

# **HUNTLEY HIGH SCHOOL**

## **Student Academic, Activities, and Athletic Handbook 2022-2023**

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158  
MISSION STATEMENT**

**Our learning community will inspire, challenge  
and empower all students always.**



## WELCOME

Welcome to Huntley High School. This handbook is designed to acquaint you with the rules, regulations and procedures used at Huntley High School. It will be your guide to available services, your key to responsibility and your outline of acceptable conduct. All information, rules and guidelines in this handbook extend to all students during school, on District property and at all District Sponsored and related activities, as well as fieldtrips and extra-curricular, whether held before or after school, on evenings or weekends. Rules, expectations and guidelines are also enforceable from portal to portal, meaning at the bus stop and on the bus. Read this handbook, familiarize yourself with it and use it to make your time at HHS both rewarding and enjoyable.

### HUNTLEY HIGH SCHOOL ADMINISTRATORS

Principal Marcus Belin	847-659-6601
Associate Principal Shelly Kish	847-659-6602
Associate Principal Danyce Letkewicz	847-659-6605
Associate Principal Tom Kempf	847-659-6696
Dean of Students (9-10, A-H) Jim Stotz	847-659-6506
Dean of Students (9-10, I-Z) Justin Stroh	847-659-6683
Dean of Students (11-12, I-Z) Chris Duncan	847-659-6668
Dean of Students (11-12, A-H) Alice Ohlinger	847-659-6762
Athletic Director Glen Wilson	847-659-6518
Assistant Athletic Director	847-659-6517
CTE Department Chair Nick Wedoff	847-659-6655
English Department Chair Shaina Poczowski	847-659-6536
WL/Fine Arts Department Chair Leah Novak	847-659-6562
Math Department Chair Danielle Parker	847-659-6767
PE Department Chair Rita Castans	847-659-6748
Science Department Chair Cindy Fuhrer	847-659-6663
Social Studies Department Chair Brian Truax	847-659-6693
Special Services Coordinator Kristen Lehman	847-659-6537
Special Services Department Chair	847-659-6585

### Important Telephone Numbers

Attendance Line (24 hour automated)	847-659-6611
District Office	847-659-6158
Student Services Office (9-10, A-H)	847-659-6606
Student Services Office (9-10, I-Z)	847-659-6630
Student Services Office (11-12, A-H)	847-659-6632
Student Services Office (11-12, I-Z)	847-659-6540
Transportation	847-659-3000
District Student Helpline	815-889-0584
McHenry County Crisis Line	800-892-8900
National Suicide Prevention LifeLine	Dial 988
National Crisis Text Line	Dial 988
Huntley High School Student Helpline	815-889-0575

## Schedules

<u>Daily Schedule</u>		<u>Late Start Schedule</u>		<u>Pep Assembly Schedule</u>		<u>Raider Way Schedule</u>	
Period	Time	Period	Time	Period	Time	Period	Time
1	7:30 - 8:17	1	8:00 - 8:43	1	7:30 - 8:06	1	7:30 - 8:12
2	8:22 - 9:09	2	8:48 - 9:31	2	8:11 - 8:47	2	8:17 - 8:59
3	9:14 - 10:06	3	9:36 - 10:24	3	8:52 - 9:32	3	9:04 - 10:16 (RW Lesson 9:04 - 9:34)
4	10:11 - 10:58	4	10:29 - 11:12	7	9:37 - 10:13	4	10:21 - 11:08
5	11:03 - 11:50	5	11:17 - 12:00	8	10:18 - 10:54	5	11:13 - 12:00
6	11:55 - 12:42	6	12:05 - 12:48	4	10:59 - 11:36	6	12:05 - 12:52
7	12:47 - 1:34	7	12:53 - 1:36	5	11:41 - 12:18	7	12:57 - 1:39
8	1:39 - 2:26	8	1:41 - 2:26	6	12:23 - 1:00	8	1:44 - 2:26
				Pep	1:00 - 2:26		



# Table of Contents

[DISCLAIMER](#)

[Important Telephone Numbers](#)

[Schedules](#)

[Huntley Community School District 158 Schedule of Events 2022-2023](#)

[Academic Misconduct](#)

[Address & Telephone Changes](#)

[After School Hours](#)

[Attendance & Absences](#)

[Behavior \(Student\)](#)

[Blended Learning Classes](#)

[Cafeteria](#)

[Clothing & Grooming](#)

[Dangerous Weapons Policy](#)

[Driving/Parking Regulations](#)

[Electronics](#)

[Extracurricular Activities](#)

[Fundraising](#)

[Gang & Gang Related Activity Problems](#)

[Grievance Procedures/District Policy of Non-Discrimination](#)

[Harassment/Hazing](#)

[Bullying](#)

[Health and Safety](#)

[Homelessness](#)

[The Hub – HHS Library and Technology Learning Space](#)

[Internet/Electronic Networks Access](#)

[Identification Cards](#)

