Also, students failing to dress and participate will be

required to participate in an alternative activity or assignment assigned by the teacher. Refusal to dress and participate and refusal to write the paper will result in a detention. Also, five (5) no dress marks and there after, is equal to a detention. Students are not allowed to wear blue jeans or sandals during physical education class. Total cooperation between home and school is essential in correcting these situations.

Physical Education Requirements:

Grade based on the following: participation, attitude, dress, social development, written and skills tests  
End of quarter grade and for purposes of weekly eligibility, the No Dress Policy will be a grade reduction of :

0-1	No Dress	=	0 Letter Grade
2	No Dress or 0	=	1 Letter Grade
3	No Dress or 0	=	2 Letter Grades
4	No Dress or 0	=	3 Letter Grades
5	No Dress or 0	=	4 Letter Grades

If students refuse to dress at all they may be suspended from school. A parent note for two classes will be accepted during each quarter. If the student needs to be excused for health reasons for more than two classes a quarter, an excuse by a medical doctor will be required.

Uniform Requirement:

Shirt

1. Plain white
2. Regular white Heritage P.E.
3. White promoting Heritage school sports
4. Sweatshirts permitted when cold outside

Shirt Violations

1. No tank tops or 1/2 shirts
2. No shirts worn inside out
3. No sweatshirts indoors
4. Any shirt not complying with above

Jewelry

1. No jewelry is to be worn during class
2. Medical medals may be worn
3. Tiny pierced ear rings may be worn

Short

1. Plain blue or black or blue Heritage P.E. shorts
2. Neatly cut off blue sweats
3. Sweatpants permitted when cold outside

Short Violations

1. No sweatpants indoors
2. No shorts worn inside out
3. No jeans or shorts with buttons, snaps, zippers
4. Any short not complying with above

Shoes

1. Traditional tennis shoes in good condition

Socks

1. White – trim allowed

SHIRT AND SHORTS WORN TO SCHOOL ARE NOT ALLOWED IN P.E. CLASS. NO TEAM PRACTICE UNIFORMS ALLOWED IN CLASS

Jr. High Locker Room Regulations:

1. Each student in grades 6-8 will be assigned a locker in which she/he is to keep all of her/his gym clothes.
2. No combination will be given out other than your own.
3. **All lockers must be locked while student is in her/his class.**
4. **The school assumes no responsibility for lost articles.**

Excuses:

1. All students who are able to be in school are expected to dress for class and participate, as much as possible, at the discretion of the teacher.



2. Students who become ill or have an accident during the school day and are unable to continue with the regular program may be required to have a form filled out by their physician upon returning to school.

Recommendations:

1. Gym uniform taken home for washing at least once a week on Friday.
2. Deodorant kept in locker—no glass containers
3. Sweatshirt and sweatpants or warm-up suit may be worn on cold days when class is outside.
4. Have something to keep long hair out of eyes.

Permission will not be granted to go to your corridor locker to obtain P.E. items for class.

Students who cannot participate in P.E. may not play at recess or in sports related activities. The P.E. instructors will be responsible to notify the person on recess duty and coaches if a student did not participate in P.E.

**Grading Scales**

All Heritage teachers will use the following unified grading scales for the school year:

Grades Kindergarten – 2

A = Above Average (100 to 90)  
S = Satisfactory (89 to 80)  
N = Needs Improvement (79 to 70)  
U = Unsatisfactory (69 to 0)  
P = Passing (100 to 60)

Grades 3 – 8

A = 100 – 90  
B = 89 – 80  
C = 79 – 70  
D = 69 – 60  
F = 59 – 0  
P = Passing (100 to 60)  
INC = Incomplete

**Honor Roll**

It is the desire of the staff to follow State Board improvement guidelines. Our curriculum is designed to develop the intellectual, social, emotional, and physical aspects of our students.

Our staff finds it extremely important to give equal consideration to all these areas. Therefore, all classes will be used to establish a grade point average.

Students who have an overall average of 3.67 or better with no grade less than B in any subject achieve the High Honor Roll. The Honor Roll includes students who have earned a grade point average of at least a 3.0 in all subjects with no grade less than C. The Honor Roll is published in the local papers.

