

Name of Student:

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing and/or complying with School and School District rules, policies and procedures.

Student Signature _____

Date _____

Parent /Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature _____

Date _____

MCHENRY DISTRICT 156

McHenry West Campus

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 Mr. Terry Fitzgibbons - Associate Principal, West Campus
 Mr. Greg Eiserman - Assistant Principal, West Campus
 Mr. Paul Dyer - Dean of Students, West Campus

DISTRICT 156 MISSION STATEMENT

We are committed to provide all students with the skills needed to be lifelong learners and productive citizens.

CURRICULAR LEADERSHIP

District Division Chair of the LMP - Mrs. Maureen Anelli
 District Division Chair of Physical Education - Mrs. Jennifer Beattie
 District Division Chair of Careers and Technology - Mrs. Karyn Burmeister
 District Division Chair of Fine Arts and World Languages - Mrs. Megan Bennett
 District Coordinator of Academic Supports - Mrs. Shae Gibour
 District Coordinator of Student Services (ELs) - Mr. Michael Kennedy
 District Division Chair of English and Social Science - Mrs. Gina Nomikoudis
 District Division Chair of Math and Science - Mr. Nick Custodio
 District Coordinator of Data and Assessment - Mr. Paul Wilm

STUDENT SERVICES

Ms. Cody - East Registrar A-Z
 Mr. Bocian - East School Counselor A-G
 Mrs. Frederick - East School Counselor H-O
 Ms. Schak- East School Counselor P-Z
 Mrs. Eggert - East Social Worker A-Z
 Mrs. Breitenbach - East Psychologist A-Z
 TBD - East Nurse A-Z
 Officer Ducak - East SRO A-Z

Mrs. Hephner - West Registrar A-Z
 Mrs. Chromy- West School Counselor A-Di
 Mr. Myers- West School Counselor Dj-Ji
 Mrs. Doczi - West School Counselor Jj-Mb
 Mr. Menke - West School Counselor Mc-R
 Miss Sadler - West School Counselor S-Z
 Ms. Murtaugh - West Social Worker A-L
 Mrs. Reid - West Social Worker M-Z
 Ms. Giordano - West Psychologist A-L
 Mrs. Kerekes-West Psychologist - M-Z
 Mrs. Franz - West Nurse A-Z
 Officer Shafer - West SRO A-Z

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School Song

*We are the fighting Warriors
 Our hearts are brave and true
 We fight for MCHS and for the fame of you!
 Rah rah rah
 Onward to victory always
 Let this our motto ring
 We are the fighting Warriors bold
 And our fame we will sing!*

School-Parent Compact

The staff of McHenry High School and the parents of its students agree that this compact outlines how the staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the staff and parents will build and develop a partnership that will help students achieve the State's high standards.

School Responsibilities

The staff of McHenry High School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state's student academic achievement standards by:

- Engaging students in active learning;
- Utilizing research-based teaching techniques;
- Examining and adjusting practices according to relevant and current educational research;
- Aligning courses to national and state standards;
- Providing programs for all levels of students;

Providing thoughtful and meaningful assignments so students can practice acquired skills and knowledge;

Preparing students for state standardized tests and post-secondary opportunities;

Communicate student achievement and progress with parents by:

Updating Infinite Campus Parent Portal bi-weekly;

Reporting student progress three times per semester;

Providing semester Report Cards;

Notifying parents when a student's grade falls below a 60%;

Maintain reasonable access for parents and students by:

Holding Parent-teacher Conferences in the Fall;

Providing names and responsibilities of Student Service Personnel including counselors, social workers, psychologists, deans, etc.;

Posting email addresses on the school website;

Updating, as necessary, important information on the school website;

Conducting Parent/Student/Administration conferences upon request;

Responding to parents emails or phone calls within 2 school days.

Ensuring reasonable access and open hours for students to seek out additional help.

Parent/Guardian Responsibilities:

As a parent of a McHenry High School student, I share in the responsibility for my child's education. My goals will be to engage my child's curricular and co-curricular endeavors, and to stress the importance of education. I will support my child's learning, while gradually increasing student's independence and responsibility.

As a parent of a student enrolled at McHenry High School, I will:

Ensure that my student is focused on his/her academic achievement by:

Dialoguing with my child about learning;

Encouraging my child's preparation for state standardized testing;

Reinforcing the importance of performing well on all assignments and assessments;

Helping my child transfer learning to real-world applications;

Staying informed on my child's education.

Discuss the importance of social obligations and decisions by:

Promoting positive use of my child's extracurricular time;

Monitoring for significant changes in my student's behavior and attitudes;

Getting to know the students my child associates with, and meeting their parents, creating an open line of communication to better monitor out-of-school activities.

Familiarize myself with district communication and staff to help support my student and check his or her progress by:

Monitoring my student's attendance, homework completion, internet usage, including the sites visited, television viewing, including the quality of the programs viewed, and grades and attendance on Infinite Campus;

Getting to know my child's guidance counselor;

Promptly reading all notices from the school, or the school district, either received by my child or by mail and responding when necessary;

Checking the school website for upcoming events, important information, and emergency information.

Participating as appropriate, in decisions relating to my child's future by:

Having frequent conversations with my child about future plans.

Student Responsibilities:

I will engage in academic and/or extracurricular activities to grow as a person. I accept responsibility to improve myself academically and to work to develop the necessary skills to be an active citizen and a life-long learner.

As a student enrolled at McHenry High School, I will:

Commit to my academic success and work to grow as a learner by:

Doing my assignments and work when required and completing work within the necessary time frame;

Admitting when I need help and seeking out assistance;

Reading at least 30 minutes every day outside of school time;

Engaging in the educational process through participation;

Preparing myself for the state standardized tests;

Preparing myself for post high-school requirements like; college admission examples, career proficiency tests, etc.

Maintain my personal integrity and challenge my peers to follow suit by:

Embodying the Warrior Ethos-Excellence & Ethics and Embracing the Way of the Warrior!

Contribute positively to the school culture and school community by:

Following all school rules as outlined in the student handbook;

Respecting my peers and treat them as I would like to be treated;

Respecting teachers and staff and follow their directions;

Respecting my school by cleaning up after myself;

Giving my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school.

Assume responsibility for my future including setting personal/career goals by:

Attending informational presentations offered through guidance that help outline potential career paths;

Creating post high school portfolios with guidance that demonstrate an exploration of career opportunities and interests (for example Career Cruising);
 Discussing with parents, teachers and community members about my future opportunities;
 Developing a high school plan of action for my post-secondary endeavors.

I. ACADEMIC INFORMATION

A.Student Responsibility to Citizenship

In support of the philosophy and goals of District 156, students attending McHenry High School shall reflect standards of good citizenship demanded of members of a democratic society. The following student responsibilities are required to maintain a safe environment conducive to learning:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law that apply to the conduct of students.
2. Citizenship requires respect for the rights of others and demands cooperation with all members of the school community. Student conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for school and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.
5. Upon the discovery of a situation that constitutes a clear and present danger to the school community, i.e. Weapons, drugs, explosive devices, a student will immediately inform an administrator or other staff member so that preventative measures can be taken. A student who fails to comply with this policy is subject to disciplinary action.
6. Living in an electronic age, every student should interact with new methods of communicating/interacting in an appropriate, responsible, and mature manner. This is an important new focus in society called, **digital citizenship**. Students should treat one another with respect at all times and be able to recognize potentially threatening, harmful, and dangerous situations or conflicts. When a student becomes aware of harassment or cyberbullying they should be caring and proactive in finding a remedy and report incidents to an adult. Students are expected to observe and grow in the areas identified in the nine themes associated with digital citizenship that follow.

Digital Access: electronic participation in society

Digital Commerce: effective and safe online marketplace

Digital Communication: exchange and interactions

Digital Literacy: teaching and learning with technology

Digital Etiquette: electronic standards of conduct

Digital Law: electronic responsibility for actions and deeds

Digital Rights and Responsibilities: freedoms that exist
 Digital Health and Wellness: physical and psychological
 Digital Security(self-protection); electronic precautions
 (www.digital.citizenship.net)

B. Credit Load

The school board has set the following as minimum and maximum course loads for students:

Grade Level	Required Course Load Credits
Freshmen	5 Academic and 1.0 PE
Sophomores	5 Academic and 1.0 PE
Juniors	No less than 3.5 academic and 1.0 PE
Seniors	No less than 3.5 academic and 1.0 PE

C. Pass-Fail Program

This program allows a student the following pass/fail options:

A junior or senior may declare a maximum of one course credit per year on pass-fail if the student still maintains four academic credits on the grading scale and the course selected is not a subject required for graduation. In addition, a student in grades 11 -12 may opt to take a required physical education course on pass-fail in grades 11 -12. Also, a freshman or sophomore taking band, or chorus if he or she meets the minimum load requirements. No student may take more than one full credit of pass-fail excluding physical education in a given school year. ***Pass-Fail grades may be viewed unfavorably by the NCAA eligibility center for students who intend to play intercollegiate athletics.***

GENERAL GUIDELINES

1. Pass-fail must be declared prior to the end of the tenth week of each semester course.
2. All course work still must be completed on the Pass-Fail Program. The advantage is that the letter grade and its effect on class rank and grade point average is removed.
3. "Pass" (P) will be awarded to students who earn a 60% or higher for the semester. Grades below a 60% will appear as fail (XF).

D. Policy on Grade Advancement

In order to enable a student to assume responsibility for earning the district's requirements for graduation, a minimum level of credits has to be reached for advancement to the next grade level.

Grade Level	Policy on Grade Advancement
Sophomores	4.5 Academic
Juniors	9.0 Academic and 1.0 PE
Seniors	13.5 Academic and 2.0 PE *Have taken College and Career Readiness Examination (SAT)
To Graduate	23.0 total credits

A student may advance to the next grade level if necessary credits are earned through approved summer school, correspondence school or tutoring. There will be no grade advancement during the school year.

E. Grading Scale

Class grades are based on the following scale:

Letter Grade	Definition	Percentage
A	Mastery	100-90
B	Proficient	89-80
C	Emerging	79-70
D	Insufficient	69-60
F	No Evidence	59-0

Semester grades shall be calculated from a weighting of 80% for the semester grading period and 20% for the semester exam. An exception may be made for those classes in which semester exams are not appropriate. In those cases, a culminating activity or project may be weighted at a lesser level with administrative approval.

F. Grading Scale System-Course Categories

1.General

These courses are designed to teach students the concepts and principles of specific subject matter, as well as the necessary skills to promote subject mastery. Materials and assignments are appropriate to student ability levels.

2.Honors

Honors courses are designed to prepare students for advanced placement course work. They are for students who show exceptional ability to a specific learning area. These courses will help satisfy the college admission requirements established by the state universities in Illinois. Each honors course shall require rigorous academic work including specific research, laboratory experimentation and or term assignments.

3. Advanced Placement (AP):

MCHS offers several Advanced Placement courses(AP Course). Enrollment in these courses prepares a student to take the Advanced Placement Exams in the spring. Successful completion of the Advanced Placement Exam can result in a student receiving college/university credit before beginning his/her freshman year. The Advanced Placement (AP Program is intended to challenge and prepare students for the rigors of college. Advanced Placement classes are assigned an additional weight to the GPA scale, make students more attractive candidates to

competitive colleges, and may help them earn college credits. Essentially, students enrolled in an AP class are taking college level coursework while in high school.

In order to receive these added academic benefits, it is expected that students and parents understand and are willing to comply with the following:

- I understand that the academic rigor, pace and teacher expectations are that of a college level class, and I must be self-motivated to study and prepare for this course and its corresponding AP exam.
- I understand that I am expected to take the corresponding AP exam in May.
- I understand that each AP teacher may assign independent summer work in preparation for the AP course. **Students will not be allowed to drop an AP course for incomplete summer work.**
- I understand that an AP course typically require 1-½ times as much homework as non-honors college preparatory classes. Each Advanced Placement course may require at least five hours of homework weekly.
- I understand that if I am concerned about my performance in an AP class, the following conditions must be met:
 - * The student schedules a meeting with the teacher and develops a plan of support that will help him or her succeed in the course.
 - * If a teacher determines student skill level is not appropriate for an AP course, a drop/level change may be considered, subject to course availability.
 - * Students may be considered for dropping **at the semester** if the intervention plan has been implemented.
- I understand that I should meet the following recommendations to be successful in an AP class:
 - * 3.0 overall gpa
 - * 90% attendance
 - * B or better in the previous content course

OR

- Meets most of the requirements with content teacher's recommendation.

It is imperative that both students and their families are aware of both the benefits and the expectations of taking Advanced Placement Courses.

By signing below, I am acknowledging that I have read, understand and agree to the requirements in this contract and that **I will not be allowed to drop an AP course after June 1st.**

First time AP students:

- I understand that if I am enrolling in my first AP class, my parents and I will be required to attend the AP informational meeting.
- I understand that I am expected to participate in the District 156 Summer AP Boot Camp if I am enrolling in my first AP class or completed the alternative assignment.

4. Honors Course Receiving Weighted Grading

A full listing of the honors courses receiving weighted grading can be found in the district curriculum guide or at <https://www.dist156.org/domain/38>

5. G.P.A. Weight Comparison

Weighted Scale	AP and Honors	General
A	5.0	4.0
B	4.0	3.0
C	3.0	2.0
D	2.0	1.0
F	0.0	0.0

A student may transfer a weighted grade to MCHS providing a similar weighted course is offered in our curriculum.

G. Honors Designation

McHenry High School's program to honor top scholars in a graduating class consists of three levels of academic distinction that will be recognized and awarded as follows:

Highest Honors	4.3 G.P.A. at the end of the seventh semester
High Honors	4.0-4.299 at the end of the seventh semester
Honors:	3.8-3.999 at the end of the seventh semester

Students will be awarded these designations based upon the cumulative grade point averages of seven semesters. Students who do not qualify after seven semesters, but do meet the minimum requirements following the eighth semester, will have the proper designation printed on their final transcripts.

1. Academic Class Ranking

Academic class rankings will not be calculated and, therefore, will not be available to students or outside agencies and institutions until the completion of the fifth semester.

H. Honor Roll

An academic honor roll will be generated the end of each semester to recognized students for high scholastic achievement.

Three types of honor roll will be published:

- 1) 4.0 honor roll for students with a grade point average of 4.0 and higher for the semester

- 2) 3.5 honor roll for students with a grade point average between 3.5 and 3.9 for the semester
- 3) 3.0 honor roll for students with a grade point average between 3.0 and 3.4 for the semester

I. Graduation Requirements & Expectations

The Board of Education of District 156 has specified certain criteria that must be met for graduation from McHenry High School. All requirements must be fulfilled prior to participation in graduation ceremonies.

