

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/HS Principal
217-896-2421

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

Superintendent: Tom Davis
High School Principal: Tom Davis
Dean of Students: Jason Conn
Bookkeeper: Deana Wolf

Athletic Director: Lori Archer
Dean of Students: Corey White
Treasurer: Myrna Madigan

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

Curt Elmore
Robert Benschneider
Robert Fitzgerald

Heritage High School

Agriculture: Brooke Mohr
Art: Julia Galaway
Band/Chorus: Justin Lee
Driver Ed: Alan Sorensen, Jason Conn
English: Christine Campos, Lynette Kohlbecker
Guidance Counselor: Patti Knott
Health: Lori Archer
History: Kami White
Home Economics: Joscyln Mohr

Industrial Technology: Scott Gerard
Math: Cory White
Physics/Math: Anthony March
PE: Jason Conn
Resource/Special Education: Lisa Brooks
Secretary: Julie Pearman
Science: Lauren Hopper
Spanish: John Jones
Special Education & Teacher Aide: Theresa Hooker

Cook: Peggy Vogel
Librarian: Amy Courson
Speech Pathologist: Pam Tate

Custodians: Hank March, Jamie Auteberry
School Nurse: DiAnne Boyd

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

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 or parent(s); 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. Acceptance of this handbook covers student under all school policies and handbooks for all academic, athletic, and social activities.

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.

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 in 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 FERPA student privacy guidelines, 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. All student-parent concerns must be addressed in closed session per student privacy guidelines.

Students' Rights and Responsibilities

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

With those rights come these responsibilities:

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.

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. 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. Board Policy 2:260 will be referenced for the filing of complaints.

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-8th 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. in the Library at the Heritage Junior High and Elementary 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 include 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.

Asbestos

The district is required by law to notify parents that we have asbestos in our buildings. 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.

Fees and Waivers

Fees for 2018-2019:

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. High School Course Fees are also collected at registration to cover lab costs of Ag Mechanics & Technology, Art, Clothing, Advanced Clothing, Foods & Nutrition, Advanced Foods & Nutrition, Greenhouse Productions, Introduction to FCS., Metals, Woods, and All Science Courses.

Unless otherwise noted, students are responsible for providing their own school supplies, based on the teacher-provided list provided during registration, first day of class, or on the district website.

Book Rental - Fines

Heritage High School provides current textbooks, supplies and other materials for students' use during the school year. Fines will be levied to compensate the school for any damage to rented books beyond the normal expected wear. These fines may be equal to the cost of textbook replacement, frequently as much as \$80.00 per book. 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 the book. An example of assessing a student a damage fee is: book cost \$60.00 new; book has been used for three years; student has unusual wear and tear but book is still useable; student will be assessed one fifth of the cost of a new book. If the original cost of book is unknown and the cost of replacement book is unknown, student will be assessed one fifth of \$60.00. Sixty dollars is the average cost of a new textbook. Severe damage to a textbook that is still useable will result in assessing the student up to half or three fourths 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 or school secretary. 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.

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 and the parent is not available, two options exist depending on the maturity of the student:

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

may call a health care professional to administer medication. The cost of paying the health care professional shall be the responsibility of the parent.

Care of Students with Diabetes Act

Recognizing the serious health condition posed by diabetes, the Illinois General Assembly passed Public Act 96-1485, the Care of Students with Diabetes Act.

A school district's obligations to a student with diabetes begins with a diabetes care plan ("DCP"), signed by the student's parent/guardian and submitted to the school district for any student with diabetes who seeks assistance in the school setting. The DCP shall address the student's needs at school and at school-sponsored activities, and identifies the appropriate school staff to provide and supervise the student's diabetic services. This information should be received through the parent/guardian, who is responsible for sharing any instructions received by the student's health care provider concerning the student's diabetes management during the school day. These instructions must include a copy of the signed prescription and method of insulin administration, if applicable. The family shall submit the DCP to the school district at the beginning of each school year, upon enrollment, as soon as practical following a student's diagnosis, or when a child's care needs change during the school year.

Upon receipt of a DCP, each school district shall develop a Section 504 plan and provide reasonable services and accommodations to the diabetic student. Using a form developed by the Illinois State Board of Education, the DCP shall include a uniform record of glucometer readings and insulin administered by the school nurse or a 'delegated care aide' during the school day. The Act defines a delegated care aide as a school employee who has agreed to receive training in diabetes care and to assist students in implementing their DCPs and has entered into an agreement with a parent/guardian and with the school district. The DCP shall include procedures regarding when a delegated care aide shall consult with the parent/guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate. As an example, a delegated care aide may need to confirm that the insulin dosage is appropriate given the number of carbohydrates to be taken and the student's blood glucose level when an unexpected snack or meal requires insulin to be administered.

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

Fully implements the following goals established in The School Code:

- identifying students with food allergies,
- preventing exposure to known allergens,
- responding to allergic reactions with prompt recognition of symptoms and treatment,
- educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

Physicals and Immunizations

For the health and safety of our individual students, as well as for the school as a whole, physical examinations and immunizations are required. Upon entering an Illinois school for the first time, and before grade 5 and grade 9, students must receive a physical examination using the forms required by the State of Illinois. In addition, immunizations must be up-to-date.

Students who have not fulfilled this requirement will regrettably be excluded from school until the situation is corrected or proof of an appointment that will take place within 30 days after October 15 deadline. Transfer students must provide this documentation within 4 weeks of enrollment. Any absence due to noncompliance of this law is unexcused and the student is considered truant.

Student Athletes Insurance and Physicals

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. Additionally, all athletes must complete a yearly physical prior to the first practice of any sports season.

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. You can contact the building secretary for more information. Pictures of athletic teams, band, chorus, and other student organizations are also taken. These pictures are sold on a request-basis only. Individual 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 Little Okaw Valley Conference. Admission to all regular season home games sports are below. Athletic passes may also be purchased, but these do not cover admission to certain IHSA or LOVC events.

\$2.00 for K-8 students and senior citizens age 65 and over

\$2.00 for high school students

\$4.00 for adults

Free for preschoolers

- Admission to athletic tournaments hosted by the district may be higher per IHSA and LOVC pricing.
- 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 and may change. This may include an athletic and athletic transportation fee, as outlined in the athletic handbook.