**Fire Drill Regulations**

1. The fire signal is a continuous buzz. An all clear will be given when students and staff may re-enter the building.
2. Walk in an orderly fashion, but quickly, to the exits with no talking.
3. All windows and the door to the room should be closed when leaving. The teacher should appoint someone in each group to shut the windows and the door.
4. The teachers will direct students to leave the building by use of the entrances of the main hallways.
5. Each teacher shall take their grade book with them and call roll for their class, if any student is missing, proper card is held up in the air and all will be alerted through radio communication.
6. No one will be allowed to re-enter the building until the all clear signal is given.
7. Remember-no talking when leaving the building, be orderly, and listen for special instructions.
8. **All INDIVIDUALS** are to exit the building except custodians, principal or other individuals instructed to check the building to ensure that all individuals are out of the building.

**Hall Passes**

Students are to have a pass from a staff member or be accompanied by a staff member when in the halls during class time. Except in emergency situations, passes to go to an area should be obtained in advance—before school or between class periods from the teacher who will be receiving the student. A student without a pass will receive a detention.

### **Hallway Behavior**

Good manners and school rules dictate that displays of affection other than those permitted by the rules do not take place in the building. Students are asked to respect their building by using the trash containers provided and not throwing trash on the floors.

### **Study Hall/Homeroom Guidelines, Jr. High**

Each study hall/homeroom teacher will go over these rules on the first day of school.

1. No speaking privileges will be allowed between students without permission from the study hall/homeroom teachers.
2. Help may be acquired from the study hall/homeroom teacher, with permission.
3. There will be NO PASSES ISSUED FROM STUDY HALL/HOMEROOM TO THE TEACHER WORKROOM, CLASSROOM, OR LOCKERS.
4. Bring all necessary books to study hall/homeroom with you.
5. No games are to be played in study hall/homeroom.
6. Studying together will be at the teacher's discretion.
7. No eating or drinking pop in study hall/homeroom.
8. Restroom trips are permitted for emergencies only.
9. No Jr. High student needs to be in the elementary wing.
10. Only students with completed homework will be allowed out of study hall/homeroom for non-academic activities.

### **Field Trips Junior High/Elementary**

The administration and staff feel that it is very important that all students stay on task academically and have good behavior throughout the school year in order to attend the annual field trips, dances and other extra activities. Therefore the following criteria have been developed:

1. Students will follow IESA guidelines to attend all field trips, dances, and other extra activities at the junior high level. The only exceptions will be incomplete work due to illness, death in the family, or field trips required for a grade. The principal has final say when determining who may or may not go on field trips.
2. Any student who has four or more detentions during the year will be exempt from the field trip. Any 8th grade student with four or more detentions will be exempt from 8th grade field trip.
3. Every Saturday School is equal to two (2) detentions.
4. Every out-of-school suspension is equal to four (4) detentions.
5. Students will be required to attend school during the missed field trip and will be expected to complete assignments on that day.
6. Students who have an unexcused absence on such a day shall be subject to further disciplinary action including suspension from school and social probation.
7. Eight unexcused absences.
8. Any suspension involving the possession or use of weapons, drugs or alcohol.

### **Library Use**

The school library is intended to provide the faculty and staff with a comprehensive variety of materials to support the educational program. Students are expected to use these materials with care and return them promptly for others to use. When students lose or damage materials the policy stated in the section of Textbooks/Library Books Lost/Damaged will be followed. A five-cent (\$.05) fee will be charged per day to Jr. High students for each overdue library book.

### **Lockers**

School lockers and physical education lockers are the property of the school District. Students are granted permission to use such lockers for storage of books, school supplies and garments. To avoid thefts, 4<sup>th</sup> -

Jr. High students should keep their locker locked at all times and their combinations confidential. Lockers must be kept clean and free of graffiti and scratch marks. Each student must clean their locker and leave it in good condition at the end of the year. A fine will be levied to compensate the district for dirty or damaged lockers. There will be a minimum charge of \$2.00 for any student who puts tape on their lockers. Students should use magnets to display things in their lockers—not tape.

From time to time student lockers may be opened for purposes of insuring compliance with school regulations and to protect the health and education of other students.

School employees who have a reasonable suspicion that a student has placed illegal or dangerous materials or substances in any locker must notify the building principal. The principal may search the locker with or without the student's knowledge or consent.

### **Class Officers and Student Council Officers**

Class officer candidates/Student Council candidates must have a 2 point grade point average with no failing grade the first semester. Eighth grade will elect class officers in the spring before their freshman year. The offices will consist of the following: President, Vice President, Secretary, and Treasurer. It is recommended that a student should not hold both a major class office and the position of Student Council representative (3 representatives) for his/her class.

### **Prom**

Prom is considered a high school sponsored activity; therefore, in the best interest of our school, only students attending high school or older guests may attend this dance. No junior high students may attend Prom.