CURRENT MCHS GRADUATION REQUIREMENTS:

1. Eight semesters of attendance or seven semesters of attendance with written parental request for December graduation and with the approval of the administration provided all other graduation requirements have been met.
2. Twenty-three total credits (Twenty-four total credits for the Class of 2021)
3. Nineteen and one-half academic credits and the three and one-half physical education must include:
 - a) Four credits of English.
 - b) Three credits of mathematics to include one credit of Algebra I and one credit for a course that includes geometry content.
 - c) Two and one-half credits of social science to consist of Advanced Placement Human Geography or Issues of the 21st Century during their freshman year, Revolutions Throughout History or AP World History during their sophomore year, one credit of U.S. History and one-half credit of American Government. During these courses students must pass the U.S. Government test, the Illinois Constitution test, and a flag test.
 - d) One-half credit of consumer education.
 - e) Two credits of science (three credits for the Class of 2021 and beyond) to include one credit of a life science.
 - f) One-half credit of health education.
 - g) One credit of art, music, world language or vocational education.
 - h) Three and one-half credits of physical education. In the case of the seventh-semester graduate, a passing grade in driver education may be substituted for the one-half credit of physical education.
4. Students are required to successfully complete two credits of writing intensive courses as part of the English Language Arts curriculum.
5. Driver education classroom instruction (30 hours) must be completed. In addition, a student must complete six (6) full hours of practice driving with a certified driving instructor.

Transcripts for transfer students must show evidence of classes equal to those required by MCHS before a diploma may be issued.

Graduation Expectations

Graduation ceremony is an important and significant event for students, faculty and parents. We take pride in our ceremony and work hard to assure that it is a quality experience for all. In

accordance with our philosophy that graduation is a formal ceremony, students must adhere to the following requirements:

- a) All students must have met the necessary school and state requirements by the established date in order to participate in the ceremony.
- b) Participating in the ceremony is a privilege, not a guaranteed right. Therefore, students must abide by all school rules until they are no longer MCHS students. Serious behavioral infractions in the days leading to graduation may result in the student losing the privilege of participating in the ceremony. Infractions include handbook violations that result in suspension as well as other disruptive activities such as “senior pranks”.
- c) In order for students to obtain tickets for parents and guests to attend the ceremony, all fees must be paid by the established deadline.
- d) Because graduation is a formal ceremony, student dress is strictly enforced. All students must wear dress pants, dresses or skirts underneath graduation gowns
- e) All students must wear the school selected graduation cap and gown. No personal articles, decorations or additions to the cap and gown are allowed. Students who do not comply will not be allowed to participate in the ceremony
- f) School related and approved honor cords, club cords, military enlistee branch cords, or Distinguished Warrior stoles are the only accessories allowed in addition to the cap and gown.
- g) Students who have enlisted and graduated from Armed Services Boot Camp prior to graduation are allowed to wear a school issued military embossed stole.

J. Physical Education Exemption Policy

Students in grades 11 and 12 may request exemption from physical education for the reasons listed below.

1. The student has a medical waiver.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student’s present and proposed schedule will not permit completion of the needed course because the student is already at the maximum course load.
3. The student lacks sufficient course credit of one or more courses required by state statute of local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or lack credits due to other causes will be eligible to apply for this exemption if they are carrying the maximum course load.

Forms are available in the Guidance Office for those students wanting to participate in this program. The physical education requirement is waived for the students participating in this program.

K. Schedule Change

Every effort is made on the part of the administration, counselors, teacher, parents and students to determine the most appropriate courses for student’s needs, interests, and capabilities. Once

a student has selected his/her courses, schedule changes are strongly discouraged unless a particular course does not match the student's ability level. No schedule or requests for new classes can be made after the fifth day of each semester. Schedule changes should take place prior to the beginning of the school year or at the beginning of second semester.

Even though dropping courses is and should be highly discouraged once the semester begins, it is understandable that there are instances when it is in the best interest of the student for a schedule change (course drop) to occur. It is preferable that this procedure be executed with the communication and consent of all parties involved: teacher, student, parents, and counselor. No schedule changes or requests for new classes can be made after the fifth day of each semester.

L. Health Curriculum

The District's curriculum and instruction materials shall be selected for compatibility with the District's educational goals and objectives. The School Board recognizes the right of an individual parent/guardian to request that his/her child be exempt from a particular unit of instruction related to sex education, family life, and disease. The parent/guardian shall make such request in writing to the building principal. If the request is approved, the student shall be assigned an alternative unit of instruction.

M. Objection to Curricular Materials

Mchenry Community High School Board of Education Policy 10.13 outlines a procedure for requesting reconsideration of instructional materials. Persons with complaints about curriculum, instructional or library materials or any District 156 educational program should express their objections in the following manner:

1. When there is cause for concern by a resident(s) of the district, a request should be made for an informal discussion with the Building Principals and classroom teacher or librarian concerning textbooks and supplementary materials.
2. After the informal meeting with the concerned person(s), the Principal should write a letter to the complainant(s) recapitulating the meeting and its outcome, keeping a copy of the letter on file. If the complainant(s) is (are) not satisfied after this meeting, a request may be made for a Request for Reconsideration of Instructional Material Form within ten school days. This form should be submitted to the Director of Curriculum and Instruction.
3. Within ten school after the receipt of a signed Request for Reconsideration of Instructional Material Form from a resident(s) of the school district, the Superintendent will make a detailed review of the material in question and meet with the complainant(s). A decision regarding the reconsideration request shall be made in writing by the Superintendent within ten (10) school days following this meeting.
4. Within ten (10) days after the receipt of the decision by the Superintendent, the complainant(s) shall have the right to appeal this decision to the Board of Education. Such a request for a hearing shall be in writing to the Board President.

The appeal shall then be heard at the next regularly scheduled meeting of the Board of Education. The decision of the Board of Education after the facts of the reconsideration request have been heard shall be final.

It should also be noted that parents may find certain curricular topics/materials objectionable (i.e. Religious reason) and a student shall not be required to take that portion of the course if the parent/guardian submits the objection in writing to the building principal. If such a request is made, an appropriate alternate assignment will be given to the student for consideration.

N. Testing

All students attending McHenry High School shall be required to take part in different state and local testing programs.

O. Absences During Final Exams

Students are expected to be in attendance on the days of Final Exams. Students who have surpassed the allotted six days of Excused Absences must provide medical documentation. MCHS provides a Finals make up day after winter break. However, this make up day is only for students with pre-approved or excused absences.

P. Early Final Exams

Taking final exam early is not allowed. Any student who can not take exams during the scheduled times must take them on the final exam make-up day that is determined by the District. These dates can be found on the District calendar. For any emergency or extenuating circumstances, families should contact the appropriate building principal.

Q. Academic Progress Information/Grade Reporting

Final grade reports are issued at the conclusion of each semester. Teachers update all grades online periodically and parents are highly encouraged to follow their student's academic progress in this manner. These reports can indicate exceptional or unsatisfactory work in academic subjects. The student and his/her counselor should have a conference to determine how to improve the student's academic status. Various courses of action might be taken, such as helping improve scheduling of time in a supervised area, scheduling a conference between student, teacher, counselor, and possibly parents, back-scheduling, or any other possible method that might be helpful. Students in this situation will be handled on an individual basis. Parents are encouraged to access their student's academic and attendance information through the Infinite Campus Parent Portal that can be accessed through the District website.

Type	Date	Method of Delivery
Progress Report 1	Mid-September	Posted to Infinite Campus
Progress Report 2	Mid-October	Posted to Infinite Campus/Printed for students
Progress Report 3	Mid-November	Posted to Infinite Campus
Semester Final	Mid-January	Mailed Home
Progress Report 4	Late January	Posted to Infinite Campus

Progress Report 5	Early March	Posted to Infinite Campus/Printed for students
Progress Report 6	Mid-April	Posted to Infinite Campus
Semester Final	Early June	Mailed Home

R. Learning Management Program

McHenry High School District #156 shall provide a free appropriate public education and necessary related services to all children with disabilities within the District as required under the Individuals With Disabilities Education Act (IDEA), the Illinois School Code, Section 504 of the Rehabilitation act of 1973, the Americans With Disabilities Act and all relevant implementing regulations. Student's parents serve as team members with the District in determining eligibility for and provision of special education services. Once a student has been found eligible for special education. An individualized educational program is developed to determine the extent of services appropriate for that student. It is the responsibility of this multi-disciplinary team to determine the most appropriate educational placement in the least restrictive environment. McHenry High School offers a continuum of services/programs, response to intervention implementation, psychological testing services, social work, speech therapy services, and other related services to eligible students. McHenry High School District is also a member of the Special Education District of McHenry County (SEDOM), a county special education cooperative which provides special services for McHenry students. For further information contact Becky Covalt, Director of Special Education, at (815)-385-7900.

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School District shall adhere to the behavioral intervention policy and procedures adopted by the Special Education District of McHenry County (SEDOM). These policies may be accessed at www.sedom.org or by contacting the District's Director of Special Programs.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. 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.

S. Teacher Qualifications

A teacher, as the term is used in this policy, refers to a district employee who is required to be certified under state law. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by state and federal law.

T. Late Start Tuesday

Late Start Tuesdays are designed to provide teachers with common meeting time to develop Professional Learning Communities. During this time, teachers will analyze student data, set and implement department goals, collaborate with colleagues within their building and across the district with a purpose to improve student learning. Lunch period times are not affected. The bus schedule for the students on Tuesday is the same as for regular school days. Students arriving by bus, or at the usual time, have opportunities to work in the computer labs, library and study rooms. All students need to remain out of the hallways due to teacher meetings. Students who provide their own transportation are expected to attend their first hour class. The dismissal time on Tuesdays is the same as for all other regular school days.

U. Annual Budget Notice

McHenry High School District #156 fiscal year budget will be posted on the district website no later than September 30th of each year.

II. COMPULSORY SCHOOL ATTENDANCE & POLICY

This policy applies to individuals who have custody or control of a child:

a) whose age meets the compulsory attendance age listed in State law,
Or

b) who is enrolled in any grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

1. Before the 2018-2019 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2018-2019 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school:

(1) Any child attending a private school (including a homeschool) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Per Section 26-2a of Illinois School Code: A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

Academic success is directly related to good attendance in school. Before maximum education can take place, the student must be present in classes consistently. Absences, whether excused or truant, are detrimental to the student's educational progress. Absences or tardies from school are permissible only in case of illness, court appointment, medical appointment, death in the family, pre-planned college or vocational school visit. Since high school students often take on increased responsibilities for working, car ownership, babysitting, etc., it is important to realize that such activities must not interfere with school attendance or homework. Although many of these commitments may be important and may have educational value in themselves, school must remain the first priority among students at McHenry High School.

This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, counselor and administrators; however the school determines whether or not an absence will be excused.

A. Student Responsibilities

1. Attend each class and arrive in class on time
2. If an absence occurs that is not school-related, follow these procedures:
 - a) Have your parent/guardian call the attendance office before 10:00 a.m. each day you are absent.
 - b) If a parent/guardian does not call or a signed note is not presented to the attendance office within 1 school day after the absence, it will be marked as truant.
 - c) Students are required to contact their teachers regarding makeup work (activities, classroom assignments, assessments, etc.) and determine an agreed upon due date within no more than 7 school days of the original absence. After seven days it will be up to the discretion of the teacher.
3. Family vacations are considered truant absences. Family vacations are strongly discouraged during school time, since they are disruptive to the education process.
 - a) For documentation purposes students should obtain an appropriate absence form from the attendance office one week prior to the absence.
 - b) Have parent sign the form and list the dates(s) of the absence(s).
 - c) Have the advance notice of absence form signed by each teacher.
 - d) After the advanced notice of absence form has been signed by each teacher, return it to the attendance office to be verified, dated and signed.
 - e) Students are required to contact their teachers regarding makeup work (activities, classroom assignments, assessments, etc.) and determine an agreed upon due date within no more that 7 school days.
 - f) Making up work in advance of the pre-arranged absences is strongly advised. It should be understood that some work, such as labs, oral presentations, class discussions, etc. cannot be replicated. It is the student's responsibility (not the teacher's) to see that all work is made up in the agreed upon time.

g) Taking final exams early is not allowed. Any student who can not take exams during the scheduled times must take them on the final exam make-up day that is determined by the District.

h) Students must submit a letter of request to the Principal for extended family vacations greater than 3 days. The Principal will meet with the student or family to discuss the terms of the request. This will serve as acknowledgement of the extended absence but not approval from the district.

4. Students must sign-in and sign-out with the attendance office upon leaving or arriving during the school day. Parents are required to make phone/verbal or written contact before a student will be allowed to leave the campus early. Students that become ill during the school day must be assessed by the school nurse. The school nurse will determine if the illness warrants absence from school for the remainder of the day. The nurse will then contact the parents or guardians to arrange student transportation home. Students should not call or text parents or guardians to arrange transportation without the involvement of the school nurse. Students not following this procedure will receive a class cut. Failure to comply with the sign-in/sign-out policy will result in a student conference and warning for the first offense. The second/repeat offense(s) will result in disciplinary consequences that the administration deems necessary.

B. Parent Responsibilities

Call the attendance office by 10:00 a.m.

EAST CAMPUS 815-363-2503

WEST CAMPUS 815-759-5509

Include the following information in your message:

The child's name, your name, and your relationship to the child, Date of absence, Reason for the absence, A phone number where you may be reached.

**If a parent/guardian does not call or a signed note is not presented to the attendance office within 1 school day after the absence , it will remain truant.*

**Documentation for excused absences must be submitted to the attendance within 10 days of the absence.*

1. Hold your child accountable for regular attendance and following the attendance policy.

2. Limit absence by scheduling appointments, vacation, college visits, etc. on non-school days whenever possible. Juniors and seniors are allowed two excused absences per year for the purpose of visiting colleges, trade schools, or tech school. A student may also have one excused absence per year for job shadowing at an approved site. College visits and job shadowing experiences will be counted as absences for those students pursuing the Distinguished Warrior Graduate Recognition.

3. Notify the attendance off, in writing, of any pre-arranged absence at least one week before the absence occurs. Ensure that your child follows the pre-arranged absence procedure outline above.

4. Contact the attendance office, counselor, and /or teacher if you have concerns about your child's attendance.

C. Excused Absences/Excessive Absences:

Parents may call their students in absent for one of the valid reasons listed below up to six times during a semester. After the sixth absence in one semester period, parents must provide written documentation establishing the reason for their student's absence. Acceptable forms of written documentation are also listed below.

Note: Absences that are valid and accompanied by supporting documentation are not counted toward the six days of absence. Counting of these days starts over at the beginning of each semester.