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 posted at www.heritage8.org, as well as in the daily 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: the term "bus" is 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.

Emergency Closing

The school will strive to take every precautionary measure necessary in the event of severe weather conditions or school mechanical problems which cause 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 canceled 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 closing will be made using our school communication phone software and radio stations including WDWS-AM 1400, WDAN-FM 1490, WLRW-FM 94.5, WIXY-FM 100.3 and television stations WCIA(3) and WICD(15). You also may check the Heritage Schools web site at <http://www.heritage8.org> Twitter and Facebook will also be used for notifications. When no announcement is made, school will be in session.
2. Do not call school offices 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.
3. Some areas of the district become hazardous earlier than others. Parents in these areas should feel free to drop off and pick up their students at their discretion. Any absence due to parent concerns on weather driving will be excused if notified at the time of absence.
4. Parents are asked to notify the school where you want your child to go in case we cannot get them home because of snow. This must be recorded on your child's emergency information form during registration or by note to the office secretary. If you prefer that we keep your child at school and not permit he/she go to a friend's house, please notify us of this.

Arriving and Leaving School Each Day

Entering the buildings before schools open in the morning 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 beginning 7:40am, 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 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 check in at the building office before going to their classrooms.

Attendance

Parents are requested to call the office (834-3392) 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 make an attempt during the day to contact you. Upon returning to school and before going to his/her first class, the student must report to the office with a note, dated the reason for the absence. The excused student can receive an assignment form to be taken to teachers during homeroom. Students may not leave school during the day without permission from a parent. When leaving school, a student MUST check out in the office. Failure to do so will result in possible disciplinary action that may include detention, Saturday School, etc. to be determined by the administration.

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

1. Illness-students with a contagious illness must stay at home to prevent spreading of the disease. Students should stay home at least 24 hours after the break of a fever associated with an illness.
2. Funeral-of a relative.
3. Doctor or dental appointment-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. 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 that 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 absence:

The following are examples of unacceptable reasons for absences but not limited to the ones given: 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 appointments, failure to complete an anticipated absence form, having a picture taken, getting driver's license as examples.

Students who present a false excuse whether written and signed by a parent or not, will be considered unexcused and may 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 the 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 an unexcused absence. The principal has the discretion of evaluating every absence individually.

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. (105ILCS 5/26-10) The following policy will be followed when a student's absences accumulate without written documentation from a doctor. The school may notify the parents and the Attendance Improvement Program/Regional Office of Education Truant Officer after the following occurrences:

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

The Truant Officer will send a letter to parent requiring that a doctor's note 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, unexcused absences, or any of the other at-risk indicators will determine which students fall into this category.

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. This request should be made to the school secretary by 9:00 a.m. when the absence call is made to the school.

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.

Tardy Policy

Students are permitted a combination of three (3) tardies and lates to school a 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. All students start with no tardies the second semester. Excessive tardies and lates will result in Saturday School. Students not prepared for class, including having to go to their car or locker, will be considered tardy.

Appointments

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

1. If the student is not going to attend school the morning of the appointment, they must present a note from the parent the day before. Upon returning to school, the student must report to the Principal's office prior to attending classes.
2. If the appointment is later in the day, the student must bring a note from home and present it at the morning attendance line in the office on the day of the intended absence.
3. 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 for an admit slip and sign in at the office.
4. Students must present teachers verification that an absence was excused within two days of returning to school after the absence.
5. Students who arrive at school prior to 9:15 a.m. and have a doctor's note showing they had an appointment will not be counted tardy for purposes of taking final exams.

Closed Campus

Heritage Schools are closed campuses: Students are not allowed to leave campus once they arrive in the morning or during lunch of any school day.

College Visits

Students with a senior status are permitted two college visits per year. Parents must arrange all visits through the guidance office. All visits must be completed prior to April 30. The administration must approve college visits in order for student to obtain an excused absence. The guidance office will assist you in making necessary arrangements with the college or university of your choice. Students must have parent/adult supervision on all trips. Students are required to bring back a signed form from an administrator at the college visited in order to receive an excused absence. The guidance department is responsible for permits and verification of college trips. Students must be passing all classes at time of visit and be in line to graduate on time. Parents must arrange all visits through the guidance office at least two days in advance.

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. The principal may limit or deny any such request. Student visitors are not allowed to visit Heritage Schools during the school day. Visitations are highly discouraged the first or last week of school. 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.

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.

Student Records

Student personal records shall be open to the student with the consent of their parents or guardians. Heritage High School 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.

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.

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

- | | |
|----------------------------|---|
| 1. Name and address | 6. Weight and height of member of teams |
| 2. Telephone listing | 7. Period of attendance in the school |
| 3. Date and place of birth | 8. Degrees and awards received |
| 4. Major field of study | 9. Previous schools attended |
| 5. School activities | 10. 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; and; 5. Copies of the school calendar.

Special Education Programs

The State of Illinois requires all schools to provide testing, evaluation, and Special Education Programs for all students' ages 3 to 21 years of age, who are identified as having a handicapping condition.

When the classroom teacher observes inconsistencies, the parents are contacted, and consent from them is required before further study and evaluations are pursued. After trained personnel complete the evaluation, a conference is held with the parents to give them the findings and recommendations. Upon mutual agreement between the parents and staff, the child may be placed in a Special Education Program. Programs are based on the child's needs. Parents also have the right to request further evaluation and study of their child. Pre-school screenings for 3 and 4 year olds are conducted yearly in the district. If handicapping conditions are identified the school provides a program for the child. Consent of the parents involved is necessary before a child is placed in a program.

Grading Scale

All Heritage High School teachers will use the same unified grading scale listed below for the school year (scale subject to change at discretion of school board and/or administration during school year):

A+	100+	C	72-77
A	92-99	C-	70-71
A-	90-91	D+	68-69
B+	88-89	D	62-67
B	82-87	D-	60-61
B -	80-81	F	0-59
C+	78-79		

Weighted Grades – High School only

The following courses are weighted: Physics, Advanced Biology, English IV-AP, Pre-calculus, Parkland Dual Credit. An A counts 5.0; B counts 4.0; C counts 3.0; D counts 2.0; F counts 1.0.