### **Athletics**

The Board of Education recognizes athletics as a part of the total program of the school district. Athletics are a voluntary privilege, but they are programs requiring extra effort and extra time. Even though athletics are voluntary, those participating do represent the school district. Therefore, the standards must be kept high for those participating. These standards include academic requirements, school citizenship, and sportsmanship. The dignity of our school program is reflected through athletics, and it is for this reason that all participants must conduct themselves in a manner that is above question.

Selection of candidates may be necessary. This selection is to be based not only upon athletic performance, but also upon attitude, conduct, cooperation, and an earnest and sincere desire to represent the community. Any student athlete has an obligation to him/herself, to his/her school, and to his/her teammates.

As a result, the Board of Education will require special standards for those who represent our school on athletic teams. The Board feels that it is not too much to expect an athlete to be a good citizen. The athlete has the privilege of participating in a well-organized program, which is of special interest to him/her and for which the school district provides coaching, equipment, and facilities.

Students participate in interscholastic athletics at the will of the Board of Education and its designated representatives. One requirement of all students is that they conduct themselves in an acceptable manner at all times. (Refer to "conduct of students" section.)

It shall be the responsibility of the school administration in conjunction with the coaches to establish a nonexclusive set of rules and regulations designed to implement this policy and to make certain that all parents and athletes are familiar with the policy and rules before the student participates in any sport.

### **Athletic Academic Eligibility**

All contestants shall be in grades six through eight and shall not have passed eighth-grade standing. The Board of Education may make exceptions to this policy on a yearly basis.

A student shall be passing **ALL** school subjects as determined by the local school district and the school shall certify compliance with this by-law. Use of a player, contestant, or participant shall be deemed such

certification. Eligibility will conform with the IESA Rules on Scholastic Standing: 2.043, page 13: *Grades shall be checked weekly to govern eligibility for the FOLLOWING SUNDAY THROUGH SATURDAY...*the eligibility check shall begin the week that practice starts for an activity.

1. A minimum of three grades within any grading period is required to determine eligibility.
2. The coach will call home and or send home an ineligibility letter to inform the parents of a student's ineligibility. Coaches and sponsors will be notified by Friday of ineligible students. Ineligibility begins on Sunday and continues through the following Saturday. Students are expected to practice and to be at games sitting on the team bench in street clothes supporting their team.
3. Any student participating in extra-curricular athletics and activities will be removed from the team if the athlete is academically ineligible for three (3) weeks in a row or a total of four (4) weeks any time during that athletic season. Athletes will start each activity listed above with a clean slate. Athletic eligibility is determined by the IESA bylaws/rules.
4. Any student removed from an athletic team for any reason prior to the conclusion of the athletic season will not qualify for a participation pin, letter, and/or certificate for that extra-curricular in which they were removed.

### **Additional Athletic Responsibilities**

1. Attend practice on a regular basis.
2. Have proper clothing for practice.
3. Take care of any uniform or equipment that is issued to him/her.
4. Arrive on time for practice.
5. Clean practice clothing on a regular basis (once a week).
6. Be neatly groomed for all inter-school sports activities.
7. Show good sportsmanship at all inter-school games.
8. Refrain from horseplay while in the dressing room.
9. Have student school insurance or family health insurance.

### **Athletic Discipline**

A student may be suspended or dropped from an athletic team for any one of, but not limited to, the following:

1. Failure to maintain academic standards set forth in the Heritage school district policies and student handbook.
2. Violation of the Substance Abuse Policy.
3. After injury, failure to obtain a medical release from a physician.
4. Falsification of physician's signature, parent's or guardian's signature on any form needed for athletics.
5. Theft or destruction of property of any school or individual.
6. Acts of unsportsmanlike conduct.
7. Failure to follow rules set forth for individual sports by coaches and approved by the Athletic Director and Administration.

### **Athletic Physical**

Each participant is required to have a medical examination which includes blood pressure tests during the school year in which he/she participates. Athletic physicals are **valid for one (1) calendar year**; therefore, scheduling the exam during the summer vacation is usually best. Forms are available in either the Homer office or the Broadlands office. The updated physicals must be on file in the student's school office **before** the student can practice with the team.