Absences will only be **EXCUSED** for the following VALID reason:

1. Illness-A doctor's certification will also be required for any absence due to illness when a student has accumulated six or more days of absence during one semester period.
2. Doctor/Dentist-If approved in advance and verified by doctor's note/receipt specifying date and time.
3. Court-Required and verified by a parent and court documentation.
4. Religion-Observance of a religious holiday.
5. Family Emergency-Serious illness or death in the immediate family.
6. School Activity-Field trips, music tours, or participation in athletic contests/co-curricular activities.
7. College Visits-A maximum total of two days junior year and two days senior year may be allowed. Proof of visitations (literature or note signed and dated by the registrar or advisor) may be requested by the attendance office upon return to school.
8. Job Shadow-A student may have one excused absence per year for shadowing at an approved site. A note from the site shall be required upon the student's return to school.
9. Emergencies-As approved by the principal, assistant principal, or dean.
10. Other-Such other circumstances which cause reasonable concern to the parent for the safety or health of the student. Parents seeking excusal of their student for this reason must provide written verification to the assistant principal or dean.

Once the student has accumulated **six** excused absences (EA) a staff member will contact the parent. The purpose of this contact is to ascertain the reason for absence (medical, mental health, or behavioral). Additionally the staff member will explain that one of the **ABOVE** conditions (see excused absences above) must be met and that appropriate documentation must be supplied or future absence will be considered a truant. Students that are excessively absent (as defined by 7 or more days of excused (EA) or truant (TR) may be referred to the District Response to Intervention Attendance Team. Students that reach 15 days of excessive absence (excused and/or truant) may be referred to the Regional Superintendent's Office and truancy being filed if the student is under 17 years of age.

1. Make-up Privileges

Students are required to contact their teachers, immediately upon their return to school, regarding make-up work (activities, classroom assignments, assessments, etc.). Student and

teacher should determine an agreed upon due date for submitting work within no more than 7 school days (from original absence). It should be understood that some work, such as labs, oral presentations, class discussions, cannot be replicated. After seven days it will be up to the teacher's discretion on allowing make-up work.

For truancy, students will not be permitted to earn points for any formative work completed in or out of class. They may, however, earn points for any missed summative assessments.

D. School-Sponsored Events Absences

Such absences are those due to field trips or other school-sponsored activities. These absences will be excused providing the student has followed appropriate pre-excused procedures.

Examples include, but are not limited to:

1. Field trips
2. School sponsored retreats
3. School activities
4. Career center activities
5. Counseling appointments
6. Participation in support groups
7. Co-curricular competitions and athletics

E. Truancy

Students are expected to attend class on a daily basis. All unauthorized absences are truant absences (TR). Students that are excessively absent (as defined by 7 or more days of excused (EA) or truant absence (TR) may be referred to the District Response to Intervention Attendance Team. Students that reach 15 days of excessive absence (excused and/or a truancy may be referred to the Regional Superintendent's Office and truancy being filed if the students is under 17 years of age. If multiple truant absences (TR) have resulted in a situation in which passing a class is not possible, it may be recommended to the administration that the student be withdrawn from class. Prior to any action being taken, this recommendation must be agreed to in a meeting between the student, parent, and teacher. Examples of truant absences include, but are not limited to:

Car troubles, Errands, Oversleeping, Shopping, Hair appointments, Missed the bus, Photography appointments, Alarm didn't work, Babysitting, Banking, Leaving campus without permission

*No call or note from a parent turned into the attendance office within one day after each absence

* Failure to sign in /sign out in the attendance office will receive a truant from class.

F. Class Cuts and Tardies

Students use of halls is restricted. During each period, by the time the bell sounds, students must be in their assigned classes or study hall, not in the halls. Movement in the hallways during class will be by pass only and for time deemed reasonable by the staff member issuing the pass. A student who is not in class when the bell rings is considered tardy. A student that misses more than half of a class period will be issued a cut (CT). If a student is detained by a teacher, that

teacher should issue a pass to the student for admission to the next class. Tardiness to class will be dealt with as a disciplinary matter.

G. Parent Notification

1. All students will be provided with access to an online copy of the school's attendance policy.
2. If a student's absences from class are adversely affecting his/her grade, the parent/guardian will be notified by the classroom teacher.
3. Parents or guardians may, at any time, call the attendance office and request a summary of their child's attendance.
4. Parents are encouraged to check student attendance regularly using the online access system.

H. Homework Requests

1. If it is anticipated that a student will be absent from school, students or parents may request homework directly by emailing teachers or through Schoology or by contacting the high school office to request homework be collected (Twenty-four notice is needed).
2. If you requested homework be collected it can be picked up in the Main Office at West or the Attendance Office at East.
3. Calls for homework requests should be directed to the Main Office at East, 815-385-1145, and the Main Office at West, 815-385-7077.

I. Truancy Interventions

District 156 requires all students to attend all classes and study halls daily. As a positive measure, classroom teachers, counselors, and administrators will work cooperatively to help each student understand the need for regular students attendance. A plan for communication involving the student, the home, and the school will promote the pattern of attendance that is effective and efficient for the student and the school.

In cases where these positive measures prove ineffective, irregular attendance must be treated as a disciplinary matter. Students can expect to have after-school detentions, alternative learning center (ALC) suspension assignments, alternatives to suspensions such as loss of privileges and out of school suspensions imposed upon them as a consequence of truancy and truant absences from class. A referral to the county truant officer for court action may also result.

J. Truancy Definitions

1. Truancy: District 156 considers a student to be truant who is absent without a valid cause for a school day or portion thereof, as defined in Chapter 122, Article 26-2a of the Illinois School code.
2. Chronic Truancy: District 156 considers a student to be a chronic truant who is absent without a valid cause for 5%(67 hours) or more of the previous 180 regular attendance days, as defined in Chapter 122, Article 26-2a of the Illinois School Code.
3. Resources and Supportive Services: The Following Resources and supportive services are available to students with attendance problems:
 - a) Conference with school personnel

- b) Counseling services with school counselors, school psychologists, and/or social workers
 - c) Psychological testing
 - d) Placement in alternative educational programs
 - e) Special education assessment and placement when appropriate
 - f) Community agency services
4. Truant Minor: In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 156 considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truant, or have been offered and refused by the parent(s), guardian(s) and or student.
5. Referral of Chronic Truants: District 156 staff will refer chronic truants to the Regional Superintendent of Schools, McHenry County. Students and parent may also be issued a local ordinance citation through the McHenry Police Department for chronic truancy.
6. Punitive Action: In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 156 schools will take no punitive action, including out of school suspensions, expulsions, local ordinance citations, or court action, against chronic truants for such truancy unless the available resources and supportive services have been provided to the student.
7. Exclusionary Action: In accordance with the Illinois School Code 105 ILCS 5/26-2, McHenry High School may deny enrollment to a student 17 years of age or older for one semester for failure to minimum academic standards or minimum attendance standards.

K. Address and Telephone Number Changes

If a student and/or his/her parent(s) move or change phone numbers, the student and/or the parent(s) should notify the Registrar of those changes immediately.

III. STUDENT PRIVILEGES AND INCENTIVES

A. Distinguished Warrior Graduate Honor

McHenry High School has created a four year program to honor and promote overall student excellence. The graduates who qualify for this honor will be publicly recognized at graduation with a special orange stole. The criteria are as follows:

Academic Growth Meets or exceeds expectations on standardized, college and career readiness examinations (ACT, PARCC, SAT, DLM, etc.)

Involvement Exhibits involvement in school-sanctioned activities: 1 year-long activity or 3 seasonal activities.

Service Demonstrates involvement in community service: minimum of 25 hours throughout high school career.

Grade Point Average earns a cumulative GPA of 2.50 or higher.

Character Maintains good character/citizenship: no in-school or out-of-school suspensions.

Attendance Demonstrates good school attendance: minimum of 95% during junior and senior year. All absences, including college visits, regardless of code, are calculated toward this attendance minimum with the exception of SA (student activity) and EE (exam exempt).

Coursework Completed at least ONE Advanced Placement or Capstone course as determined by our academic departments.

Grade Advancement Maintains on time graduation credit status each year.

B. Senior Finals Exemptions:

Semester One: All Students take Semester 1 Finals

Semester Two:

- Average of 80% in the course being considered for exemption for second semester.
- No A.L.C. or OSS assignments during the semester.
- No more than four tardis to each class during the second semester.
- No more than five absences during second semester (excluding approved student activities and absence excused with documentation) although two college visits are permissible, if used during second semester, they will count as absences.

Note: All student must remain free from ALC or OSS assignments during entire senior year to qualify for second semester senior finals exemption.

Students who meet the criteria may choose to take their finals with the understanding that the final will be 20% of the final grade.

C. Advanced Placement Final Exam Exemption

The MCHS Advanced Placement Program offers a variety of rigorous college-level courses with an opportunity of earning college credit by passing the culminating AP Examination held in May of each year. MCHS has an expectation that students cap off the experience by taking the AP exam associated with each course. All AP Teachers will offer their students the opportunity to be exempt from the second semester final examination for all students who take the AP test for that course. A cumulative examination may be given prior to the AP test as a preparatory experience.

Students who choose to be exempt the second semester final examination shall have a grade comprised of 100% semester grade and 0% final examination grade. Students may opt to take the final examination to raise their grade for the course. Students who do not elect to take the AP Examination will be required to take the second semester course final exam.

D. Incentives and Privileges

District 156 staff works hard to create a positive school culture both in and out of the classroom. Students are typically motivated both intrinsically and extrinsically. One component of school culture comes from student incentives and privileges provided by the District. District 156 student incentives and privileges include, but are not limited to, the following: field trips, lunch with peers, attendance at extracurricular events, attendance at school dances, incentive study halls, and parking passes.

E. 1:1 Chromebook Initiative

Beginning in the 2018-19 school year, McHenry High School District 156 will be implementing a 1:1 Chromebook Initiative for all students. The details, including student behavioral expectations, are described in our 1:1 Handbook located here: <https://www.dist156.org/Page/1267>

IV. STUDENT BEHAVIOR

A. Discipline Statement

It is the belief of the administration and staff of McHenry Community High School that its students are young adults and, therefore, are mature enough to accept responsibility. As a student progresses through the four-year experience of high school, more responsibility should be placed upon the individual. Maximum learning demands that good discipline be firmly maintained. There are basically two forms of discipline: self and external. The major responsibility of the student is that of self-discipline. The student who cannot exercise self-discipline will be subject to external discipline administered by the school.

All students are expected to follow necessary rules and regulations as printed in this student handbook and annually approved by the Board of Education. Additional rules may from time to time be announced to the student body over the school's public address system or by means of student bulletins. Habitual violation of such school regulations shall constitute gross disobedience or misconduct that may be penalized by suspension or expulsion. In certain cases, a student may be required to provide a written statement from a psychiatrist endorsing the student's fitness to attend school without being a threat to himself/herself or others.

B. Discipline and Loss of Privilege

District 156 administration believes strongly in working with students to correct behaviors. After exhausting traditional interventions such as parent involvement, detentions, or alternative to suspension, administration may pursue loss of privilege for students demonstrating continued misbehavior. Loss of privileges may include field trips, lunch with peers, attendance at extracurricular events, attendance at school dances, incentive study halls, parking passes. The loss of privilege would be recommended by district disciplinarians and/or Tier III intervention team in conjunction with parents.

C. Truant Discipline Policy

Truancy will be referred to the building administration for appropriate intervention including but not limited to the following: parent conferences, referral to the counseling services, other education/student service supports, disciplinary interventions assigned by as administrator, or a referral to the local truancy officer. Students and parent may also be issued a local ordinance citation through the McHenry Police Department for chronic truancy.

D. Class Cut and Tardy Discipline Policy

Punctuality is a trait which a good school citizen exhibits each day. Students must be in the classroom when the tardy bell rings in order to be considered on time. Repeated tardies will result in appropriate disciplinary action which may include student/parent conference, detention,

extended detention, Alternative Learning Center, suspension, and truancy referral. As the need arises we reserve the right to add data driven interventions.

Cumulative Tardy Consequence: Students with 10 or more cumulative tardies in all classes will be put a a building -wide no-pass list and will need administrative permission to leave class or study halls.

Cutting class is subject to disciplinary action by administrators ranging from a student conference through assignment to alternative learning center (ALC).

Tardy and class cut interventions commence with each new semester. After step seven the administration may attempt additional interventions that may include parent meetings and schedule change.

E. Academic Honesty

McHenry High School shall seek to establish as atmosphere in each classroom that actively fosters academic honesty. It is the belief of the faculty, administration, and the Board of Education of District 156 that academic dishonesty degrades one's character and is counter to the purpose of education. Teachers should promote academic honesty by discussing with students the distinction between honest and dishonest work along with appropriate examples. Faculty should develop and use teaching and testing strategies that significantly reduce the opportunity for dishonesty, McHenry High School should have consistent procedures for faculty to deal with academic dishonesty. The Board of Education recognizes that no policy can be successful without the active support of parents, students and staff.

1. Examples of Academic Dishonesty

Even though in most instances collaboration on the study of homework is acceptable, an action intended to obtain, or assist in obtaining, credit for work that is not one's own is considered academic dishonesty. Actions may include, but not be limited to the following:

- a)** Submitting another student's work as one's own work.
- b)** Obtaining or accepting a copy of test or scoring devices.
- c)** Giving test question or answers to a member of a later class, or receiving test question or answers from a member of an earlier class.
- d)** Copying from another student's test allowing another student to copy during a test.
- e)** Talking to another student during a test as well as signaling a response.
- f)** Using materials that are not permitted during a test.
- g)** Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given.
- h)** Permitting another student to copy, or writing another student's homework, project, report, paper or take-home test.
- i)** Falsely claiming illness to avoid the date on which a paper, project, report, or presentation is due or test is give.

- j) Tampering with a grade-book or instructor's computer. Not following an individual teacher's instructions could result in a penalty equal to that for academic dishonesty.
- k) Electronic devices-including but not limited to iPods, cell phones, calculators-for the purpose of sharing, copying, and/or recording of information.
- l) Intentionally moving , altering, or deleting any shared electronic resource or folder.
- m) Plagiarism-is the label given to student's work that is not properly documented. It occurs when a student submits work purporting it to be one's own, but work which in ways borrows ideas, organization, working, or anything else from another source without appropriate acknowledgement for its use. The use of the Internet to obtain papers, project, or other work to be submitted for a grade is expressly forbidden. Using a translation program for foreign language class work will also be prohibited. The faculty is committed to ensuring that every student learns how to properly cite sources in their work.. Once this instruction takes place, violations will be handled as defined below.

2. Policy Implementation-Academic Dishonesty

Students shall not commit an act of academic dishonesty. Confronting students about their alleged dishonesty should be done in a professional and humane manner. All violations of the policy shall be handled as a collaboration by the teacher, administrator, student and parent with focus on learning skills and correcting behavior. A student who commits an act of academic dishonesty will be given alternative assessment to demonstrate competency and will face additional disciplinary action.