Semester Averaging

1st Quarter – 45%; 2nd Quarter – 45%; Semester Exam – 10%

Graduation and Course Requirements

Course descriptions and requirements are contained in the Course Descriptions handbook available from the guidance counselor or in the high school office. The requirements for graduation from Heritage High School are:

English - 4 years (English I - II - III - and Vocational English or IV)

Mathematics - 3 years, Algebra I, Algebra II content and Geometry

Social Studies - 2 years including: Civics, US Government and History

Resource Management

Science - 2 years Biology

Physical Education - 3 years

Health – ½ year

Driver's Education – ½ year

At least, 1 credit in music, art, foreign language, or vocational education

Total credits required = 20 (transition from 8-block to 7-period school day occurred in 2016-2017)

The graduation credit requirements listed above are required for graduation and to participate in the graduation ceremony. The amount of credit granted for each course is listed in the Course Descriptions handbook. Semester courses generally earn 1/2 credit and year-long courses, successfully completed, earn 1 credit. Band, chorus, and PE count 1/2 credit per year. In all subjects the course must be passed with a D or higher for credit to be awarded. Students who fail a required course must repeat and pass the course before graduation. Students must also be clear of all district indebtedness and disciplinary actions in order to receive grade cards or to graduate and participate in graduation ceremonies. Students moving in senior year may be exempted by administration and each senior transfer case will be evaluated on an individual basis.

Student Status

Freshman	0-4.9 Credits
Sophomore	5-9.9 Credits
Junior	10-14.9 Credits
Senior	15+ Credits

This means that a student who does not earn six credits their freshman year retains freshman status. This student will remain on the freshman class list, attend freshman class meetings, etc. Class status may change at the end of the semester, providing that the student has earned enough credits to advance. Students must have 20 credits, including all required courses, by the end of the senior year in order to participate in graduation exercises and receive a diploma. At the end of each year the number of credits earned will be reported on the year-end grade card.

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 required assessments as determined.

Class Rank

The student with the highest grade point average is ranked first, with the rest of the students following in descending order. If two or more students are tied with the same GPA, they would all receive that ranking. Then, the next student would continue on with the ranking, but his or her rank would reflect the number of students who were tied. For example:

Student:	GPA:	Class Rank:
John	3.229	4
Jane	3.229	4
Sam	3.229	4
Sally	3.225	7

Awards for academic achievement and GPA will be announced during the graduation ceremony and students who fall into the following categories will receive the honors of either Summa, Magna, or Cum Laude.

Academic Honors

Honor Roll: The High Honor Roll is achieved by students who have an overall average of 3.67 or better with no grade less than B in any subject. 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 local papers. In addition students who attained honor roll status during the first three quarters will be honored at the annual Academic Honors Banquet. P.E., Chorus, Band, and Driver's Ed. are not figured in the G.P.A. and thus are not counted for the Honor Roll. Graduation academic awards are based on 8 semesters of work.

Final Exams – High School only

Students who meet the following criteria for absences and lates and detentions may elect to not take final exams. Seniors with 0 or 1 absences, lates, or detentions do not have to take any semester exams and seniors with more than 1 and no more than 2 may get out of two final exams. Frosh, sophs, and juniors with no more than 1 are exempt from 2 final exams and frosh, sophs, and juniors with no more than 2 are exempt from 1 final exam. Students in grades 9, 10, and 11 must take a final exam in all subjects at least once during a school year. Every Saturday School is equal to two (2) detentions. Every out-of-school suspension is equal to four (4) detentions.

Seniors who met or exceeded preset state assessment incentives, to be determined by administration and school board, can get out of a pre-determined number of finals only if a student does not exceed any combination of three (3) absences, tardies or detentions during either of their senior semesters. Any combination of absences, tardies or detentions beyond three (3) will subtract the number beyond three (3) from the number of finals that an individual can get out of.

During second semester, seniors receiving an A in a course and less than 4 detention, tardies, and/or absences may be exempt from that course's final. All students must take a course final in each course once per school year unless they have met exemption requirements. Students who fail to meet the exemption requirements and fail to take the final will receive an incomplete in the class.

Resource Management

This course fulfills the state consumer education requirements. Students may take and pass a proficiency exam to be exempt from this course. Interested students should see the Consumer Economics teacher for specific information about the proficiency test.

Step

Credits awarded for the Step work program are determined based on the number of hours that students work. The number of credits awarded must be approved by the RCCSEC or other Step coordinator and the guidance office.

Physical Education

Developing healthy living habits is essential in our modern society. The physical education classes offered at Heritage will develop skills necessary to participate in a wide variety of recreational pursuits while stressing physical fitness and healthy living. One semester of freshman physical education is devoted to health. Students are required to participate in physical education during all four years of high school and will receive 1/2 credit per year. No student may have more than PE class per semester. Students enrolled in grades 11 and 12 may be excused from physical education for the following reasons:

1. To enroll in an extra class and this class is required as an entrance requirement for a post high school institution.
2. To enroll in a course which was previously failed, or, if just transferred into the district, there is a need for the course to meet graduation requirements.
3. Excuses students who must utilize the time set aside for P.E. to receive Special Education in support and services.
4. Students participating in an IHSA school-sponsored activity in Grades 11 and 12 may be exempt from PE during that season.

Physical Education Requirements

Most of the rules for physical education will be passed out by the physical education teachers; however, following are a few of the rules and requirements for P.E.: Each student is allowed one no dress for any reason each nine weeks and there will be no penalty. After the first no dress, each subsequent no dress will drop the student's quarter grade by one full grade. The fifth no dress and each thereafter is a detention during a quarter. Students who refuse to dress for physical education may be suspended from school.

Students unable to participate fully in Physical Education will need to have a medical excuse form filled out by a physician. This form will allow all students to participate in some capacity during Physical Education. The student or parent will need to obtain a medical excuse form from the office and submit to the teacher.

Driver Education

Driver Education is offered to ninth and tenth graders. Students must pass a minimum of five (5) 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.