### **Sports Official Assaults**

A person that commits aggravated assault when he or she knows the individual assaulted to be a sports official or coach at any level of competition and the act causing the assault to the sports official or coach occurred within an athletic facility or within the immediate vicinity of the athletic facility at which the sports official or coach was an active participant in the athletic contest held at the athletic facility. It makes the violation a Class A misdemeanor. Public Act: 93-692

### **Sports Official Battery**

The court shall impose a minimum fine of \$1000 for a first offence and \$2000 for a second or subsequent offense upon a person convicted of or placed on supervision for battery when the individual harmed was a sports official or coach at any level competition and the act causing harm to the sports official or coach occurred within an athletic facility at which the official or coach was an active participant of the athletic contest. Public Act: 93-694

### **Athletic Handbook**

Any student who plans to participate in athletics must get a copy of the Athletic Handbook and return a signed form to the coach. Practices, open gyms, and/or games on snow days are prohibited due to travel safety concerns. Exceptions can be granted for IESA or Three Rivers Conference required tournament action or due to extenuating circumstances unrelated to travel concerns. In these instances, the Superintendent, Principal, and Athletic Directors (both schools in case of cooperative teams) must agree to the exception.

### **Student Athlete Concussions and Head Injuries**

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

*Cross Reference:*

*PRESS 7:305, Student Athlete Concussions and Head Injuries*

## **Heritage CUSD #8 Sexual Misconduct Policy**

### **SEXUAL MISCONDUCT POLICY STATEMENT**

The Heritage School District will not tolerate and will seek to eradicate any behavior by its employees, volunteers or students, which constitutes Sexual Misconduct toward another employee, volunteer, or student. "Sexual Misconduct" means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. "Sexual Misconduct" does not include "sexual harassment."

### **REPORTING PROCEDURES AND DESIGNATED CHILD ABUSE COUNSELOR**

It is the express policy of the District to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The District has designated a Designated Child Abuse Counselor who shall remain accountable for the implementation and

monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the District. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

1. **Employees and Volunteers**  
Employees and volunteers are required to report any known or suspected incidents of sexual misconduct according to the Illinois mandatory reporting guidelines. They must also report to their direct supervisor, the building principal or the Designated Child Abuse Counselor. If the report is made to the supervisor or building principal, that individual shall immediately notify the Designated Child Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.
2. **Students**  
Each year, parents or legal guardians of student shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to a guidance counselor, the building principal or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the guidance counselor or the building principal, that individual shall follow Illinois mandatory reporting policy and immediately notify the Designated Child Abuse Counselor.

#### **Investigation & Confidentiality**

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties' confidentiality cannot be guaranteed.

## **Discipline**

Any District employee or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action, including suspension and expulsion.

False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or volunteer, or suspension and expulsion, with regard to students.

The District will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **CHILD ABUSE**

### **Sexual abuse of a minor is a crime.**

#### **Child Abuse Incident Reporting and Follow-up:**

Any case of known or suspected child abuse of a minor must be reported immediately in compliance with Illinois mandatory reporting guidelines and to the Designated Child Abuse Counselor, a policy officer or the State's Attorney's Office.

In the event that Designated Child Abuse Counselor is first notified of an incident of known or suspected child abuse, the Designated Child Abuse Counselor shall immediately notify the child's parent or legal guardian as the case be, and the appropriate legal authorities as required by state or local law. The Designated Child Abuse Counselor shall prepare a Suspected Child Abuse Standard Report and immediately follow-up to investigate the incident and to ascertain the condition of the child. The Designated Child Abuse Counselor is encouraged to communicate any questions or concerns about any incident with legal counsel for the District.

Any employee or volunteer involved in a reported incident of Sexual Misconduct or child abuse shall be immediately relieved of responsibilities that involve interaction with minors or shall be suspended, as determined by the District Board. Reinstatement of employees or volunteers involved in a reported incident of child abuse shall occur only after all allegations of child abuse have been cleared by the District.

## **MAINTENANCE OF RECORDS AND DOCUMENTS**

The Designated Child Abuse Coordinator shall maintain all records and documentation required by law or otherwise required by this and other such related policies of the District including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up and disciplinary action.

### **Administrative Procedure – Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

## **Terms and Conditions**



1. Acceptable Use – Access to the District’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions, regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user’s account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous message;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize the electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users’ errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do

not use another individual's account without permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
  - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

## **HERITAGE COMMUNITY UNIT SCHOOL DISTRICT #8 ATHLETIC CODE 2018-2019**

### **PURPOSE**

The Board of Education and staff of Heritage Community Unit School District #8 have adopted this Athletic Code which applies to all students in grades 5-12 who desire to participate in extra-curricular athletics and cheerleading. This document applies in addition to other policies, rules

and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege available to qualified students. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Heritage Community Unit School District # 8. Strict adherence to the rules and policies set forth in the Athletic Code is a responsibility which accompanies the privilege of participating. If a student fails to comply with the terms of this Athletic Code, the privilege to participate in athletics and/or cheerleading may be lost in accordance with the terms of the Athletic Code.