1st Offense	The teacher will refer the violation to the Assistant Principal/Dean for documentation and conference with student and parent. First offense may also result in A.S.C or alternative to suspension.
2nd + Offenses	The second and all subsequent violations will result in a conference with student/parent and assignment to A.S.C.
<p>Please note:</p> <ol style="list-style-type: none"> 1. Academic dishonesty violations are cumulative for all four years of a student's high school career. 2. A referral form shall be filed for each incident with the Assistant Principal. 	

3. Theft or Possession of Final Exam

Theft or possession of a final exam or answer key may result in a zero for the final exam, may result in a semester grade of F, and may results in an administrative consequence ranging from student conference to suspension.

F. Internet Acceptable Use Policy

McHenry High School District 156 recognizes that in order for students to become productive, responsible citizens of the Twenty-first Century, they must be equipped to function in the continuously evolving Information and Communication Age. To this end District 156 is committed

to providing students with instruction and practice in using new technologies with existing resources.

New technology includes the use of the Internet for both accessing and communicating information. District 156 believes that Internet use serves a variety of educational purposes: to motivate students to further their learning experience; to enable students to communicate and therefore, gain a better understanding of all cultures; and to enable students to better evaluate information sources. For this reason District 156 has incorporated the use of the Internet and other new technologies into the curriculum. In order to maximize the use of this learning technology while providing for the safety, integrity, and rights of the students and staff members using the Internet, District 156 has adopted an Internet Acceptable Use Policy.

In order for the student to use the Internet and the wireless network, an authorization form must be signed by the student and parent and filed with the Computer Coordinator. Minor violations of the AUP can result in disciplinary consequences that range from detention to suspension. Major violation of the AUP, such as Hacking into district network, could result in expulsion from District 156 schools.

G. Electronic Devices

Electronic devices in the school should serve as an educational tool and be used appropriately as directed by the student handbook. Use of these tools is a privilege within District 156 school buildings whether the device is owned by the District or by an individual. Should students opt to bring these devices to school, District 156 is not responsible for the loss or theft of any electronic device. Furthermore, the District is not responsible for usage of personal data plans. Students should connect personal devices to the “student” wifi while at school and use devices for academic purposes. Students should remember the principles of sound digital citizenship as they grow as intellectuals and users of technology. During the school day, students must observe electronic device use as defined in the handbook.

Red Zone: All areas of the school are RED unless specified as a green zone.

Electronic devices should be off and out of sight. Devices may only be used in classrooms or study halls when expressly permitted by a teacher or a staff member. In the classroom, devices are to be used for educational purposes only, including but not limited to the following: creating electronic documents, viewing flipped classroom videos, communicating and collaborating on educational tasks with students/teacher, connecting to appropriate online resources for research and learning, and processing information. Students are not allowed to make or receive cellular phone calls. All calls during the school day should be made and received in the main office areas.

Green Zones:

Students are free to use electronic devices under the principles of digital citizenship. These times and areas including hallways during passing periods, lunch, commons, and before and after school. Please be respectful of those nearby. When students are in green zones, ear buds may be worn. It is imperative; however, that the student be able to hear and participate in any

emergency situations as indicated by staff or an alarm. Students at all times should be able to hear a teacher or staff member speaking to them.

Prohibited Use at ALL Times:

Cell phones and electronic devices are prohibited at all times in locker rooms, restrooms, school assemblies and during standardized testing. Use of cell phones and electronic devices in restrooms and locker rooms will be investigated and may result in police involvement. Students are prohibited from making or receiving phone calls at any time during the school day.

Students who use electronic devices in violation of the policy will be addressed by the teachers/administrators present. Failure to comply with the directives of the supervisors or the policy can result in the device being confiscated from the student's possession by the teacher or administrator at the time of the infraction. Any student who refuses to surrender his/her cell phone when requested to do so will lose their cell phone privileges for a minimum of one week.

District 156 does not take responsibility for phones that have been damaged or stolen due to violation of the electronic policy.

Electronic Device Discipline Policy

1st Offense

Administrative referral, student conference and 30 minute detention.

2nd Offense

Administrative referral and 60 minute detention.

3rd Offense

Administrative referral, 2 hour detention, and parent notification.

4th Offense

Administrative referral, loss of cell phone privileges for one week, mandatory parent/guardian meeting.

5th + Offense

Loss of cell phone privileges for the remainder of the semester. Mandatory parent/guardian meeting, Privileges may be earned back during the semester at the discretion of the administrator.

6th and beyond

Continued violations of the ED Policy may result in loss of privileges such as field trips, lunch with peers, attendance at extracurricular events, attendance at school dances, incentive study halls, and parking passes.

NOTE: This policy does not apply to calculators used for clear academic purposes or other educational devices approved by administration.

H. Unauthorized Videotaping or Photographing

Unauthorized videotaping or photographing of any student or staff member with any electronic device can be considered harassment which could lead to disciplinary action ranging from

suspension to expulsion. Administrators may report such incidents to local law enforcement agencies.

I. Cell Phones and Emergency Phone Use

Cell phones may not be used in any manner that would cause disruption to the educational environment or would otherwise violate student conduct rules. In the event that a cellular phone is in school, it must be turned off and out of sight unless being used appropriately as indicated in the student handbook. Students who need to make emergency phone calls to parent/guardians should go to the main office and see an administrator or secretary. Parents and guardians who need to reach their children can call the main office at the respective campus. District 156 is not responsible for the loss or theft of such items.

J. Staff Intervention

Reasonable force may be used by teachers and school authorities:

1. To maintain the safety of other students.
2. To quell a disturbance.
3. To obtain possession of weapons or other dangerous objects.
4. For the purpose of self defense
5. For the protection of persons or property
6. To restrain a student in defiance of an adult authority

K. Student Identification (I.D.) Cards

Student I.D. cards will be provided. These cards must be carried by the students at all times. I.D. cards are used for dances, work release programs, bus riding, library use, cafe/lunches, textbook check out, and other student activities. When requested, any student is required to identify himself/herself to any staff member. Failure to accurately identify oneself will result in disciplinary action.

L. Public Display of Affection

High School students are mature young adults and are expected to act as such. Displays of affectionate behavior anywhere inside or outside the building are in very poor taste and will not be tolerated.

First Offense: Warning

Second Offense and subsequent offenses: Parent Contact and Administrative consequence

M. Food/Beverage

Food and beverages can be disruptive to learning and increase the potential for spills and hazards in our building. Students should be respectful and mature in the manner they eat and drink beverages in school. Eating and drinking in class is governed by the individual teacher and their ability to conduct a positive learning environment. In addition, any beverages that are brought into the school must have a screw on top or cap. Students are highly discouraged from ordering food deliveries to school. School staff will not facilitate outside food deliveries to

students. If a student forgets their lunch at home, we ask parents communicate with the main office to coordinate a lunch drop off.

N. Dress Code

McHenry High School recognizes that there are individual differences among its students and that the major responsibility for acceptable dress and grooming lays with the individual students and his/her parents. In the overall interpretation, McHenry High School prescribes that a student's dress and grooming will not constitute a threat to health, safety, welfare or property of self or others, nor disrupt or impede the educational process, and will be in accordance with public decency, civil statutes and community standards. Students are expected to dress in a manner that is fitting of the academic environment.

Any item of dress displaying the following messages will be deemed as unacceptable:

1. Alcohol, tobacco products, and other drugs (including the display of alcoholic establishments).
2. Nudity, sexual connotations, double meanings, or references.
3. Vulgarity, profanity, racism, inflammatory, disrespect and/or bigotry toward any group, inappropriate gestures, or violence.
4. Anything representative of a gang or cult.

Students are prohibited from wearing the following articles of dress during the school year:

Head Gear: Hoods, bandanas, or any other head covering as determined by the school administration. The aforementioned head coverings must be removed and placed in the student's locker upon entrance into any school building. This ban shall not apply to students who must wear head coverings for medical or religious reasons (documentation may be requested by administration) or to headbands that are used to hold hair back or as a fashion accessory. Caps and hats will be permitted provided they do not cause a distraction to the learning environment and are deemed appropriate for a public school setting. Staff reserves the right to have students remove hats if they are deemed distracting or potentially offensive to a portion of the student body.

Accessories: Sunglass, jewelry with protruding objects that could be used as a weapon, or any other accessory that may cause a disruption to the educational environment as deemed by administration.

Top: Any tops that expose, back, midriff, or chest. No spaghetti straps may be worn.

Bottoms: Any bottoms that are revealing. Undergarments must not be visible. Slits or holes must not cause indecent exposure.

Shoes: State law requires that shoes be worn in all public buildings. Slippers are not appropriate for the school environment.

Outerwear: Outdoor jackets, vest, or coats may not be worn in the building unless the temperature warrants it. Students must leave their outerwear in their locker unless the teacher gives special permission. Trench coats are strictly prohibited at all times.

Tattoos: Tattoos that, by their content, violate any provisions of this dress code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.

O. Discipline Policy-Dress Code**1st offense:** Warning**2nd offense:** Detention and confiscation of the head covering or offensive clothing in question.**3rd offense:** Assignment to Tuesday/Thursday alternative and confiscation of the head covering or offensive clothing in question.**Subsequent offenses will be treated as insubordination subject to ALC-and/or suspension.****P. Tobacco Policy**

The use or possession of tobacco, smokeless tobacco, snuff, or any look-alike non-tobacco product, or any nicotine product by students is prohibited at school and at any school event. State law prohibits smoking on all school property. Local city ordinance make possession or use of tobacco under the age of 18 illegal. Citations will be issued by the McHenry Police Department for such violations.

Q. Discipline Policy-Tobacco**Tobacco Violations Disciplinary Procedures****1st Offense:** 1 day assigned to Alternative Learning Center, referral to SRO and parent contact**2nd Offense:** 2 days assigned to the ALC referral to SRO and parent contact**3rd and Subsequent offenses:** 3 days assigned to the ALC referral to SRO and parent contact**R. Electronic Inhalation Devices**

Electronic inhalation devices (e-cigs) and vaporizers are becoming more prevalent in schools. Due to the unknown chemical nature of what may be contained in such devices, and the health concerns they pose, these devices will be prohibited in school and treated separately from the tobacco policy. Devices found will be confiscated by school administration. If mind-altering chemicals are associated with these devices or possessed by the student, the violation will fall under the district drug policy and be handled as such. Local city ordinance make possession or use of tobacco under the age of 18 illegal. Citations will be issued by the McHenry Police Department for such violations. Use or possession of any electronic inhalation devices or paraphernalia will result in the following.

1st Offense: 1 day assigned to Alternative Learning Center, referral to SRO and parent contact**2nd Offense:** 2 days assigned to ALC referral to SRO and parent contact**3rd and Subsequent offenses:** 3 days assigned to ALC referral to SRO and parent contact**S. Drug/Alcohol Statement**

The use of drugs, which have not been prescribed, and alcohol is illegal. A health hazard, interferes with learning and teaching, and creates an atmosphere contrary to the best interests of the individual student and groups of students. The goal of this policy is to establish the atmosphere necessary for effective learning and teaching. It is important to understand that illegal drug or alcohol problems require firmness as well as a helping atmosphere to identify these problems in their early stages, to encourage persons to seek help and to refer them to

appropriate resources. In order to establish a drug-free environment, emphasis must be placed on the creation of a trusting atmosphere between staff and students.

T. Drug/Alcohol Policy

As used in the policy, drugs and alcohol includes all controlled substances under the Controlled Substances Act (Chapter 56-½, Sec. 1100-1602, Ill. Rev. Stat.), [cannabis under the Cannabis Control Act (Chapter 56-½, Sec. 701-719, Ill. Rev.Stat.) and any look-like substances or intoxicating compound as defined in Chapter 56-½, Dec. 1404, Ill. Rev. Stat.].

Guidelines:

Being under the influence of , illegal use of, possession or distribution of illegal drugs or alcohol, is not permitted on school busses, in school building, or on District 156-owned or used property at any time. This policy extends to all school-sponsored and related activities, including but not limited to co-op workstations, field trips, prom, dances, athletic and music events whether held before or after school, evenings or weekends.

For the purpose of this policy, students who are under the influence of drugs or alcohol shall be treated in the same manner as though they had drugs and/or alcohol in their possession.

A substance assessment/breathalyzer may be used if there is reasonable suspicion of drugs/alcohol use. Student refusal will lead to a drug policy violation.

Prohibited Student conduct as it relates to the drug/alcohol policy is defined as the following:

1. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
2. Using , possessing, distributing, purchasing, selling or offering for sale:
 - a) Any illegal drug, controlled substance or cannabis (including marijuana, medical cannabis and hashish).
 - b) Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma of legally prescribed inhalant medications.

- f) “Look-like” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store or conceal cannabis or controlled substances.
- h) Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

U. Discipline Policy-Drug and Alcohol

1. First Violation

- a) Any student in violation of this policy shall be suspended out of school for a period of ten (10) school days for the first offense.
- b) Alternative of five (5) days of suspension in place of ten days of suspension. Any costs that are incurred in fulfilling the requirements of this option are the responsibility of the student and his/her parents.
 - i. A student shall be referred by school personnel. In consultation with parents, for a drug/alcohol evaluation to assess chemical dependency by an appropriate drug/alcohol agency.
 - ii. A student must enroll in an approved drug/alcohol education program. Assessment must be completed within 48 hours.
 - iii. The student must provide documentation of a drug/alcohol evaluation and enrollment and completion of an approved educational program. The education program must be completed within six (6) weeks of the drug/alcohol violation, or the five (5) days of waived suspension will be reinstated.
- c) The administration reserves the right to recommend expulsion as a result of the first offense if the degree of seriousness warrants it.
- d) Any student involved in transacting or distributing drug/alcohol shall be suspended out of school for a period of ten (10) school days pending administrative review for recommendation of expulsion.

2. Second Violation

A second violation of this policy during a student’s high school years shall result in a ten (10) days out of school suspension, pending administrative review for possible recommendation of expulsion hearing before the Board of Education

3. Parent Notification

Parents shall be notified promptly when a violation has occurred, and their cooperation shall be sought.

4. Report to Law Enforcement Agencies

- a) Administrators shall report illegal possession, use, or distribution of drugs/alcohol or paraphernalia to the appropriate local law enforcement agency.
- b) Any evidence will also be turned over to the local law enforcement agency.

5. School Activities

- a) Any student in violation of this policy who is involved in athletic interscholastic activities sanctioned by the Illinois High School Athletic Association, shall also be governed by the Athletic and Activities Code of District 156.
- b) A student who is an officer in a student organization or a captain of an athletic team will forfeit that position for the remainder of the academic year.
- c) Any student enrolled in behind the wheel, who is found to be under the influence of substances during the school day, shall be removed from behind the wheel for that semester.