Student Progress Reports

Report cards will be issued every 9 weeks. The school will notify parents prior to parent-teacher conferences on borderline students and need for a one-on-one conference. The STI grade program gives parents 24/7 access to student grades and is available to all parents from 4th-12th grades.

Home Schooling, Student Transfers, Graduation Academic Awards

Heritage School District No.8 reserves the right to test students who have been home schooled to determine if credit will be awarded for home schooling. The only grades that will be recorded for home schooling will be pass or fail.

A student must attend Heritage High School during their junior and senior year to be eligible for an academic award at graduation.

Summer School and On-line Courses

Students may find it necessary to attend summer school or to take on-line courses to make up failed courses in order to graduate on time. All courses must be approved in advance by the guidance office. Independent study courses must be approved by the guidance office.

Dual Credit Parkland

Heritage High School offers a program for students to take classes at Parkland and receive both Parkland college credit and credit for fulfilling the requirements for graduation from Heritage. Before taking a course, a student must have permission from the guidance counselor and must fill out an underage enrollment form and a Parkland application. The student is responsible for his/her own transportation to Parkland.

Warning: Most universities do not count college credit for these courses if the student uses them for high school credit also. Heritage students may enroll in Parkland classes for college credit, though, whether the classes count as high school credit or not. A student must be 16 by the end of course to enroll at Parkland.

Advanced Placement

Heritage offers advanced placement courses in English and Physics. Heritage requires that all students taking these courses must take the end of the course exam. The requirement for enrolling in AP English is a 3.0 in English II.

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 (students 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 will lead to further suspensions, possibly for the remainder of the school term. A first occurrence of serious infractions of the rules may lead to suspension or expulsion from bus riding privileges, or from school altogether. Students who willfully damage seats or other bus equipment will, on the first infraction, will be disciplined accordingly and may be required to reimburse the school for damages.

Bus Rules

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

While on the bus:

1. Stay seated in your assigned seat, facing front.
2. Do not play radios unless the driver grants permission.

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. Don't 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 harass or bother other passengers.
12. Students are expected to obey all school rules while 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. Do not eat, drink, or chew gum on the bus.

While waiting and getting on or off the bus:

1. Running, pushing, wrestling, fighting, etc., are not allowed.
2. If you must cross the street, do so at least 10 feet in front of the bus where the driver can see you.
3. Stand away from the bus until the driver opens the door.
4. Wait to cross road until yellow arm is extended.

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 buildings and on schools grounds at all times. Any disruption of the educational process by attention seekers presents a problem at any school program. Follow all classroom rules.
2. Disrespect for person such as striking, pushing, shoving or other aggressive acts is not tolerated.
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. Public displays of affection considered inappropriate include: kissing, embracing, linking arms, walking with arms around the waist or shoulders of others and the touching of private parts of the body. Holding hands is permitted. .
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 gang references will be strong.
6. A student may be asked to submit to Breathalyzer analysis when school officials have a reasonable suspicion that a student has used or is under the influence of alcohol. The administration of the Breathalyzer will be done in the presence of a minimum of one (1) certified staff member and one (1) other adult. Attempts will be made to notify parents before the Breathalyzer is administered. Consequences for refusal to be tested will lead to disciplinary consequences.
7. Disrespect for property or vandalism of lockers, washroom, and classroom.
8. Violations of any campus or classroom rule such as pop or candy in classroom, sleeping in class, lunchroom disruption, nor throwing of objects (rocks, snowballs, etc.)
9. Insubordination will not be tolerated.
10. Possession and/or usage of firecrackers
11. Bullying - There is a no bullying rule in place under Illinois School Code (105 ILCS 5/27-23.7). Students who are harassing other students verbally or physically will be punished - minor offenses with detentions & severe offenses with possible Saturday School, suspension, or expulsion in severe cases. The principal will notify parents or guardians by phone or letter when students display aggressive behavior.

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important district goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of

being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term 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 one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
 - b. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - c. 7:310, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and

welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Disciplinary Categories of Offenses

A. Minor Offenses - 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 offenses include:

- Rude/discourteous behavior
- Loud, disruptive, boisterous behavior
- Inappropriate student dress
- Talking without permission
- Passing notes
- Throwing/shooting projectiles
- Tardiness
- Unauthorized usage of cell phones/text messaging
- No card playing or dice games

B. Saturday School Offenses - Some examples of offenses for which a student may receive a Saturday school include:

- Six (6) or more detentions in a semester
- Defiance of constituted authority or disrespect to school personnel
- Failure to serve detention(s)
- Skipping all, or part of, a class.
- Smoking or the possession of tobacco products and/or smoking equipment or materials
- Truancy
- Vandalism and/or destruction of property
- Getting in car without permission or taking car off school grounds at noon.
- Taking two lunches.

Repeated disciplinary offenses may be classified as insubordination and may be subject to advanced discipline measures.

C. Gross Disrespect or Misconduct - These offenses may warrant in-school or out-of-school suspension. Suspended students will be expected to maintain their subject areas during suspension and a remediation plan for a student suspended, including addressing homework and services provided during suspension, will be determined upon the issuance of the suspension. A student may be recommended for expulsion upon receiving a 10 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. Offenses outlined 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
Sexual 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
Insubordination
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" and "act-a-like" on school property
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 can 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.
Any and all suggested punishment set forth herein may be increased or decreased at the discretion of the Administration and/or Board of Education in response to the facts presented in that discipline case.

Detentions

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.

Teacher Detentions: Detentions will be issued to students by teachers for minor rule infractions or violation of classroom or school rules. 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 in the office will file a copy of the disciplinary report. A student who refuses to sign a detention will be given a second detention.

Office Detentions: 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. If it is necessary to change the date of the detention due to special circumstances, the student must request at least twenty-four hours in advance the change with the principal. Students owing more than one detention must serve at least two at a time until all detentions are resolved. Detentions always take precedence over extra-curricular activities and after school employment.

Detention Guidelines:

Be on time for serving – Before School 7:35 a.m. / After School 2:50 p.m.
No eating or drinking
No electronic devices
No sleeping
Bring something to read or work on

Saturday School

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 may be served before, during, or after school. If a student fails to serve the detention, a Saturday School will be issued. If a Saturday School is not served, a 2 day suspension will be issued.