#### DEFINITIONS

1. Athlete-Athlete means a boy or girl enrolled in grades 5 through 12 at Heritage Junior or Senior High School (or someone who has authorized administrative permission to participate) who is participating and /or intends to participate in an inter-scholastic athletic activity and cheerleading activity sponsored by the Heritage Community Unit School District #8.
2. Activity-Activity means any tryout, practice, game, event, contest, competition, tournament, match, or recreation connected to the conduct of a sport, including school-sponsored weight training, summer league, camp or open gym.
3. Sport-Sport means any interscholastic sport sponsored by Heritage Community Unit School District #8 and includes cheerleading.

#### CONFERENCE AFFILIATION

Heritage High School is a member of the Little Okaw Valley Conference and the Illinois High School Association (IHSA). Heritage Junior High School is a member of the Three Rivers Conference, and the Illinois Elementary School Association (IESA). Eligibility of student athletes is governed by the rules and regulations of the IHSA, IESA, Little Okaw, and Three Rivers Conferences, the Board of Education, the Athletic Director, and the coaches of the various sports offered by Heritage High School and Heritage Junior High School.

#### WHEN THIS ATHLETIC CODE IS IN EFFECT

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four (24) hours a day, whether or not school is in session, and including vacation periods and holidays. The rules apply on-and-off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

#### POLICY CONFLICTS

In the event of conflict between any school board policy, rule or regulation and rules contained in this Athletic Code, the rules contained in this Athletic Code shall exclusively apply and prevail. In the event there is uncertainty as to whether this Athletic Code is in conflict with or is meant to be in addition to school board policies, rules and regulations, this Athletic Code shall be deemed to be in addition to school board policies, rules or regulations.

#### REQUIREMENTS FOR PARTICIPATION

Before an athlete's first participation in any activity, the athlete must have the following fully executed documents on file at the school office wherein the athlete is in attendance:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and

2. Proof the athlete is covered by medical insurance; and
3. These terms and conditions are agreed upon as part of the school handbook and commence from first practice that team meets even if preceding the school year by IHSA rules.
4. IHSA Concussion and Performance Enhancing Substances Form and any IHSA new forms added in the future.

#### ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

A student shall not be eligible for participation in school-sponsored activities unless they have been in school attendance during the entire school day on the day of activity (on days when school is in attendance) or during the entire school day on Friday before a Saturday activity. This includes athletic practices and/or contests. Death or serious illness in the family; accident, routine medical appointments, emergencies, or other situations which are beyond the control of the student or the parent; or prearrangements made with the building principal are the only exceptions to this policy. Personal illness of the student is not an exception.

#### CHAIN OF COMMAND

Assistant coaches shall be responsible to the head coach. The head coach shall be responsible to the Athletic Director. The Athletic Director shall be responsible to the building principal. The building principal shall be responsible to the Superintendent of Schools.

#### SPORTSMANSHIP

Good sportsmanship is fundamental to all interscholastic sports and activities. The Board of Education shall require that good sportsmanship will be exhibited consistently by all representatives of the Heritage School District (participants, coaches/sponsors, fans, parents, and other staff members).

Coaches shall personally exhibit and shall require of their athletes good sportsmanship. Coaches shall establish rules of deportment for their athletes and their teams which encourage good sportsmanship and require appropriate behavior.

Good sportsmanship is shown both by attitude and by actions. Examples of actions that demonstrate good sportsmanship include, but are not limited to the following:

- Cheering for good effort and performance;
- Congratulating opponents for good performance;
- Maintaining a highly competitive attitude without degrading or insulting opponent;
- Willingly accepting the instructions and judgment of officials;
- Playing by the rules of the game or contest;
- Treating opposing players, coaches and cheerleaders with respect;
- Treating referees, judges, and other officials with respect;
- Learning the rules and strategies of the game/activity
- Bad sportsmanship is shown by attitudes and by actions, such as:
  - Inappropriate language directed toward coaches, players and officials, including taunts or insults, obscene or profane language, booing or catcalls, and comments which are in bad taste or disruptive to the contest or activity in progress;
  - Loss of personal control including the throwing of objects;
  - Rule violations which result from unsportsmanlike conduct;
  - Refusal to accept and/or second guessing the decisions of coaches or officials.