V. Rehabilitation Policy-Drugs and Alcohol

1. Definition

Because illegal drug/alcohol use and abuse is self-destructive and is something more than breaking the rules, District 156 supports a positive rehabilitative approach. A person has a drug or alcohol problem if the use or distribution of drugs/alcohol interferes with performance at school, changes behavior in social and/or family relationships and/or affects school attendance.

2. Referral

When a student is in first or second violation of this policy he/she shall be referred by school personnel, in consultation with the parents, for a drug/alcohol evaluation to assess chemical dependency by the appropriate alcohol/substance agencies and counseling services. A recommendation for a substance abuse assessment may also be made by school administration, counselor, or social worker if there is reason to believe that substance abuse may be affecting a student's academic performance or behavior in school.

3. Early Readmission

- a) When expulsion is for more than one semester, a student may apply in writing to the Building Principal for readmission after the first semester of expulsion if the following documentation is provided:
 - i. The results of the evaluation
 - ii. The recommendations of the evaluation
 - iii. The steps the student/parents have taken to comply with the recommendations of the evaluation
 - iv. The referral agency's assessment of the student's progress
- b) The Building Principal will review the documentation and make a recommendation to the Superintendent.
- c) The Superintendent will review the documentation and make a recommendation to the Board of Education.
- d) The Board of Education will consider the recommendation and determine whether early readmission is warranted.

4. Resources Available

The following resources will be available for any student or family:

- a) An in-school screening by trained staff
- b) A referral for a drug/alcohol evaluation to assess chemical dependency
- c) An attempt to seek parent's cooperation and support with the consent of the student
- d) A coordination of the intervention with the referral agency
- e) Support for the student as needed
- f) Referral to a protective agency with the student's consent
- g) Referral to an agency for family intervention

W. Altercations/Fights-Verbal or Physical

Any student involved in an altercation or fight will be subject to disciplinary action by the administrators, which may range from a conference with the student up through a recommendation for expulsion. The administrators may also refer the students involved to the McHenry Police Department.

X. Theft

The district is not liable for any lost or stolen personal items. All instances of theft should be reported to administration. Because the school district's insurance does not cover personal property, students are discouraged from bringing valuables to school or carrying large sums of money on their person. The district is also not liable for any band instruments left in the building. All students are encouraged to bring their instruments to and from home on a daily basis. Any student who steals or is in possession of stolen property can expect disciplinary action that may lead to suspension and/or expulsion and possible police involvement.

Y. Vandalism

Criminal defacement/damage is the willful defacing or destruction of property. Any student who is involved in vandalism can expect to receive a disciplinary consequence, which may range from detentions to expulsion with possible police involvement. Restitution for the damage will be required. This will include any costs to repair and/or replace the item damaged. Labor and installation cost will be included in the restitution. Major incidents and repeated behavior could require a suspension that may lead to a recommendation for expulsion.

Z. False Alarm/Endangerment

Any student who endangers the safety of other students by causing a fire, false fire alarm, tampering with AED(Automated External Device) will be suspended from school, referred to the police and recommended to the School Board for Expulsion. NOTE: These acts may include verbal or written forms.

AA. Gang Policy

The visibility of gangs and gang related activities in the school setting, by their very nature, cause a substantial disruption of school and school related activities. The term "gang" or "secret society" as used in this policy shall be defined as: "a group of any two or more individuals who associate with each other for criminal, Disruptive, antisocial, discriminatory and/or other activities

prohibited by law or by District 156's policies, rules or regulations." This policy also relates to any group or action associated with regional, national, or worldwide terror groups and/or ideologies. No student on school property or at any school related activity shall commit any act that furthers gang or secret society activity, including but not limited to:

1. The wearing, possession, use, distribution, display or selling of any clothing, jewelry, emblems, badges, symbols, signs, or other item which may be evidence of membership or affiliation in any gang.
2. The communication either verbally or nonverbally, (gestures, handshakes, slogans, drawing, etc.), of membership or affiliation in a gang.
3. The tagging or otherwise defacing of school or personal property with gang or gang related symbols or slogans.
4. The request to pay protection, insurance, or otherwise intimidating or threatening any person.
5. The solicitation of other for membership.
6. Inciting other students to intimidate or to act with physical violence upon any other person.
7. Committing any illegal act or other violation of school district policies that relates to gang activity.

NOTE: Some historical symbols are viewed as symbols of hate by some and can be restricted by the school district when displayed outside of the historical context.

Any student involved in gang or terror group activity will be subject to disciplinary action by the administrators, ranging from a student conference up through recommendation for expulsion. A complaint may also be filed with the City of McHenry Police Department and/or other necessary law enforcement agencies.

AB. Possession of a Weapon on School Grounds

Any student who has in his/her possession any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame, receiver, or any other part of (including bullets, shot, or shells) any such weapon; any firearm muffler or firearm silencer; or any destructive device (such as a bomb, grenade, fireworks, mine, rocket, missiles, knife, brass knuckles, jewelry that may be converted to a weapon, similar device), or their look-alikes; shall receive as immediate ten (10) day Out of School Suspension pending administrative review of recommendation for expulsion. The local police department will be contacted to take possession of the weapon. This policy shall be enforced even if the possession is discovered after the weapon has been removed from the school property.

AC. Confidential District #156 Tip Line

Report any knowledge you may have of impending danger to students or potential threats to our schools before they happen. All calls are confidential. You will be connected directly to voicemail so you will not talk to a person. All messages are checked and forwarded during each business day. **Tip Line Number: (815) 759-2271**

AD. Other Inappropriate Behaviors

Other inappropriate behaviors may include falsification of documents, profanity, cafe/class disturbance, disruption in ALC, loitering, off campus, unserved detentions, lewd conduct, inappropriate contact that is sexual in nature, or verbal aggression towards peers or staff, and/or any behaviors that disrupt the learning environment or general school setting.

AE. Definitions of Disciplinary Interventions

Academic/Teacher Detention-Detention assigned by teachers for behavior or academic reasons in regard to their classroom. The detention will be assigned during an agreed upon day and time between the teacher and the student. Notification of assigned detention will be made to parents by teachers.

Administrative Detention-One method of external discipline that is administered by the school is a detention. This detention will not take the student out of regular scheduled classes, but will be assigned before or after the school day. When necessary, students will be given a day to make arrangements with their employers so detention time can be served.

Alternatives to Suspension-To further assist students academically, McHenry High School may conduct alternatives to suspension that run after school on Tuesdays and Thursdays until 5:20 p.m. **NOTE:** Students who refuse to work or create disruption in TUES/THURS alternatives will be removed and referred back to the administrator.

Alternative Learning Center (previously In School Suspension)-McHenry high School operates an alternative learning center program. Prior to being assigned as, students will have the charges explained to them by an administrator and also be given an opportunity to respond to the charges. While in the alternative learning center, students remain in a quiet supervised study area for the entire school day. They are not allowed to attend their classes or to socialize with other students. During their alternative learning center assignment they are required to complete assignments for all of their classes. Alternative learning center assignments are normally given for truancy from school, excessive class cutting, class disruptions, smoking, etc. It is hoped that this intermediate step will forcefully remind a student of his/her responsibilities and avoid the need for out of school suspension. **NOTE:** Students who refuse to work or create disruption in A.L.C. will be suspended out of school for the remainder of the day and will be required to serve an entire day upon return.

Out of school Suspension-Once in awhile the efforts of teachers, counselors, parents, and administrators to help a student to become more responsible and possess self-discipline are ignored and disregarded. In such cases, the student will be suspended from the entire school program and its environment. Parents will be notified of this action by mail and by phone and a parent conference called. During out of school suspension, it is the parent's responsibility to provide direct supervision of the student until he/she is readmitted to school. Any student suspended from school is not allowed to be on any property adjacent to the school that may allow communication with other students attending school. Suspended students who fail to abide by this policy are subject to additional suspension, referral to the Board of Education for possible expulsion. Out of school suspensions may be assigned for violation of the drug/alcohol policy, smoking, truancy, fighting, throwing food, profanity, theft or destruction of property, throwing

snowballs, reckless driving on campus, gross misconduct, insubordination, possession of fireworks, possession of a weapon, look-alike weapon, gang related offenses, hazing or any other action deemed by the administration to be serious enough to warrant out of school suspension.

Expulsion-The law gives the community, through its school board, the right to exclude certain students from school for up to two (2) years. These students are recommended to the Board of Education by the administration when it is determined that every effort and avenue to solving the student's problem has been exhausted without positive results or potential success. Certain single gross acts of misbehavior or insubordination may also result in recommendation for expulsion. Any student seeking to enroll in the McHenry High Schools, who is at the time suspended or serving an expulsion from another school district in the state or any other state, shall not be admitted into the school district until the entire term of the suspension or expulsion is served.

1. Out of School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- a)** A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
- b)** A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- c)** An attempted phone call to the student's parent(s)/guardian(s).
- d)** A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - i.** Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - ii.** Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - iii.** Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - iv.** Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - v.** Depending upon the length of the out-of-school suspension, include the following applicable information:
- e)** For a suspension of 3 school days or less, an explanation that the student's continuing presence in the school would either pose a threat to school safety, or a disruption to other student's learning opportunities.

For a suspension of 4 or more school days, an explanation:

- a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- c) That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of others students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

1. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
2. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative for the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Out of School Suspension:

Make-Up Work Policy

Only after a written request made by the student and/or parent will make-up work be provided. Make-up privileges need not be provided in a class if the violation that resulted in the suspension occurred in that class except for semester and Constitution examinations and major term papers and projects. All other work will be handled as follows:

- a) Students are responsible to contact their teachers and request assignments.
- b) Unless unique circumstances exist, as determined by the teacher, and other arrangements are made with the teacher, make-up work must be completed and handed in upon the student's return to school.

2. Duration of Suspension

Out of school suspensions are considered to be in effect until the student returns to school on the scheduled day with any necessary documentation.

AF. Out of School Suspension Right to a Review

Any parent or guardian of a student has the right to a review of a suspension of such student. Upon request by the parent or guardian, a review will be conducted in successive steps by the assistant principal, principal, superintendent, and Board of Education hearing officer. A student will continue to serve a suspension during the review process. If the review reverses the suspension, the suspension will be expunged from the student's discipline record.

AG. Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leases or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes **cyberbullying** and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students person or property;
2. Causing a substantially detrimental effect on the student's or student's physical or mental health;
3. Substantially interfering with the student's or students academic performance; or
4. Substantially interfering with the student's or students ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of **bullying**. **Cyberbullying** also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of **bullying**.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

AH. Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that; (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students.

This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Principal, East Campus 1012 N. Green St., McHenry, IL 60050

prickettjeff@dist156.org 815-363-3094

Principal West Campus 4724 W. Crystal Lake Rd., McHenry, IL 60050

potthoffmarsha@dist156.org 815-759-5514

Anonymous Report: **815-385-7900, ext. 2271**

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

b) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c) Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.

d) Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A Student's act of reprisal or retaliation will be treated as **bullying** for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as **bullying** for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
- a) The frequency of victimization;
 - b) Student, staff, and family observations of safety at a school;
 - c) Identification of area of a school where bullying occurs;
 - d) The types of bullying utilized; and
 - e) Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and student.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a) Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b) Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be need to prevent bullying.
 - c) Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d) Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

1. Bullying: Bullying is defined to include, but is not limited to, any aggressive or negative gesture, electronic communication, or written, verbal or physical act, or the encouragement of such behavior that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often occurs when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling or other electronic, written, physical or verbal conduct of a belittling or intimidating nature.

2. Hazing: Hazing is any act that subjects a student to electronic, written, physical, or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

3. Harassment: Harassment includes any unwelcome electronic, written, physical, emotional, or verbal conduct, contact or communication that is motivated by or related to individual characteristics such as race, color, national origin, gender/gender identity, economic status, disability, religion, religious affiliation or sexual orientation and that creates an intimidating, hostile or offensive educational environment. Although harassment that creates a hostile environment may take many different forms, some examples include name calling and other derogatory comments, jokes, gestures or look, posting or distribution of derogatory pictures, notes or graffiti, blocking, pushing, hitting or other forms of physical aggression. Where harassment is sexual, it may also include such conduct as persistent unwelcome attempts to interact with someone (verbally or physically), spreading of rumors, aggressive physical contact such as kissing, touching or pulling at clothes in a sexual way.

4. Sexual Harassment: Sexual Harassment also includes unwelcome sexual advances or requests for sexual favors when such conduct is made either explicitly or implicitly a term or condition of the receipt of educational or other school-related benefits, or such conduct by an individual is used as the basis for educational or other school-related decisions affecting that individual. (See the section on Title IX/Sexual Harassment for more)

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

6. Cyberbullying: Cyberbullying is a subset of bullying, hazing, and harassment. For purposes of this policy, cyberbullying is defined as the use of email, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately bully, haze, harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, such acts as making threats, provocative insults, racial or ethnic slurs, sexting or demeaning remarks about one's sexual orientation.

7. Sexting: Sexting is electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct. Electronic transfers include

transfers via computer or any other electronic communication device, including cellular phones. It is a violation of Illinois law for a minor under the age of 18 to electronically distribute or disseminate any material that depicts another minor nude or engaged in any sexual or lewd conduct. The District prohibits students from engaging in sexting, including possessing sexually explicit photographs or images on any electronic device regardless of whether the depiction violates State law. Any cellular phone or other electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators will contact the police.

8. Threats: A statement of an intention to inflict pain, injury, damage, or other hostile action upon an individual or institution.

AI. Reporting and Complaints

A student who feels that he or she has been bullied, hazed, harassed, or cyber bullied should inform a School District staff member or Title IX Coordinator. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Student should initiate a complaint as soon as possible to the appropriate authorities while memories are fresh and witnesses continue to be available. The Board policy does not put a time limit on when a complaint can be initiated.

A student may choose to report to a person of the student's same sex. Students who make good faith complaints will not be disciplined. Complaints will be investigated. If it is determined that a violation has occurred, prompt corrective action will be taken. During the investigation, confidentiality will be maintained to the utmost extent possible. Complainants will be offered counseling and other assistance when appropriate and will be informed of the results of any investigation. After all building level interventions have been exhausted students or parents of students may file a formal written complaint of discrimination or harassment with the District Complaint Manager.

AJ. Title IX/Sexual Harassment

In keeping with the requirements of Title IX, McHenry High School does not discriminate on the basis of sex. No student shall, on the basis of sex, be denied access to, or participation in any programs, activities, services or benefits, or be limited in the exercise of any right, privilege or opportunity. No student shall on the basis of sex, be denied equal access to physical education, interscholastic athletic programs or extracurricular activities. No student in the district shall be subject to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice. Students are encouraged to report instances of harassment at the building level as soon as possible after an occurrence in order to facilitate a prompt and effective investigation. Students are also encouraged to advise the alleged harasser directly to stop his/her offensive behavior. An investigation will not necessarily be initiated if a complaint is made more than 30 days after an alleged occurrence.