Saturday School Guidelines:

Be on time for serving – Before School begins 7:35 a.m./ After School begins 2:50 p.m.

No eating or drinking

No electronic devices

No sleeping

Bring something to read or work on

Skipping School-Each time a student skips school, he/she will be issued a Saturday School. Missing assigned Saturday School can result in further discipline.

The Principal may require a parent or guardian to meet with him after a student has 8 detentions in a semester. If parents or guardians will not meet with the Principal, the student will not be allowed to return to school.

Saturday School Rules (9-12:00 Noon)

1. If more than 5 minutes late, mark student as not attending Saturday school.
2. If a student misbehaves, mark student as not attending Saturday school.
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.
6. Students not assigned to Saturday school may not come to the Saturday school room and talk with students in Saturday school.
8. Students should contact the Principal in advance to miss Saturday School for illness.

Suspension

The superintendent, principal, or principal's designee 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, principal, or designee 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 or designee may suspend a student from riding a school bus.

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 charges are supported by the evidence 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.

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 using 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 witnesses 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.
During a suspension the student may not attend school or any school related activities (regardless if the activity is held at Heritage High School or off campus). Suspended students may be sent home during the school day.

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

Expulsion

The Board of Education may expel a student according to the provisions of established expulsion procedures, upon a finding that the 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 credits for the semester in which the proceedings take place. Expulsion Procedures are:

- A. The superintendent or principal is authorized to initiate procedures seeking the expulsion of any student. However, no such proceeding shall be initiated unless it is determined:
 - 1. That there is evidence that the student has been guilty of gross disobedience or misconduct,
 - 2. That suspension is not an adequate remedy.
- B. 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 forth all facts which form the basis of the recommendation.
- C. The superintendent shall place the Expulsion Hearing on the agenda of the next meeting of the Board of Education.
- D. 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.
- E. 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, which the hearing shall follow.
- F. The "request for appearance" shall be sent by registered or certified mail.
- G. 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.
- H. 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.
- I. At the conclusion of the hearing the Board shall review the evidence presented and makes 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.
- J. 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 which the student would be otherwise entitled shall be afforded where practicable.

Cellular Phones and Mobile Learning Devices

Heritage High School believes that technology plays an important role in enhancing the learning experience for our students. "Mobile Learning Devices" (i.e., cell phones) can be used by students during non-instructional time at lunch in the cafeteria. Students may not use phones in the hallways during instructional time or in the classroom. The only other time phones may be used is for learning purposes at the discretion of the teacher.

Using or possessing an electronic paging device, using a cellular telephone, video recording 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. Any student found

using a cell phone during unapproved times will receive a warning on first offense and phone taken for rest of class period, and then detention and phone given to office rest of upon second offense. A third offense will warrant communication and presence of parent at school to return phone along with detention. Punishment could be more severe depending on seriousness of the situation. Refusal to surrender phone will be dealt with as a serious offense with discipline.

Cell phones may be used in office but only after permission from teacher or staff. Contacting anyone by cell phone during school day hours outside of the allowed lunch period time or when given permission in main office will result in cell phone discipline as outlined above.

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.

Restroom Use – High School only

Restroom usage will be at the discretion of the teacher and any reasonable request will be allowed but excessive requests to leave a classroom that would appear to show a pattern may be addressed by the administration.

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 High School students.

The first detected offense of cheating will result in 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.

Sexual Harassment

Any student who feels that he or she is being sexually harassed should report the incident to the administration and/or counselor as soon as is possible. Sexual harassment is prohibited.

Behavioral Intervention Procedures

The School District has a plan on file for Behavioral Intervention. Contact the Principal for a copy

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. If no change of clothing can be obtained, students must call home and have some brought to them. 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 tops, midriff revealing blouses, or short shorts.
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, jogger shorts or sleeveless undershirts.
4. Hats and sun glasses are not permitted 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. This includes all headgear including hoods, hoodies, etc.
5. Clothing that advertises/promotes drugs, alcohol, or tobacco or displays the logo or corporate symbol/slogan of companies that manufacture such items are not allowed at school.
6. Clothing with slogans of a questionable nature or vulgar connotation are not allowed.
7. Shoes must be worn and hair should be neat and clean for health reasons.
8. No revealing ripped or torn clothing will be allowed to be worn during the school day. Examples: revealing ripped jeans, shirts, shorts, etc. or deep cut sleeves or neck on clothing covering the torso.
9. 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.
10. Loose fitting clothing and jewelry may be banned from classrooms where they pose safety concerns.
11. No unbuttoned shirts, blouses or other clothing worn on the torso which reveals any body parts or underwear beneath.
12. Spandex clothing is permitted to be worn ONLY when worn under outer clothing.
13. Students are not to have chains on wallets or pants.

14. Electronic devices are not to be used in class without teacher approval.
 15. Students are not to have matches or lighters.
 16. All shirt straps must be 2" wide.
 17. Backpacks and bags will not be allowed during school hours and must be stored in locker. Sports bags must be in locker or locker room or left in classroom with prior arrangement with coach or teacher (main office not allowed). This applies to all bags and backpacks, including guitar and instrument cases, string bags, purses, laptop bags. Bags for medical purposes must be cleared through the main office.
- Staff, administration or guidance office will monitor and enforce the above guidelines.

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 High School is to provide a safe, healthy atmosphere conducive to learning. As a result, the use, possession, sale, or transference of drugs, drug "act-a-likes", or alcohol on school property or at school sponsored events 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 "Athletics" for further information regarding drug and alcohol abuse).

A second offense involving the use or possession of alcohol/drugs during the student's remaining years at Heritage District #8 could be grounds for a ten day out-of-school suspension and recommendation for expulsion. Any student who illegally sells or attempts to sell a regulated or controlled substance while on school property or under the direct supervision of school personnel will be immediately suspended from school for a period of ten days. An expulsion hearing will be scheduled in EVERY case, and the local police officers will be contacted. During the period of expulsion, the aforementioned drug education program MUST be successfully completed by the expellee prior to his/her re-enrollment at Heritage District #8.