#### PENALTIES FOR PLAYERS AND COACHES

Whenever there has been a flagrant or major act of unsportsmanlike behavior, a meeting shall be held with the persons involved and the School Administration to determine appropriate actions and consequences.

- Appropriate actions and consequences may include but are not limited to:
- An official reprimand
  - A period of non-participation or suspension (IHSA/IESA by-laws say if an athlete or coach is ejected from a game, he or she is suspended for the next game at that level also.)
  - Appropriate apologies in the manner determined by the Administration
  - For school personnel deliberate or repeated flagrant acts of poor sportsmanship may be considered violations of contract and /or sufficient cause for termination or non-renewal of contract
  - For students and participants, deliberate or repeated flagrant act of poor sportsmanship may be considered sufficient cause for suspension from the team or removal from the activity. Such actions may result in the athlete not receiving a letter, not attending senior night, and not attending the athletic awards banquet.

## ELIGIBILITY

Any student (5-8) failing any subject in one week will be ineligible to

1. participate in extra-curricular activities the following week. This runs from Sunday-Saturday. Per IESA Rule.
2. Any student (5-12) who is ineligible for a period of three (3) consecutive
3. weeks will no longer be eligible to participate in the remainder of the season..
4. Any high school student (9-12) failing more than one subject in one week will be ineligible to participate in extra-curricular activities the following week. This runs from Sunday to Saturday. Per IHSA Rule.
5. Any high school student failing more than one subject in a semester will not be eligible to participate in extra-curricular activities the following semester. Per IHSA Rule.
6. Students are permitted to participate in more than one extra-curricular program at the same time.
7. Any student convicted of a felony may not participate in athletics for 365 days from the date of the conviction.

## DUAL SPORTS

Students will designate primary and secondary sports. A student going out for dual sports and serving a suspension will serve the suspensions as follows: a first offense equals 15% of the primary and 10% of the secondary. 2nd offense equal 30% of the primary and 20% of the secondary.

## INSURANCE

Before any student athlete shall be permitted to practice for or compete in any athletic event and before any athletic equipment is issued to the athlete, the athlete must:

1. Be currently enrolled in and have paid the current premium for the school district's insurance plan; or
2. Provide proof of coverage for athletic injuries by a private insurance carrier in the form of a certificate from the insurance carrier and have on file with the school district a signed insurance waiver.

## REPORT OF INJURY

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity and whether or not caused by athletic competition, to the head coach of the sport in which the athlete is competing.

## STUDENT INJURY

No athlete shall be permitted to participate in a practice or athletic event if the nature or extent of an injury to the athlete dictates that the athlete should be withheld. The Coach, Athletic Director, or

Principal may rule on this. When doubt exists as to the ability of the athlete to practice or compete, competent medical advice shall be solicited.

#### MEDICAL RELEASE TO RETURN TO COMPETITION

When there is any question of an athlete's medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate signed by a physician licensed to practice medicine in Illinois before allowing the athlete to engage in further athletic activity. In each instance when an athlete has been directed by a coach or other school official to seek medical examination or treatment, the athlete shall provide a release to participate signed by a physician license to practice medicine in Illinois before the athlete is allowed to engage in further athletic activity.

#### DRESS AND GROOMING

Rules regulating the dress or grooming of athletes on the basis of health and safety concerns may be developed by the coach of each respective sport. Team uniforms and equipment shall be required. Other prohibitions shall be limited to regulating forms of dress or grooming which present health or safety concerns for the athlete or other athletic participants.

#### LOCKERS

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

#### RETURN OF EQUIPMENT

Each athlete issued athletic equipment shall return the equipment in the condition in which it was received, normal wear and tear excepted, to the athletic department within one (1) week of completion of the athletic season for which the equipment was issued, or within one (1) week of the end of the athlete's participation in the sport for the season, whichever comes first. If an athlete fails to return equipment as required or returns it in damaged condition, the athlete may be charged for replacement or repair or be otherwise disciplined as appropriate.

#### TEAM RULES

The coach of each sport may establish team rules which shall apply to each student athlete participating in the sports, provided however, such rules shall not be inconsistent with the rules provided herein. Team rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well-being of the student athlete, shall be subject to the approval of the Superintendent of Schools. Before the adoption of any team rule(s), the proposed rule(s) shall be submitted to the Athletic Director who shall submit the rule(s) to the Superintendent of Schools for approval. Practices, open gyms, and/or games on snow days are prohibited due to travel safety concerns. Exceptions can be granted for IHSA or LOVC required tournament action or due to extenuating circumstances unrelated to travel concerns. In these instances, the Superintendent, Principal, and Athletic Directors (both schools in case of cooperative teams) must agree to the exception.