After all building level interventions have been exhausted; students or parents of students may file a formal written complaint of discrimination or harassment with the District Complaint Manager. Within ten school days of receipt of a complaint, the Complaint Manager will conduct a meeting with the student and the student's parents/guardians to discuss the complaint and underlying facts. Within ten school days after the initial meeting, the Complaint Manager shall complete an initial investigation into the charges of the complaint, interviewing witnesses only as necessary. Efforts shall be made to maintain confidentiality, and individuals will be interviewed or informed of the complaint only on a need-to-know basis. The Complaint Manager shall prepare a written report to the building Principal. Further investigation, including a closed hearing, may be instigated at the discretion of the Principal. Based upon all of the evidence, the Principal will determine the appropriate action to be taken, including disciplinary action against the harasser, within ten school days of the receipt of the Complaint Manager's report or conclusion of further investigations,, whichever is later. The decision of the Principal may be appealed to the Superintendent within ten school days of the receipt of the Principal's decision. The Superintendent shall issue a written decision on the review within ten school days.

The Superintendent's decision may be appealed to the Board of Education at the next regular meeting following issuance of the Superintendent's decision. If unsatisfied with the response of the Board of Education, parents or students may further appeal the decision to the Regional Superintendent, and thereafter, to the State Superintendent. No aspect of a student's education shall be adversely affected by a student and parent reporting a complaint of discrimination or harassment in good faith.

DISTRICT COMPLAINT MANAGER FOR NON-DISCRIMINATION

Superintendent of District #156 Board of Education Office-District 156
4716 W. Crystal Lake Road McHenry, IL 815-385-7900

Principal-West Campus
4724 W. Crystal Lake Road McHenry, IL 815-385-7077
Principal-East Campus
1012 N. Green Street McHenry, IL 815-385-1145

V. SECURITY

A. Visitors

Student visitors are not permitted at District 156 Schools. Exception to this policy may be granted by the administration for sound educational reasons. Visitors must register in the Main Office or authorized point of entry, present a legal form of a valid ID, and obtain a visitor's pass that they must wear while in the building. Visitors are expected to check out of the building and return visitor passes at the original check in point.

B. Lockers

When possible each student will be assigned a locker for storing books, educational materials, coats and other necessary items. Students should not share lockers unless assigned. Students should not share their locker combination with other students for reasons of security. A student's school locker is the property of the school and must be used only for the intended purposes. School officials may search the locker, with or without notice or consent. Students should not keep anything in their lockers they would not want anyone to find. Students are discouraged from bringing valuables to school and from storing valuables in their hall lockers and P.E. lockers. It is impossible to guarantee the security of valuables stored in lockers. Unfortunately, the school district's insurance does not cover personal property.

C. Closed Campus

1. Closed Campus

McHenry High School operates as a closed campus for all students. Students are expected to be in their assigned attendance areas at all times during the school day, 7:25 a.m. to 2:40 p.m. at East Campus and 7:35 a.m. to 2:50 p.m. at West Campus. After boarding the school bus and/or arriving on campus, students are responsible for following school rules and are not allowed to leave without checking out in the Attendance Office. Students are not allowed outside or off campus between or during class periods.

2. Discipline Policy: Closed Campus

Failure to comply with the closed campus policy will result in disciplinary action that may range from alternative to suspension or other disciplinary consequences that the administration deems necessary.

D. Breach of Security

1. Definition

A breach of security is any action that compromises the safety and security of the school building or constitutes a threat to the students, faculty or staff. This includes, but is not limited to weapons, drugs, alcohol, fireworks, gang related activities, hazing, harassment, or any other action deemed by the administration to be serious enough to compromise the safety and security of the students, faculty, staff or building.

All secured and emergency exits are to remain closed throughout the school day and are only to be used in emergency situations. Students are not allowed to enter or exit through these doors, nor are students allowed to open these doors to any person at any time during the school day. Opening a secured or emergency door is considered a breach in the security of the school and will result in disciplinary action.

2. Discipline Policy: Breach of Security

Consequences for many of these actions have already been defined; however, other such consequences will range from an alternative to suspension, to suspension or expulsion as the administration deems necessary.

E. Search & Seizure of Evidence/Property

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects including student vehicles. "School authorities" includes school liaison police officers and K-9 officers.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desk, and vehicles), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Seizure of Evidence/Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password to other related account information to gain access to the student's account or profile on a social networking website.

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

F. Emergencies and Inclement Weather

1. Fire

Fire drills are held periodically during the school year. Students should follow the instructions of teachers and directions posted in each room for vacating the building from that room. Drills are held so that student and others may have a better chance to escape death or serious injury in the event of a real emergency. The first person out of each door should hold the doors for the remainder of the students. Students should move far enough from the building to provide ample room for all students to be a safe distance from the building.

2. Severe Weather

The building is not to be evacuated in the event of a tornado or such threat unless directed. Areas of greatest safety are lower portions of the building, central hallways, and areas far from windows. Directions are posted in each room and should be followed. Drills will be held to acquaint the students with the proper procedure.

3. Environmental Threats

The administration teams will respond according to policies provided by District policy, the regional Board of Education and the McHenry County Office of Emergency Services, to any environmental threat.

VI. TRANSPORTATION & PARKING

A. Parking/Driving

The fact that bus transportation is furnished for all District 156 students supports the official district policy that the driving of private vehicles to school shall be considered a student privilege that may be revoked at any time. In view of the high cost of gasoline, students are strongly encouraged to use bus transportation provided. However, for students who need their own private transportation for various reasons, the following rules and regulations must be observed:

1. All vehicles (automobiles, trucks, motorcycles, etc.) must be registered with the school by a student with a valid driver's license. This must be done by completing a Student Parking Permit request form at the beginning of the school year or at such time during the school year that student begins to drive a vehicle to school.
2. All vehicles must clearly display the official current parking permit. There will be a \$120.00 fee for each parking permit, which is good for the school year.
3. Any changes in vehicles that are driven to school during the school year, such as new vehicles purchased during the school year, must be reported to the school. This includes new license plates.
4. All vehicles must be parked properly in their designated areas.
5. The speed limit on school grounds is 15 m.p.h. at all times.

6. Racing, dragging, reckless driving and any vandalism are to be reported to the Assistant Principal/Dean and the police department.
7. Any violation of the above regulations will result in the car being towed away from school and/or in the student losing all driving privileges to school. In addition, the student will be subject to further disciplinary action.
8. The parking permit and all its privileges are non-transferable. District 156 is not responsible for damage to students' vehicles while parked in school district parking lots.
9. Refunds will not be given to students whose parking is revoked as a result of discipline violations.

B. District Transportation

The District shall provide free transportation for any student in the District who resides at a distance of one and one-half mile or more from his or her assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to existence of a serious safety hazard. Bus schedules and routes shall be determined by the Director of Transportation and shall be altered only with the Director of Transportation's approval and direction.

C. Bus Conduct

Students are expected to follow all schools rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or any other designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

D. Shuttle Buses/Activity Buses

Bus transportation between campuses will be provided by the district for students having a class at the other building. Students cannot drive between buildings. Students in violation of this policy are subject to consequences, which may include but are not limited to suspension. Students needing to ride the activity bus must provide a valid Student Identification Card in order to ride the bus. Any student who misses a shuttle bus must report to the attendance office immediately.

NOTE: Students who exhibit repeated misbehavior on shuttle or activity buses may face consequences that could include removal from class and/or schedule change.

VII. HEALTH SERVICES & SCHOOL INSURANCE

A. Injuries & Illness

Students are to report all injuries that take place at school to the nurse's office as soon as possible after they occur. If a student becomes ill during the school day, the teacher may give a pass to him/her to go to the nurse during an emergency situation. In non-emergency situations, the student should wait for a study period or lunch period. The nurse's office will keep records of all visits to her office. Habitual visits to the nurse's office could result in the school contacting the parents or family physician in an effort to improve the general health of the student. If a student does not attend class due to illness and does not report to the nurse's office for the problem, the class absence will not be excused and disciplinary action will be taken.

1. Following any illness causing an absence of five or more days, the student must report to the nurse before he/she returns to class. The student must bring a note from a physician stating the nature of and the length of the absence. Without this note, the student's absence will not be excused.
2. Following any communicable or infectious disease, the student must bring a note to the school nurse from the family physician stating that the student is fully recovered and able to return to school.
3. Students being sent home by the nurse for illness **MUST** have permission from a parent or other responsible adult.

B. Medication

Non-prescription medication and medication prescribed by a physician or dentist which is essential for the child to remain in school shall be made available under the conditions outlined below, and with the approval of the school nurse and the school administration.

1. Medication, including both over-the-counter and prescription drugs, will only be administered during the school day after the parent files with the school a completed form entitled "Medication Authorization Form." These forms are available from the school nurse and the main office of each school, as well as on the school website on the School Nurse page.

2. Medication brought to school without the completed "Medication Authorization Form" will not be administered.
3. Parents or guardians of students taking continuing medication must fill out a new "Medication Authorization Form" at the beginning of each school year.
4. Except where a student is authorized to self-administer asthma and diabetes medication (or epi-pens/ana-kits) pursuant to the regulation set forth below, medication must be brought to the nurse's office in a pharmaceutical container labeled with the student's name, name of medication, prescription number, licensed prescriber's name and number, the pharmacy number, the dosage and all pertinent instructions. The empty container will be sent home with the student at the end of the term of medication administration. All leftover medication must be picked up by a parent or guardian prior to the end of the school year or it will be disposed of by the school nurse. All discarded medication will be documented. Medications will be discarded in the presence of a witness.
5. Except where a student is authorized to self-administer asthma and diabetes medication (or epi-pens/ana-kits) pursuant to the regulation set forth below, students are prohibited from keeping any kind of medication in their possession while at school.
6. Medications and special items necessary to administer medications, such as syringes and hypodermic needles, will be stored in a locked cabinet or drawer. Medications requiring refrigeration will be refrigerated in a secure area.
7. Except where a student is authorized to self-administer asthma and diabetes medication (or epi-pen/ana-kits) pursuant to the regulation set forth below, students must come to the nurse's office for their medicine. Medications shall be administered by the school nurse, if available. Where appropriate, the nurse may supervise a student's self-administration of medication. If the nurse is unavailable, a building administrator or certified administrator designated by the building principal shall either supervise the self-administration of the medication or administer the medication himself or herself.
8. Teachers and other non-administrative school employees, except for certified school nurses, shall not be required to administer medication to students. However, nothing within this regulation or its procedures shall prohibit any school employee from providing emergency assistance to students, including administering medication.
9. The school will maintain an individual written record of any medication dispensed in the individual student's health record. Such record will list the date, time, dosage, route and signature of the individual administering the medication or supervising the self-administration of the medication. The actual record may be created by a designee of the nurse or the certified administrator, but said nurse or administrator will affix his/her signature to the record.
10. Any side effects and effects of the medication will be documented and placed in the student's health record.

C. Guidelines for the Self-Administration of Asthma Medication

1. Students shall be allowed to self-administer asthma medication (or epi-pens/ana-kits) under the following conditions:

- a) The medication has been prescribed by a physician, a physician's assistant, or advanced practice registered nurse possessing the proper authority to prescribe medication;
- b) The student's parents or guardians have provided the school nurse with written authorization for the self-administration of asthma medicine (or epi-pens/ana-kits) and a written statement from the student's physician, physician assistant, or advanced practice nurse containing the following information to be kept on file in the nurse's office:
 - i. The name and the purpose of the medication;
 - ii. The prescribed dosage;
 - iii. The time or times at which or special; and circumstances under which the medication is to be administered; and
- c) The student's parents or guardians have signed the District's "Hold Harmless and Indemnity Agreement for the Self-administration of Asthma Medication." This Agreement is available in the Principal's office.

2. A copy of this policy and procedures shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student that transfers into the District.

D. Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). Proof of immunization against meningococcal disease is required from students in grade 12, beginning with the 2015-2016 school year. As required by State law:

- a) Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
- b) A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15 and immunization schedule and a statement of the medical reasons causing the delay. The schedule

and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or licensed optometrist; or

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

E. Insurance

The following plans are available for the school year. The costs listed for coverage is subject to change as provided by the insurance company.

1. School Time Coverage No Charge
2. 24 Hour/Year Round Coverage Plan A \$150/ Plan B \$85
3. Optional 24 hour Dental Accident \$15

For more information, or to apply for coverage, please visit www.K12specialmarkets.com.

VIII. STUDENT SERVICES

Supportive services are available through the student services department for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school or social concerns, or any question a student may feel he/she would like to discuss with a counselor. Counselors can help students secure, interpret and accept information about themselves. When the social-emotional aspects of life interfere with proper decisions, counseling session may be necessary to remove or resolve these special problems. The counselors are available to students, parents, and teacher for special conferences about students, problems and programs. The psychologist and social worker also serve as an integral part of the counseling service. They act as a support and resource for students, counselors, faculty, and transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

A. Foreign Exchange Students

The McHenry Community High School District 156 Board of Education welcomes students participating in an organized exchange program. The Board of Education reserves the right to stipulate the parameters of establishing such an exchange program. Because the district receives more requests than they can accept, the Board of Education, the Superintendent and the Principal's mandate the following conditions for acceptance of exchange students:

-The number of students accepted each school year will not exceed four students at West campus and two students at East campus.

B. School Admissions and Student Transfers to and from Non-District Schools

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardian of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person

enrolling the student in writing that unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, *Residence*.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent or designee discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

C. Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits. The school nurse is also a member of the

student services department. Health Services are supervised by a qualified nurse. Students who become ill or injured during the day are to report to the nurse's office. Parents of ill or injured students are contacted by the nurse's office. The required physical and dental exams, immunizations, health history and pupil emergency information are kept in the nurse's office.

D. Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-priced food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law.

E. Phone Messages

All emergency calls should be directed to the Main Office or Associate/Assistant Principal's Office, not student cell phones. It is difficult to deliver messages to students due to students' schedules, size of the building, number of students, and available staff to assist with this task. In extreme hardships or emergencies, the student will be sought out and located if possible. The public address system will not be used for this purpose.

F. Career Information Center

The Career Center is located in the Student Services Department at both East and West Campus. The Career Center offers a broad range of information about postsecondary education opportunities and career fields.