We at Heritage stand committed to aid any student who may have a drug or alcohol problem. This help may take the form of counseling, contacting parents, recommending involvement of outside agencies, or other measures deemed appropriate for a particular circumstance. The above policy refers to any depressant, stimulant, narcotics, 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.

Athletic Handbook

Any student participating in athletics is covered by the Athletic Code within this student policy handbook and receipt of this school handbook acknowledges coverage by the Athletic Code on pages and includes coverage of the code for seasons that begin before the regular the school year.

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 and athletic code.) It shall be the responsibility of the school administration in conjunction with the coaches to establish a non-exclusive 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.

As a part of its on-going efforts to raise awareness and reduce the use of anabolic steroids and performance enhancing dietary substances by student-athletes, the IHSA shall test a random selection of student-athletes who have qualified as individuals or as members of a team for selected state series competition.

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.
8. Any athletic failing to maintain ethical standards.

Sports Official Assaults

A person that commits aggravated assault when he or she knows the individual assaulted to be a sport 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 which the official or coach was an active participant of the athletic contest. Public Act: 93-694.

Absence and Extra Curricular Activities

Students may not attend or participate in extracurricular activities if they have an unexcused absence for 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 that are non-athletic code activities if they have attended at least 1/2 day of school – all classes prior to or after lunch. The principal may grant permission for excused students, or those absent with permission, who have missed more than 1/2 day to participate in extra-curricular activities under certain circumstances arranged by administration and parents. Refer to athletic code for absence policy below.

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.

School Sanctioned Events

Students 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, senior trip, 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.

Social Probation

Social probation may be imposed by the principal 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 extracurricular 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.

Extracurricular Attendance Policy

For all school dances, including Prom and Homecoming, there will be no front to back dancing; no hands on buttocks; no profanity; no kissing; no bumping and grinding. Students will receive one warning and the second occurrence will be asked to leave the dance. In case of prom, no post prom if asked to leave dance.

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, up to age 20, are allowed to attend Prom. Student attendance the day of prom is required.

Dances

No Junior High students are to attend High School Dances.

Field Trips

This includes Senior Trip & Washington D.C. Trip. Students may be withheld from these trips based on:

1. Students will follow IHSA guidelines to attend all field trips at the high school 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 the final say when determining who may or may not go on all school and extracurricular field trips.
2. Students who have 8 or more detentions during a school year.
3. Students who have 8 or more unexcused absences in a semester may be denied the privilege of going on the senior trip and the Washington D.C. trip. Students may have to forfeit their money that they pay in advance for these trips if they have 8 or more unexcused absences in a semester.
4. Suspensions from school involving weapons, drugs or alcohol. Students are required to attend school during a missed field trip, senior trip, or Washington D.C. trip.
5. Student attendance is required the day following all school trips. The principal may grant exceptions at his/her discretion due to unforeseen travel difficulties or exceptionally late arrival.

The principal has the final say when determining who may or may not go on the above listed trips.

Every Saturday School is equal to two (2) detentions in regards to going on field trips

Every out-of-school suspension is equal to four (4) detentions in regards to going on field trips.

Other Trips

Sponsors have the discretion to not allow students to go on trips that they sponsor, subject to administration approval.

Fire Drill Regulations

1. The fire signal is a continuous buzz. An all clear will be given through the intercom.
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. Someone in each group shall be appointed this duty by the teacher.
4. The teachers will direct students to leave the building by use of the nearest exit. The first two students out at NORTH, EAST and WEST entrances of the main hallways shall hold open the doors. These should be closed after everyone is out.

5. Go (at least 50 feet) directly away from the building.
6. Each teacher will call roll for their class.
7. No one will be allowed to re-enter the building until the all-clear signal is given.
8. Remember-no talking, be orderly, and listen for special instructions.

Lockdowns Soft/Hard

Hard/Soft Lockdowns is 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 pickup students until the event has been cleared by the authorities. Traffic would cause congestion and keep authorities from assisting in the lockdown.

Interpersonal Relationships

An important aspect of our 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. Consideration 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.

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, the guidance counselor.

Library Use

The school library is intended to provide the students, 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. Students will be charged the replacement cost for lost or damaged materials. A five cent (\$.05) fee will be charged per day 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. No tape is to be used inside the locker. Use magnets to hang up pictures. To avoid thefts students should keep their lockers locked at all times and their combinations confidential. **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. All personal items and valuables including cash and cell phones are to be kept in locked in lockers at all times. School is not responsible for stolen items that violate this policy.

Lockers must be kept clean and free of graffiti, dents 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.

Only unopened or sealed beverage/food containers may be kept in lockers.

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.

Motor Vehicles

Safety must be of foremost concern to all persons operating a motor vehicle on school grounds. A 10 m.p.h. speed limit exists on school grounds and a 20 m.p.h. limit exists within a block each way prior to reaching school grounds. The parking lot entrance is a one-way "in" and the drive at the west edge of the lot is a one-way exit. All drivers must follow one way signs when entering and exiting spots and within row and must follow staff parking signs as teachers and staff

have parking priority over students with the parking lot. The district is not responsible for students or their vehicles when driving to or from school or any extracurricular event.

Any vehicle driven by a student to school must be previously registered in the office by the end of the 2nd week of school or, for mid-year drivers, within two weeks of starting to drive to school. In case of emergency, report one day use of unregistered vehicle to office at the beginning of the day.

Once students arrive at school and drive onto school property the vehicle must be parked in the lot on the north side of the school in an orderly (north-south) manner and not to be moved until the end of the school day. Once arriving at school students may not be in automobiles or on motor vehicles at any time prior to school dismissal. Failure to drive safely or abide by the rules will lead to disciplinary action and suspension of driving privileges at the discretion of the principal. Vehicles are subject to drug and alcohol searches.

Off Campus Conduct

Inappropriate student conduct, which occurs on or off campus during school or non-school time, toward a faculty member, other school employee, 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.

Posters and Student Notices

There are several bulletin boards throughout our school. Any announcements placed on these boards must be approved by the office before being put on display. All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must be approved by the office. Attach only to surfaces that will not be damaged by masking tape. Do not use paste, cellophane tape or thumbtacks, 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 schoolbooks, desks, lockers, and the building in general. In addition, 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. As a good citizen, each student has the responsibility to assist in maintaining order and a good learning atmosphere in the school and the community.