#### DETENTIONS

- A detention is considered an unexcused absence, so consequences will follow for unexcused absences and will count towards the student's total.
- If a student-athlete is given a detention, he/she is expected to serve it when it is assigned—they may not skip it for practice or a game.
- We believe that athletes should be the positive influence in the school and
- in the classroom. If a student-athlete is setting a good example, he/she should not get detentions.
- If a Junior High student-athlete skips a detention, he/she will lose

- eligibility for the following week (Sun-Sat) at his/her level of competition. The student may practice.

#### SATURDAY SCHOOL OR OUT-OF-SCHOOL SUSPENSION

1. Athletes should be setting the example for other students.
2. We consider these both to be very serious offenses.
3. If a student-athlete receives a Saturday School, he/she will be suspended for one (1) game, which is to be served the next game following the date of Saturday school.
4. If a student-athlete receives an out-of-school suspension, he/she will be suspended for one (1) week, which is to be served the next week following the date of the out-of-school suspension.

#### MISSING PRACTICE/GAMES

1. Excused practice is free—This would be a school-sponsored event, death in the family, sickness, doctor's appointment with note. If the student athlete returns without a doctor's excuse, we may contact the office. Chronic absences will be dealt with on an individual basis.
2. Unexcused practice—Anything not listed above will be considered unexcused—including work. Some thing may arise that we have not listed. If this happens, it will be discussed with other coaches, but the Head Coach of that sport has the final decision for punishment.

1st time = individual coach's decision

2nd time & each time thereafter = the following suspension shall apply:

- |               |            |
|---------------|------------|
| (Volleyball   | = 1 match) |
| (Basketball   | = 1 game)  |
| (Baseball     | = 1 game)  |
| (Track        | = 1 meet)  |
| (Cheerleading | = 1 game)  |

If there is a conflict due to two events being scheduled at the same time, the following procedure will be followed:

1. Academics (band/chorus contest and performances) will have priority over athletics.
2. Sports teams in competition will have priority over other extra-curricular activities (music rehearsals, club meetings, FFA)
3. Other activities with special events will have priority over athletic practices (scholastic bowl meet, music program, etc.)

#### AWARD OF LETTERS

Any senior who completes in a sport four consecutive years (except when disciplinary action includes the withholding of the letter) will be awarded an athletic letter in that sport. In all other cases (except when disciplinary action includes the withholding of the letter), letters shall be awarded upon completion of a season as follows:

- Football Coaches Discretion, Outlined Beginning of Season
- Basketball Coaches Discretion, Outlined Beginning of Season
- Track Coaches Discretion, Outlined Beginning of Season
- Baseball and Softball Coaches Discretion, Outlined Beginning of Season
- Volleyball Coaches Discretion, Outlined Beginning of Season

#### ALCOHOL, TOBACCO AND DRUGS

The use or possession of alcohol, tobacco or drugs is strictly prohibited. This policy shall apply to all athletics on a year round basis, including summers and both on and off school grounds.

1. Penalties—First Offense

The student athlete who violates the smoking/drug and alcohol policy in the Heritage Athletic Code shall be suspended from 25% of the games of the next season that said athlete participates in. In the event that a suspension occurs during a season, the athlete will serve as much of the 25%

suspension of the current season and will finish the suspension during the next sport that said athlete participates in. The athlete must complete the entire season in order for the suspension to be completed and valid. Any student suspended from participation may be allowed to attend practices but cannot play in games during the suspension and can be reinstated when suspension is completed during that season.

2. Penalties—Second Offense

- A. Smoking/Tobacco Use—on the second infraction the athlete will be suspended for a period of 50% of the season up to a period of one (1) year.
- B. Alcohol and Drugs— on the second infraction the athlete will be suspended for a period of 50% of the season up to a period of one (1) year.

3. Penalties—Third Offense

- A. Smoking/Tobacco Use, Alcohol and Drugs—on the third offense of this policy the athlete shall be permanently removed from all sports and extra-curricular activities for a period of not less than 3 calendar years.