G. College Testing

The following are descriptions of the two tests given for entrance into various colleges and universities throughout the United States. Prior to taking either or both tests, please check the college catalog of the school of your choice to see what tests they require. Tests should be taken no later than December of your senior year to increase the likelihood of your acceptance by the college of your choice. If the test is taken later than the aforementioned date, the school might have reached its quota for the fall term. **Students are encouraged to complete the college application process by mid-October in order to meet early consideration deadlines. Some public universities may also reach their enrollment quotas for incoming freshmen.**

1. ACT: This test is used by most colleges and universities throughout the US. It consists of four tests: English, reading, mathematics, science and an optional writing test. These examinations are given in October, December, February, March, April and June. Most students take this test in March, April or June of their junior year, as this allows them to be considered in the Illinois Scholar Program of the Illinois State Scholarship Commission. The approximate cost of this test is \$39.50 without the writing portion and \$56.50 with the writing portion when taken outside of

District 156 administered testing. ACT fee waivers are available for students who demonstrate financial need per ACT's criteria. Students can take the ACT with a fee waiver up to two times. Bulletins on dates, applications and test sites are available in the school counseling office.

2. SAT and SAT Subject Tests (College Board Entrance Examinations): This test will be used in the State of Illinois as a primary student college and career readiness examination. Many private colleges, universities, and Eastern school require this test for admission. Juniors and seniors can take the SAT in November, December, January, March, April, May or June. Registration information is available in the school counseling office. These tests are given on Saturday mornings at various schools in the vicinity of McHenry. SAT and achievement tests must be taken on separate test dates.

H. PSAT/NMSQT (Preliminary Scholastic Aptitude Test National Merit Scholarship Qualifying Test)

The PSAT/NMSQT Test is a three-hour version of the College Board Scholastic Aptitude Test (SAT) open to students in their junior year. It measures verbal and mathematical abilities to do college work and to enter the scholarship programs administered by the National Merit Scholarship Corporation (NMSC). Your scores can help you evaluate your plans for college and choose your senior year courses. It will also give you a good idea what to expect when you take college entrance tests. The test will be given at McHenry High School in October.

I. College Representatives

A college/career fair is offered at McHenry County College in October. Over 100 schools, universities, and other educational opportunities are represented at the fair. These are our best sources of information on specific schools and occupations. Other information can be obtained from a counselor or by reading resource materials in the school counseling office and library. Please listen for announcements of representative visitations and participate in them. Students who require further information may contact their counselors.

J. Home/Hospital Tutoring (Students Medically Unable to Attend School)

In accordance with Illinois State Board of Education regulations, McHenry High School will provide home or hospital tutoring service to students with medical conditions that prevent them from attending school. In order to be eligible for such service, a student must have a written statement from a physician licensed to practice medicine in Illinois, which specifies the following:

1. The student's current medical condition.
2. The impact of the condition on the student's ability to participate in instructions; and
3. The anticipated duration of the student's need for services in the home or hospital setting.

Parents should contact the school social worker to inquire about such services.

K. McKinney-Vento Homeless Assistance Act

McHenry Community High School provides equal access to free and appropriate education to all students identified as homeless under the Illinois Education for the Homeless Children Act and the McKinney-Vento Homeless Assistance Act. Under this Act, homeless students shall be

provided equal access to all education programs and services for which they are eligible and that non-homeless students enjoy including transportation services, educational services, and meals provided through the school meals program. The district homeless liaison is the Superintendent and the social workers at each campus.

L. English Learner

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic achievement standards that all children are expected to attain. Parent/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, please contact the administrator for English Learners.

M. Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

N. Program for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs.

- Parent-teacher conferences
- Counseling services by social workers and/or school counselors
- Counseling services by psychologists.
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Graduation incentives program
- Summer school

O. Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of

increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in District's Suicide and Depression Awareness and Prevention Program.

P. Crisis and Return to School

McHenry District 156 fully supports students who experience crisis (usage of the McHenry County Crisis Line, hospitalization, etc.) during the school day. In order to provide a safe and effective learning environment, District 156 may require a release or notification from a medical professional before returning to school.

Q. Equal Educational Opportunities/Student Rights and Responsibilities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

1. Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to education and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

2. Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitution and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during non instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meeting that, consistent with Free Exercise and Establishment Clauses of the U.S. and Illinois Constitution, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Non Instructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

The Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds.

(Source: P.A. 92-612, eff. 7-3-02.)

R. SECTION 504/ADA

It is the responsibility of the school district to provide free, appropriate public education to each qualified student with a disability who is a resident of district regardless of the nature or severity of the student's disability. A person has a disability within the meaning of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act if he or she has a mental or physical impairment, has a record of such impairment, or is regarded as having such impairment, which substantially limits one or more of such person's major life activities.

If parents/guardians disagree with the district relative to their child's identification, evaluation, or educational placement, including any special services, or change or termination of services, under Section 504, they should notify the District's 504 Coordinator and attempt to resolve their differences informally. If informal procedures fail, the parents/guardian may request a hearing before an impartial hearing officer. The due process review procedures set forth in the IDEA and in Article 14 of the Illinois School Code shall not be employed unless the parents are contesting or asserting a right to special education services under Article 14 or IDEA. The parents' request for a hearing shall be submitted in writing to the Superintendent within ten (10) days of the date of the decision to be reviewed. The Superintendent shall then appoint the impartial hearing officer.

The parents/guardians shall be provided with written notice of the hearing, which shall include the time, date, and location of the hearing and the identity of the hearing officer. Generally, the notice shall be sent at least five business days in advance of the hearing. The notice shall inform the parents/guardians that they have the right to review any relevant records before the hearing. The parents/guardians shall have the right to be represented by counsel at the hearing and shall have the opportunity to participate in the hearing. The decision of the impartial hearing officer shall be in writing and shall be rendered within ten (10) days of the hearing. Either party may seek review of the Hearing Officer's decision by a court of competent jurisdiction.

Section 504/ADA Coordinator

Shae Gibour- Coordinator of Academic Supports

East - (815)385-1145

West- (815)385-7077

gibourshae@dist156.org

IX. Student Records

A. Student Records Policy

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without the notice to, or the consent of the student's parent/guardian. Upon request, the District discloses school student records without to officials of another school district in which a student

enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall designate an *official records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Access to Student Directory Information Pursuant to United States Public Law 107-110, Section 9528 (the Elementary and Secondary Education Act of 1965, as amended. 20 U.S.C 7908

1. Upon the request of an institution of higher education or a military recruiter, the District shall provide student directory information, consisting of students' names, addresses, and telephone numbers, to the institution of higher education or the military recruiter for recruiting purposes.

2. Parents and students may request that such directory information not be released without their prior written consent. Parents and students shall be notified of this option upon their student's enrollment in the District. Parents of students enrolling as freshmen or transferring as sophomores shall have until the end of the student's sophomore year to submit a signed, written request that student directory information be withheld from release; parents of transfer students shall have sixty (60) days after the date of transfer to submit such a request; and parents of juniors or seniors as of the date of adoption of this policy shall have sixty (60) days after the date of receipt of notice to submit such a request.

3. The directory information of students for whom such a request has been submitted will not be provided to institutions of higher education or to military recruiters.

B. Student Records Defined

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working the school.

C. Maintenance of Student Records

The district maintains two types of school records for each student: A *permanent* record and a *temporary* record. These records may be integrated.

1. The *permanent record* shall include:

- a) Basic identifying information
- b) Academic transcripts
- c) Attendance record
- d) Accident and health reports
- e) Scores received on the Prairie State Achievement Examination
- f) Information pertaining to release of this record
- g) Honors and awards
- h) School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

2. The *temporary record* may include:

- a) Family background
- b) Intelligence and aptitude scores
- c) Psychological reports
- d) Achievement test results, including scores on the Illinois Standards Achievement Test
- e) Participation in extracurricular activities.
- f) Honors and awards
- g) Teacher anecdotal records
- h) Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- i) Special education files
- j) Verified reports or information from non-educational persons
- k) Verified information of clear relevance to the student's education
- l) Information pertaining to release of this record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdraw. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if they student has succeeded to the rights of the parent(s)/guardian(s).

3. The Building Principal is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance center, whichever occurs first, to verify entries and correct inaccurate information.

D. Access To Student Records

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.

The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request. Where the parent(s)/guardian(s) are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send

copies of the following to both parent(s)/guardian(s) at either's request, unless the District has actual notice of a court order indicating otherwise:

- a)** Academic progress reports or records;
- b)** Health reports;
- c)** Notices of parent-teacher conferences;
- d)** School calendars distributed to parent(s)/guardian(s); and
- e)** Notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction.

When the student reaches 18 years of age, graduates from high school, marries, enters military service, all rights and privileges accorded to a parent(s)/guardian(s) become exclusively those of the student.

2. Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The district may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational, or administrative need is shown. Access in such cases is limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to, or release information from, student records to any person possessing a written dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.

6. The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.

7. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or

safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of release, the person, agency or organization to which the release was made, and the purpose of the release.

8. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, address, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s) that they may make this objection.

9. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, records custodian, or other person. The record of release shall include:

- a) Information released or made accessible.
- b) The name and signature of the records custodian.
- c) The name and position of the person obtained the release or access.
- d) The date of the release or grant of access.
- e) A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order.

E. Directory Information

1. The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to:

- a) Name
- b) Address
- c) Gender
- d) Grade level
- e) Birth date and place
- f) Parents'/guardians' names and addresses
- g) Academic awards, degrees, and honors
- h) Information in relation to school-sponsored activities, organizations, and athletics
- i) Major field of study
- j) Period of attendance in school

2. The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

F. Student Record Challenges

1. The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. They have the right to request a hearing at which each party has the right to:

- a) Present evidence and to call witnesses;

- b) Cross-examine witnesses;
- c) Counsel;
- d) A written statement of any decision and the reasons therefore; and
- e) Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

2. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement and any release of the information in dispute.

3. A complaint may also be filed with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of The Family Education Rights and Privacy Act. The name and address of the office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
600 Independence Avenue,
SW Washington, DC 20202-1605

G. Student Privacy Protections

1. Surveys by Third Parties

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

2. Surveys Requesting Personal Information

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

- a) Political affiliations or beliefs of the student or the student's parent/guardian
- b) Mental or psychological problems of the student or the student's family.
- c) Sexual behaviors or attitudes.
- d) Illegal, antisocial, self-incriminating, or demeaning behavior.
- e) Critical appraisals of other individuals with whom students have close family relationships.
- f) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- g) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- h) Income other than that required by law to determine program eligibility.

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

H. Instructional Material

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

X. STUDENT ACTIVITIES AND ATHLETICS

A. Activities Statement

McHenry High School offers students the opportunity to participate in many co-curricular activities. Although these activities are not part of the school's regular curriculum, they do complement the classes students take each day. Included are clubs, yearbook, drama activities, music, etc. Because everything students do at school, both curricular and co-curricular, is an important part of the educational experience, we urge you to become involved in the McHenry High School Co-Curricular program. In co-curricular activities students will conduct themselves as good citizens and ambassadors of their school at all times: including after school, on days when school is not in session and on/off school property.

The following table represents the co-curricular opportunities offered at District 156:

District:

Academic Team
 Chess Club
 Colorguard
 French Honor Society
 German Honor Society
 Gender and Sexuality Alliance (GSA)
 Marching Band
 National Art Honor Society
 Orchesis Dance
 Pep Band
 Skills USA
 Spanish Honor Society
 Special Olympics
 Spring Musical
 Tri Music Honor Society
 Winterguard
 Yearbook

West:

Art Club
 Drama Club

Environmental Club
 Fall Play
 Key Club
 LASO
 National Honor Society
 Operation Click
 Student Council
 Student Leadership Team
 Warrior Buddies
 Warrior Nation
 WYSE

East:

Art Club
 Drama Club
 Environmental Club
 Fall Play
 Garden Club
 Key Club
 Link Crew
 National Honor Society
 Operation Click
 Student Council
 Warrior Nation
 WYSE

B. Extracurricular Eligibility Requirements

1. Extracurricular eligibility will be required for all students participating in district approved athletic and co-curricular activities.
2. The students must be passing 25 hours, or 5 academic classes (PE counts towards eligibility) of high school work per week to remain eligible for participation. Academic eligibility reports will be processed at noon on Thursdays and will run the following Monday thru Sunday except when school is not in session due to an extended break. In which case, eligibility will run throughout the entire break. Any changes in grades after noon on Thursday will NOT be considered for eligibility purposes.
3. Students that are deemed ineligible will be required to sit out all games, performances, competitions, and/or other events deemed major by co-curricular advisors. Students may participate in practices or meetings while ineligible. Eligibility will run from Monday through Sunday of the following week.
4. A student who does not pass 25 hours of high school work at the end of the semester grading period will be ineligible for the succeeding semester.

5. The parent(s)/guardian(s) must provide electronic written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.

C. Dance Policy

1. Guests are allowed at school dances only if accompanied by a McHenry High School student who has obtained administrative approval. The McHenry student who brings a guest assumes full responsibility for that guest. Administrators are under no obligation to admit non-McHenry High School students.

2. Admission will be with a student ID. All guests will be allowed admission provided administration has approved the submitted Guest Dance Form prior to the event.

3. Smoking in the building and on all school property is prohibited at all times.

4. Students that participate in unnecessary displays of affection or display dancing that is inappropriate or sexually explicit will be removed from the dance.

5. Supervisors have full authority to determine the correctness of students' and guests' behavior. Decisions of the sponsors are to be followed.

6. Students dress will be appropriate for a school dance as determined by the supervising administrators.

NOTE: Students will not be permitted to return to the dance once they leave the building.

McHenry High School strives to provide a safe, healthy, and positive environment at our dances. We believe that our dances are fun and memorable parts of the school culture for students. As such, the following expectations and procedures will be in place at all MCHS dances:

- All students attending a dance sponsored by McHenry High School acknowledge that it is a school related event and all school rules apply.

- Admission will be with a student ID or guest pass only.

- Guests are allowed at school dances only if accompanied by a McHenry High School student who has obtained administrative approval. The McHenry student who brings a guest assumes full responsibility for that guest. Administrators are under no obligation to admit non-McHenry High School students.

- Students are expected to dance in a respectful manner. Dancing that is inappropriate, sexually explicit including grinding or other simulated sex acts, or created unsafe conditions is not allowed.

- Students who are seen dancing inappropriately will be warned. If students are addressed a second time for inappropriate dancing, they will be escorted out of the dance. Before leaving the facility, their ID will be scanned to record the time they left the premises.

- Should this occur, an administrator will follow up with the student's parent/guardian to inform them that their child was removed from the dance for sexually explicit dancing or other inappropriate behavior. If the dance is being held outside of McHenry, students who are removed will be sent to a designated area for the remainder of the dance or until parents come to pick up their child.

- Students who are removed for inappropriate dancing will have a discipline log added to their file so that if they are removed from more than one dance during their tenure at McHenry High School, they will be banned from all subsequent dances including Prom.