Skateboards and Roller blades

Skateboards and roller blades will not be allowed on school premises at any time. Any skateboard brought to school will be confiscated.

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.

Sportsmanship

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 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.

Clubs and Activities

Class Officers and Student Council Officers

Class officer candidates will give class sponsors a signed statement indicating that they are seeking a particular office. Candidates must have a 2-point average with no failing grade the first semester. Class officers will be elected at the April class meeting. It is recommended that a student should not hold both a major class office and the position of Student Council representative for his class.

FFA

In FFA, students become part of a team. As a member, you may serve as an officer, be in charge of a committee, or participate in a wide variety of competitive events from public speaking to agri-business to fairs and shows. FFA members learn-not only about agricultural-but about themselves. Whether it's serving as a chapter officer or being part of a contest team, FFA members develop a sense of self-confidence not found in other classes. They compete against their peers and are recognized for their achievements. You will also have chances to travel and sometimes it will be to competitive events close to home. It may be to Indianapolis, Indiana to attend the national FFA convention. You might travel to our nation's capital, Washington D.C., to attend a leadership conference. Who knows? By participating in chapter activities you'll develop leadership skills-develop the whole person. The benefits don't stop at graduation. FFA members are eligible for more than \$715,000 of scholarships. Nationwide, almost 90 percent of all FF A members pursue post-secondary education. The future is bright for qualified young people in agriculture. Nearly 20 percent of all jobs in the United States are in agriculture and life sciences.

National Honor Society

CLASSIFICATION OF MEMBERSHIP -- Membership in the National Honor Society consists of the following classifications:

Active Members - those students who meet all requirements as stated in the local constitution, and who have been elected to membership. Transfer Members-a National Honor Society member who transfers from another school, which has a chapter will be accepted automatically into the new school's chapter.

Graduate Members-active members become graduate members graduation and cease to have voice or vote in the chapter.

Honorary Members - this honor may be conferred upon school officials, principals, teachers, or National Honor Society advisors in recognition of outstanding service rendered the school in keeping with purposes of the National Honor Society.

Scholastic Bowl

Scholastic Bowl offers students the opportunity to compete on an intellectual level with students from other schools. The season includes meets with other schools, a conference tournament, and an IHSA governed state tournament. Students who enjoy quiz games are strongly urged to join the team.

School Paper

The Predator has a rich tradition of reporting school activities to the Heritage Community. Participation on the newspaper staff is voluntary, with no qualification except interest, and approval of work by the sponsor. The school paper is considered part of the curriculum.

Science Club

Any high school student enrolled in a science course may join the Science Club. If at any time a student drops the science course, then they are dropped from the club.

All members must maintain a grade point of 4.0 in their science course(s). This will be checked every 4 to 5 weeks. Members who fall below this standard are suspended from the Science Club but must complete the project. All members must work on a project approved by the sponsor, and all projects must be entered in a science fair (local fair, regional fair or both). In addition, elementary, junior high, and other high school students may participate in the science fair with permission of the science teacher.

Members must attend all meetings. Failure to attend meetings will result in an overall lower grade on their project or expulsion from the Science Club unless an appropriate excuse is given.

Student Council

The Student Council serves in an advisory capacity to the administration, plans school activities, and participates in both district and state student leadership conferences. Student council members are elected by their own members. Two from each class and each class president is on student council but may not be student council president.

Yearbook

A yearbook, chronicling each year's activities, is published annually by the staff. Membership is open to all students by application to the sponsor.

Youth and Government

Youth and government is a YMCA-sponsored organization designed to provide to the student a more thorough understanding of politics and state government. Selected sophomores, juniors, and seniors are eligible to participate in the program as legislators, lobbyists, pages, attorneys, bill flow clerks, or state officers. Qualified program participants may work as members of the video or newspaper press.

In the spring of each year a statewide student assembly is convened in Springfield using the facilities of the Illinois State Capitol and other state office buildings. A three-day simulation using the work perfected at two pre-legislation sessions (held in the fall) then takes place.

Students are selected for membership in the program by the advisor in consultation with other faculty members.

Selection is based upon the student's potential benefit and effort in the program. Criteria includes, but is not exclusive to, character, leadership, and scholarship.

School Play Participation

All play participants will be checked for eligibility at the beginning of practice for the play. Anyone failing more than one class when practice begins or failed more than one subject in a semester will not be allowed to participate and will be subject to IHSA eligibility requirements.

Juniors--Working for the Class

Each member of the junior class is expected to sell concessions 6 times during the school year. If you are unable to sell, you may have your parents sell for you, or you may have someone else sell for you subject to class sponsor approval.

Juniors who do not sell 6 times themselves or have someone else sell must pay for the junior and senior prom tickets, and they will not be allowed to go on the senior trip the following year.

Students who are short of credits to be a junior but will have enough credits at the semester to be a junior should sell 6 times.

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 or 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 virus-free;

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 messages;

k. Using the network for commercial or private advertising:

1. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

m. Using the network while access privileges are suspended or revoked.

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

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 that 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 written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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.

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.

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. 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. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text. 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 and messaging 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 education 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.

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

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.

3. 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.

4. 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.

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/>

Required Handbook Additions Beginning 2012-2013 School Year

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.

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.

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.

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 they day before their 22nd 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.

2018-2019 SCHOOL YEAR UPDATES AND POINTS OF EMPHASIS

Pg 24 – added following language and guidelines due to previous parking lot issues: All drivers must follow one way signs when entering and exiting spots and within row and must follow staff parking signs as teachers and staff have parking priority over students with the parking lot.

Pg 20 – added following language and guidelines for bags and backpacks: Backpacks and bags will not be allowed during school hours and must be stored in locker. Sports bags must be in locker or locker room or left in classroom with prior arrangement with coach or teacher (main office not allowed). This applies to all bags and backpacks, including guitar and instrument cases, string bags, purses, laptop bags. Bags for medical purposes must be cleared through the main office.