#### ATHLETIC DEPARTMENT AND CONDUCT

Behavioral misconduct by student-athletes shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- 1. insubordination; or
- 2. any behavior which is negligently or intentionally injurious to a person or property which places a person or property at risk of injury or damage; or
- 3. any behavior which disrupts the appropriate conduct of a school program or activity; or
- 4. hazing or harassment of any kind; or
- 5. use of profanity; or
- 6. exhibition of bad sportsmanship; or
- 7. violation of the Athletic Code, training rules or any other school policies, rules, or regulations

#### IMPOSITION OF DISCIPLINE

Coaches and school officials shall impose disciplines appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and other school officials.

#### APPLICATION AND CONFLICT OF DISCIPLINARY RULES

In the instance of violation of school policies, rules or regulations or this Athletic Code by a student-athlete, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this Athletic Code and classroom-academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provide, however, the due process rights of the student shall be protected in so doing.

#### DISCIPLINARY SUSPENSION OF ATHLETES

The coach, upon consultation with and upon approval of school administration, may suspend an athlete from athletic participation for violation of the Athletic Code, team rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the athlete from participation in one or more athletic practices, games, meets, or other activities but less than dismissal for the balance of a season. The following procedures shall apply to disciplinary suspensions:

- 1. Prior to suspension, the athlete shall be provided an explanation of the charges against him or her. The athlete shall be given an opportunity to present his or her version of the incident to the suspending school official; and



2. Upon written request, the athlete may appeal his or her disciplinary suspension to the Superintendent of Schools, who shall have final and binding authority to determine the appropriateness of the suspension.

Eligibility begins with the first game of the season.

Only Heritage coaches and faculty may report violations of these rules.

#### SPORTS OFFICIAL ASSAULTS

A person that commits aggravated assault when he or she knows the individual assaulted to be a sports official or coach at any level of competition and the act causing the assault to the sports official or coach occurred within an athletic facility. It makes the violation a Class A misdemeanor. Public Act: 93-692

#### SPORTS OFFICIAL BATTERY

The court shall impose a minimum fine of \$1,000 for a first offense and \$2,000 for a second or subsequent offense upon a person convicted of or placed on supervision for battery when the individual harmed was a sports official or coach at any level competition and the act causing harm to the sports official or coach occurred within an athletic facility at when the official or coach was an active participant of the athletic contest. Public Act: 93-694

#### RANDOM DRUG TESTING

IHSA will conduct random drug testing for any state series IHSA sponsored event that Heritage High School student athletes participate. (This includes Regionals, Sectionals, etc...)

#### PRACTICES

##### Junior High

No practice or open gyms for junior high students on Sundays. Practice for junior high students on holidays need to be pre-approved by the administration.

##### High School

Practices for high school students on Sundays or Holidays need to be pre-approved by the administration.

#### PARTICIPATION IN PRACTICE OR CONTEST

Students will not be permitted to participate in athletic practices or contests on the same day they do not dress for Physical Education

#### ATHLETIC TRANSPORTATION

Students participating in athletics/activities must ride the same transportation as the rest of the team/group unless alternative arrangements have been approved through the office of the principal prior to the activity. Students will be permitted to ride home with their parents from athletic events only if signed out by the PARENT/GUARDIAN at the extra-curricular event unless alternative arrangements have been approved through the coach or office of the principal prior to the event. Adherence to the Villa Grove Athletic Code of Conduct will be accepted as part of the cooperative team for transportation, including coach requiring athletes to ride school vehicle to promote team spirit.

#### CONCERNS PROTOCOL

The following protocol will be followed before requesting a meeting with the Board of Education. Most concerns can often times be resolved through open communication between coaches and parents and often times coaches are unaware of a concern that a student athlete or a parent might have. If there is a concern please contact the office to set up step one of the procedures listed below.

Step 1 – One on One coach/parent(s) meeting.

Step 2 – If concern is not resolved, meeting with athletic director, coach, and parent(s).

Step 3 – If concern is not resolved, meeting with principal, athletic director, coach (union representation if needed) and parent(s).

Step 4 – If concern is not resolved by step 3, superintendent will put parents' concern on the agenda for the Board of Education meeting.

### **Spectator Code of Conduct**

Any person, adult or student, who does not show or conduct themselves in an appropriate manner during extra-curricular activities/concerts/etc. will be subject to dismissal from activities for a time period determined by Administration and the Board of Education. Any visitor asked to leave a game by an official or administrator, either at home or away, will be reviewed and appropriate action will be taken. We are here to support our children in a manner that is considered appropriate. Inappropriate behavior will not be tolerated and will result in banishment from activities and/or school grounds.