- Guests that are removed from any dance, for any reason, will no longer be welcome at future McHenry High School functions.
- If inappropriate dancing is widespread, music maybe stopped for a period of time. If after the music has been turned back on, the dancing continues to be inappropriate, the dance may end prior to the scheduled end time.
- The administration reserves the right to remove any student from the dance for any type of behavior that is deemed inappropriate.
- Smoking in the building and on all school property is prohibited at all times (this includes ecigs).
- Administrators and supervisors have full authority to determine the appropriateness of student and guest behavior.

D. Interscholastic Athletics

McHenry High School offers a very comprehensive athletic program for both boys and girls. There are twelve sports offered for boys and thirteen offered for girls. Our school is a member of the Fox Valley Conference, comprised of the following schools: Cary Grove, Hampshire, Harry D. Jacobs, Dundee-Crown, Crystal Lake South, and Crystal Lake Central, Prairie Ridge, and Huntley. Any student participating in an interscholastic athletic event is representing his or her school and therefore must maintain at all times the highest moral and ethical standards. Training rules are established to help athletes in this model roll and, as such, can serve to encourage all high school students to act in acceptable manners. A boy or girl must be passing 25 hours (5 academic classes) of high school work per week to remain eligible for athletic competition.

Boys & Girls Cross Country

Boys Water Polo

Boys Baseball

Football

Boys Basketball

Boys Tennis

Boys Golf

Boys Swimming

Boys Track

Boys Soccer

Boys Wrestling

Boys Bowling

Girls Badminton

Girls Swimming

Girls Basketball

Girls Soccer

Girls Tennis

Girls Track

Girls Volleyball

Girls Softball

Cheerleading

Dance Team

Girls Bowling
Girls Golf

E. IHSA Athletic Eligibility

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

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

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. You will lose eligibility for interscholastic athletics if you violate IHSA by-laws and how they relate to you. Therefore, it is extremely important that you review this material with your parents, your coaches, with your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

1. Attendance

- a)** You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- b)** To participate in scheduled events (games, practices, events, meetings) on any given day, the student must be in attendance for four (4) periods. Violators of this will be subject to missing their next scheduled event. Exceptions to this rule will need approval of the building principal. This rule applies to all extracurricular activities including co-curriculars.
- c)** You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- d)** If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
- e)** If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of the extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- a) You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) "full credit" courses counting PE.
- b) You must have passed and received credit towards graduation for twenty-five (25) credit hours of high school worked for the entire previous semester to be eligible at all during the ensuing semester.
- c) The academic eligibility report is pulled each week on Thursday. A list of student athletes who are ineligible will be sent to the staff on Fridays. A student athlete who is deemed ineligible will be unable to participate from the following Monday through Sunday. During ineligibility, they are expected to participate in all practices but are not allowed to participate in games. For ineligibility that occurs over a school vacation, the student athlete will become eligible dependant upon the next eligibility check.

3. Residence

Your eligibility is dependent upon the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. If you do not reside with both your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate. You may be eligible if you are entering high school as a freshman and:

- a) You attend the public high school in the district in which you live full time with both of your parents; or
- b) You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than one where you live with your parents, and you continue to pay tuition as high school student in the same district; or
- c) You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
- d) You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- e) You attend the private/parochial high school which one or both of your parents attended or where one of your parent's current spouse attended; or
- f) You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

4. Transfer

- a) In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must approve the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- b) If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for the entire school term in any sport in which you

engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

c) If you transfer attendance from one high school at another high school, you will be ineligible unless:

i. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent, or court appointed guardian from one public school to a different public school district:

ii. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer.

iii. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time and the principals of both your former and the new school approve your transfer:

iv. Your transfer is from one private/parochial school to another private/parochial school located with a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and new school approve your transfer;

v. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.

d) If you transfer attendance from one school to another while you are ineligible for any season the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with byt by-laws.

e) Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

f) In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Participation Limitations

a) After you enroll in the ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you school. If you attend school for ten (10) days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum numbers of semester of high school attendance during which you may have eligibility.

b) Your 7th and 8th semesters of high school attendance must be consecutive.

c) After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

6. Age

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

7. Use of Players

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

8. Participating Under a False Name

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

9. Physical Examination

You must annually have placed on file with the Athletic Department a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam.

10. Amateur Status

a) If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.

b) For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.

c) The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons, or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.

d) If you violate the amateur rule, you become ineligible in the sport in which you violate. The Executive Director must reinstate you before you may compete again.

11. Recruiting of Athletes

a) The by-laws prohibit recruiting of high school student for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

- b)** You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- c)** You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school.
- d)** You may not receive an “athletic scholarship” or any other special benefit from your school, awarded because you participate in athletics.
- e)** It is a violation for any student-athlete to receive or be offered remuneration or any special inducement that is not made available to all applicant who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - i.** Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with school
 - ii.** Offer or acceptance of room, board or clothing or financial allotment for clothing
 - iii.** Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service
 - iv.** Offer or acceptance of free transportation by any school connected person
 - v.** Offer or acceptance of a residence with any school connected person
 - vi.** Offer or acceptance of any privilege not afforded to non-athletes
 - vii.** Offer or acceptance of free or reduced rent for parents
 - viii.** Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents
 - ix.** Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school make the offer
 - x.** Offer or acceptance of help in securing a college athletic scholarship
- f)** It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when a special remuneration or inducement is not given. Please remember that a student may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

12. School Team Sports Seasons

- a)** Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date.
- b)** You may not participate on a non-school team coach by any member of your school’s coaching staff unless it meets specific criteria established by iHSA Board of Directors.
- c)** No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- d)** Violation of the sport season by-laws will result in penalty to you and/or your school’s coaching personnel.

13. Playing in Non-School Competition

- a)** During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
- b)** If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- c)** If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA office. Your principal must initiate the request for approval in writing.
- d)** You may try out for a non-school team while you are on your school's team in the same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until your school's team when the team(s) of which you are a member terminates for the school term.
- e)** You will become ineligible if you play on any junior college, college or university team during your high school career.

14. All-Star Participation

- a)** After you have completed your school eligibility for football, basketball, soccer, volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school team, provided:
 - i.** The high school season in that sport has been completed
 - ii.** The all-star contest has been approved by the IHSA you may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- b)** You are not restricted from participating in all-star competition in sports, other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sports.

15. Coaching Schools

- a)** A coaching school is defined as "any program sponsored by any organization or individual which provides instruction in sports theory and skills to groups of persons." The term "groups of persons" is defined as more than two (2) students from any school.
- b)** During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- c)** You may attend a coaching school, camp, or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - i.** You may not attend a coaching school, camp or clinic for any fall sport(s) after July 31.
 - ii.** You may not attend a coaching school, camp or clinic for any winter or spring sport(s) after the day your school begins in the fall.

16. Misbehavior During Contests

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

F. General Information

Before any student will be issued equipment or allowed to participate in practice for any interscholastic activity. The following data must be completed and on file in the office of the Athletic Director. This data includes:

Current Physical Exam

School insurance or insurance waiver

Signed Athletic code

When the student has completed all of the above, he/she will then be given an Equipment Issue Card. The student will present this card to his/her coach and at that time will be allowed to start practice.

1. Physical

To be eligible for interscholastic participation, a student must possess a current physical. This physical must contain the data outlined by the Illinois High School Association. In addition, the physical must certify that the student is able to participate in interscholastic athletics. A physical is current for one calendar year from the date of its completion.

2. Equipment

The student is responsible for each item issued to him/her. *Lost or stolen equipment must be paid for at the replacement cost.* The student will not be allowed to participate in a subsequent activity or be allowed to receive his/her awards, grades or diploma until the equipment has been cleared. If you are found to have unauthorized equipment, it will be taken away from you and disciplinary action may be taken. Please do not abuse your equipment. Considerable money is expended to supply the best equipment possible; treat it with respect. Wear ONLY at McHenry High School activities or practices unless approved by the coach/sponsor.

G. Athletics and Activities Code of Conduct

Participation in McHenry Community High School District 156 athletics and activities is a privilege and not a right. By accepting this privilege, students are expected to adhere to a higher standard of conduct. As a result, the following ATHLETICS AND ACTIVITIES CODE OF CONDUCT has been adopted by the Community High School District #156 for participants of athletic teams, activity groups, and organizations including team managers. Our entire athletic and activities department is committed to enforcing the Athletic and Activities Code of Conduct. Students and families will be made aware of the Code of Conduct annually through the online registration

process. The Code of Conduct will also be posted on our District's website and additionally students will receive a copy sent to their District email. Finally, the Code of Conduct will be reviewed annually during AIM when presented during a screencast.

Prohibited Misconduct

No member of a Community High School District #156 athletic team, activity, fine arts performing group, leadership organization or team manager will, after executing the Athletics and Activities Code of Conduct:

1. Use, attempt to use, possess, purchase, sell, distribute or assist any other student in the use, attempted use, possession, purchase, sale or distribution of tobacco/tobacco products, other products containing nicotine, or electronic inhalation devices (e-cigs).
2. Use, attempt to use, possess, purchase, sell, distribute, be under the influence of or assist any other student in the use, attempted use, possession, sale or distribution of alcohol, drugs, (other than those prescribed by a licensed physician to the specific student participant), mood-altering and/or performance enhancing drugs or chemicals or any other substance used to obtain an altered mental state or high.
3. Use, attempt to use, possess, purchase, sell, distribute or assist any other student in the use, attempted use, possession, sale or distribution of look-a-like drugs or drug paraphernalia.
4. Exhibit gross misconduct or behavior/citizenship that is considered detrimental to his/her team or school. Some examples of inappropriate behavior may include, but are not limited to illegal acts, theft, fighting, vandalism, aiding and abetting, lying to school officials, falsifying information/signatures on permit or permission forms, hazing, bullying, or intimidating acts or poor sportsmanship.
5. Hazing and bullying are strictly prohibited.
6. Refuse to take a drug/alcohol test when asked by a law enforcement officer or a school administrator.

Violation of the Code

Students who violate the Athletics and Activities Code will be declared ineligible and suspended from participation as follows:

Explanation for determining consequences:

For the purposes of determining 20% consequences in Student Activities, a distinction is made between primarily competitive and primarily non-competitive activities and organizations. If any group/activity engages in interscholastic competition as a primary activity, the consequence will be determined based on number of contests (as is the case in athletics). In primarily non-competitive activities and organizations, the consequence is determined based on total number of days (term) that the activity or event meets. Once the Athletic Director has designated the sport season that the athlete is required to fulfill their suspension, that suspension will be upheld as stated.

- According to this definition, **competitive** organizations include, but may not be limited to the following:

Math Team, Academic Team, WYSE, Football, Baseball, Color Guard

- According to this definition, **non-competitive** activities/organizations include, but may not be limited to the following:

Student Council, Environmental Club, Key Club, leadership organizations and **most** other clubs.

- According to this Performing Arts include, but may not be limited to the following:

Fall Play, Spring Musical, Performance at Festivals.

First Offense: The participant will be suspended from 20% of his/her current athletics and activity season or the first scheduled activity in which the individual participates. For fine arts performance groups, the participant will be suspended from 100% of his/her current fine arts activity.

Furthermore, the participant will be required to forfeit any leadership or captain position for the duration of the current activity season for a first offense.

Second Offense: Two violations of this code will result in total exclusion from interscholastic athletics and co-curricular activities at District 156 for three competitive seasons from the date of the infraction. The student will not be able to hold a leadership position captaincy for the duration of their high school career.

Third Offense: A third offense will result in total exclusion from all extra/co-curricular programs for the remainder of the student's high school career.

Once the Athletic Director has designated the sport season that the athlete is required to fulfill their suspension, that suspension will be upheld as stated.

Self-Reporting

Any participant or parent may voluntarily admit a first-time code violation involving tobacco, tobacco products, alcohol, drugs, controlled substances or other illegal mood-altering and/or performance enhancing drugs or chemical or any other substance used to obtain an altered mental state or high to the Athletic Director or Assistant Principal in charge of activities prior to a school investigation taking place.

However, a participant **CANNOT** self-report an incident of which the school already has or will become aware of by other means, such as, notification by judicial or law enforcement agencies, including, but not limited to already having been ticketed.

Self-reporting may be used one (1) time only in the participant's entire high school career and only with regard to a first violation. Self-reported incidents will be recorded as a first offense, but, the consequences will be held in abeyance provided the individual maintains behaviors consistent with the expectations/standards of the current District 156 Athletics and Activities Code of Conduct, remains in compliance with District 156 rules and policies and completes a mandatory drug/alcohol assessment (and/or, where appropriate, a smoking cessation program), at a school approved facility at the parents'/guardians'/expense. If the student participant commits another violation of the code he or she will automatically assessed a second offense consequence.

Furthermore, the participant will be required to forfeit any leadership of captain position for the duration of the current activity season for a first offense.

Proof of Violation

Violations of the code are limited to incidents of misconduct verified by District staff, law enforcement agencies, or an admission of guilt by the student. Direct reports from law enforcement agencies of illegal activity or the maintenance of , or identification on, a website or blog site depicting illegal or inappropriate behavior will be investigated. A code violation is verified if, by the information available, it appears more likely than not that a code violation has occurred.

Issuance and Review of Consequences

Before a suspension or dismissal is imposed, the student will be informed by the Athletic Director or Assistant Principal in charge of activities of the alleged breach of the code and the possible disciplinary consequences and be given an opportunity to respond. Upon a determination that a code violation has occurred, the student's privilege of participation in contests or events will be immediately suspended or terminated. The student and his/her parents/guardians will be notified of the suspension or dismissal in writing as soon as possible.

Any participant may appeal a suspension or dismissal by submitting a written request for an appeal to the building principal within three (3) school days of the issuance of the suspension. The principal or his/her designee will contact the student and his/her guardian to schedule a meeting to hear the appeal within five (5) school days of his/her receipt of the appeal. Any suspension or dismissal from a team or group shall be served pending the appeal unless otherwise specified by the principal. The principal shall issue a determination regarding the appeal within 72 hours of the conclusion of the meeting to discuss the appeal. The decision of the principal shall be final.

Cumulative Offenses

Athletics and Activities Code of Conduct offenses and consequences are cumulative beginning with the student participants and parents signing of this code and continuing through the participant's entire high school career. These policies are in effect, year-round , on or off campus, including weekends and summer, but do not supersede District 156 school disciplinary policies. Suspension for violations will start from the point of discovery of the violation and meeting with participant. Participants who are unable to complete a sanction during the course of the activity season shall complete the remaining sanction during the next activity season.

Effective Date of Athletics and Activities Code of Conduct

The Athletics and Activities Code of Conduct is not in effect for any student unless he/she has officially signed the code. However, any student who does not sign the code is not eligible for interscholastic competition, practice, or activity involvement. Once the code is signed, it is in effect throughout the student participant's high school experience. The code will be signed on a yearly basis by all participants and their parents to serve as a reminder of the contents and responsibilities of the McHenry District 156 Athletics and Activities Code of Conduct.