Pgs 19-20 – clarified and expanded cell phone usage policy to use only during lunch time during school day, otherwise to be kept in locker and not seen nor heard in classroom, and to include warning and removal of phone on first offense, detention and removal of phone to office on second offense, and parent presence for phone return and detention upon third offense, along with reminder that refusal to surrender phone will lead to serious consequences. Contacting anyone during school hours outside of allowed times or with permission and use of office will be considered an offense as outlined in policy.

Pg 24 – clarified locker usage and that school and district not responsible for valuables per locker policy

Pg 20 – added hoods and any other headgear to Dress code section and reminder that dress code will be followed throughout school year

Hallway Pass Paddles – Reminder that students must be in possession of a hallway pass paddle anytime outside of classroom during class periods. Passes must be returned to teacher/staff upon return to classroom.

Pg 12- clarified final exam policy for pre-set state assessment incentives, which were put on hold after ACT was no longer given. SAT assessment incentives have not been set as of edit date 12/4/2018 by board or administration.

Pg 24- clarified the half-day attendance policy for attending all classes before or after lunch in order to participate. Prior arrangement with Principal with parents and student is still valid under certain circumstances determined by administration

HERITAGE COMMUNITY UNIT SCHOOL
DISTRICT #8 ATHLETIC CODE
2018-2019 (Revised June 2015 Per Co-op Agreement)

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), conference is dissolving Spring 2019. 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.
5. Athletic/athletic transportation and all school fees currently paid, except those who have qualified for waiver (reference pages 4-5 for waiver qualifications and procedures). Fees for 2018-2019 will be as follows:
Athletic Fee-\$50 per sport, \$100 maximum per student, \$150 maximum per family. Athletic Transportation Fee-\$25 per sport, \$50 maximum per student, \$100 maximum per family.

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 for a minimum of 50% of the instructional school day on the day of activity (on days when school is in attendance) or during the 50% of the instructional 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

1. Any student (5-8) failing any subject in one week will be ineligible to 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 weeks will no longer be eligible to participate in the remainder of the season..
3. 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.
4. 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.
5. Students are permitted to participate in more than one extra-curricular program at the same time.
6. 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. Cheerleaders will designate this as well. 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. All personal items and valuables including cash and cell phones are to be kept in locked in lockers at all times. School is not responsible for stolen items that violate this policy.

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

1. A detention is considered an unexcused absence, so consequences will follow for unexcused absences and will count towards the student's total.
2. 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.
3. 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.
4. 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. The student athlete receiving an out-of-school suspension shall be suspended from 25% of the games of the 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. 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.

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 things 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 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...)

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross Reference:

PRESS 7:305, Student Athlete Concussions and Head Injuries

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.

Heritage School District #8 Cheerleading Constitution

- A. Purpose and Responsibilities
Heritage School District #8 Cheerleaders primary purpose is to support the boy's and /or girls basketball programs. Promoting and encouraging school spirit and good sportsmanship is crucial to a productive season.
- B. Tryouts
 1. All candidates trying out will be required to attend cheer clinics.
 2. Appropriate clothing must be worn to the cheer clinics. The candidates should be prepared to work out. (Shorts, T-shirts, Tennis shoes)
 3. No one will be allowed in the gym during tryouts other than the judges, the candidate trying out and the coach. If parents would like to be at the school during tryouts you are welcome to wait with your child outside of the gym.
 4. Rules:
 - a. If you are waiting to tryout you will stay in the designated area and be quiet and courteous until it is your turn.
 - b. After you have finished your portion of tryouts you will return to the designated area and wait until tryouts are over.
 - c. After tryouts everyone will be required to leave the school grounds. We will be counting the sheets and posting the results as soon as we have them.
 - d. **ATTITUDES: Everyone will have a positive attitude. Good sportsmanship is mandatory.**
 5. Clothing for tryouts: You must wear a plain white T-shirt and Navy Blue or Red shorts. Logos on the T-shirts or shorts are not allowed. No jewelry.
 6. Each candidate will be given a number during tryouts. The candidates name will not be on any of the judge's sheets.
 7. Judges that come from other districts will be used to judge tryouts. The judges will have a back ground in cheerleading.
 8. Scoring system: sample sheets of the scoring system that the judges will be using to score each candidate during tryouts will be available to parents and administration to review. If you have any questions please ask prior to the tryout process.
 9. Score sheets are confidential. The only people that will see the score sheets after tryouts will be the judges and the coach. The score sheets will be held for a period of three months after the tryouts and will be subject to the administration for viewing.
- C. Practices and Games
 1. There will be practices over the summer.
 2. All games, practices and competitions will be supervised by the coach. Squad members are not released to practice stunts, pyramids or gymnastics without the direct supervision of the coach.
- D. Safety Regulations
 1. The Heritage School District #8 Cheerleading Squad will follow accepted safety guidelines set forth by IHSA and IESA and the Heritage High School Handbook.
- E. Summer Camp
 1. Heritage School District #8 Cheerleaders may attend a summer training camp; the dates and location of the camp will be determined following tryouts.
- F. Expected Behaviors and Standards
 1. Heritage School District #8 has a Code of Conduct for students. This Code of Conduct shall be abided by at all times.
 2. As a leader in the community, good sportsmanship is mandatory. Your attitude and behavior will reflect this at all times.
- G. Athletic Code
 1. All cheerleaders will abide by the rules and regulations set forth in the Heritage School District #8 Handbook and Athletic Code.

IHSA PES Testing Policy & Agreement 2018-19

Parent and Student Agreement/Acknowledgement Form Performance-Enhancing Substance Testing Policy

- Illinois state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.
- Illinois state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Illinois state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Illinois Department of Corrections.

STUDENT ACKNOWLEDGEMENT AND AGREEMENT

As a prerequisite to participation in IHSA athletic activities, I agree that I will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of performance-enhancing substances in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I understand that testing may occur during selected IHSA state series events or during the school day. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

Student Name (Print): _____ Grade (9-12) _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

As a prerequisite to participation by my student in IHSA athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. I understand that testing may occur during selected IHSA state series events or during the school day. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

Name (Print): _____

Signature: _____ Date: _____

Relationship to student: _____

IHSA Concussion Form

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns	<ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to hit• Can’t recall events after hit• Seizures or convulsions• Any change in typical behavior or personality• Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete

suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date