[Locker Assignments](#)

[Lost & Found](#)

[Messages to Students](#)

[Off Campus Privileges](#)

[Pass System](#)

[Public Display of Affection](#)

[Remediation](#)

[MTSS \(Multi-Tiered Systems of Support](#)

[Section 504](#)

[Sex Equity](#)

[Signs and Posters](#)

[Smoking](#)

[Special Education](#)

[Student Records](#)

[Student Services](#)

[Student Visitors](#)

[Teacher Availability](#)

[Transportation](#)

[Trespassing](#)

[HHS Athletic and Activities Handbook](#)

## **Huntley Community School District 158 Schedule of Events 2022-2023**

### **Institute Days**

Monday, August 15, 2022  
Tuesday, August 16, 2022  
Tuesday, October 11, 2022  
Tuesday, February 21, 2023

### **Non Attendance Days – No School**

Wednesday, November 23, 2022 (Offices Closed)  
Friday, February 17, 2023  
Friday, April 7, 2023 (Offices Closed)

### **Holidays – No School / Offices Closed**

Independence Day Observance – July 4, 2022  
Labor Day – September 5, 2022  
Columbus Day – October 10, 2022  
Thanksgiving Holiday – November 24 and 25, 2022  
Christmas Holiday – December 23 and 26, 2022  
New Year’s Holiday – Dec 30 2022 and Jan 2, 2023  
Dr. Martin Luther King’s Birthday – January 16, 2023  
President’s Day – February 20, 2023  
Memorial Day – May 29, 2023

### **Waived Holidays - School is in Session**

Veterans Day - Thursday, November 11, 2022  
Casimir Pulaski Day - Monday, March 6, 2023

### **Miscellaneous**

Friday, December 16, 2022 – Last day before winter break  
Monday, January 4, 2023 – First day after winter break  
Friday, March 24, 2023 – Last day before spring break  
Monday, April 3, 2023 – First day after spring break

### **School Begins**

Wednesday, August 17, 2022

### **Open House**

TBD

### **High School Grading Periods**

End of Semester 1 - December 21, 2022 (82 days)  
End of Semester 2 - May 25, 2023 (92 days)

### **Day of Remembrance**

Patriot Day – Sunday, September 11, 2022

### **Parent Teacher Conferences**

Monday, November 21, 2022 – 9:00 a.m. to 8:00 p.m.  
Tuesday, November 22, 2022 – 7:00 a.m. to 12:00 p.m.

### **Winter Holiday Break**

December 22, 2022 – January 3, 2023

### **Spring Break**

March 27, 2022 – March 31, 2023

### **Huntley High School Graduation Date**

May 20, 2023

## **DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

## **Academic Misconduct**

### **I. Definitions of Academic Misconduct**

#### **A. Scholastic Dishonesty**

A breach of the standards of academic integrity including all forms of academic cheating (e.g., plagiarism, collusion, falsifying academic records, intentionally providing work to another student) and any other act designed to give unfair academic advantage to a student.

#### **B. Cheating**

Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data. Cheating includes the theft, damage, sale, and/or distribution of course materials.

#### **C. Plagiarism**

A form of cheating that involves presenting as one's own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.

#### **D. Furnishing False Information**

Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course; or representing oneself as another person.

### **II. Academic Misconduct Procedure**

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred and then contact the student and parent. After giving the student notice of the allegation(s) and an opportunity to explain their actions, the teacher will send a discipline referral to the dean who will investigate the incident with the Department head. If it is determined that academic misconduct has occurred, the dean will assign disciplinary actions, including, but not limited to referral to the student's Problem Solving Team, restorative practices, and academic consequences.

### **III. Consequences**

#### **First Occurrence**

The student is given the following credit for work that is submitted and assessed accordingly:

- 50% credit for formative work
- 70% credit for summative work
- Dean's consequence (detention through in-school intervention)
- The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate

#### **Subsequent Occurrences**

1. The student is given 0% credit for formative or summative work.
2. If there are no further incidents of academic misconduct by the end of the grading term, the student can appeal to the teacher to resubmit/retake the assessment. The student will receive a 60% passing grade on the assessment. If they score below a 60%, they will receive a replacement grade.
3. Dean's consequence (detention through in-school intervention)

The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate.

Consequences for academic misconduct may be cumulative throughout the student's educational career at the school. The consequences for violating this policy are separate from, and in addition to, those assigned for violating school rules, other

School District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accordance with school rules and District Policies

## Address & Telephone Changes

If you and/or your parents move or change phone numbers, you are required to notify the Main Office of those changes immediately.

## After School Hours

Students should only be on school grounds after school is dismissed for approved academic or co-curricular reasons. Loitering can result in disciplinary action by the administration or possible arrest for trespassing.

## Attendance & Absences

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at Huntley High School are expected to be present in all scheduled classes every school day unless absent for the following valid reasons:

- Illness of the student
- Death in the immediate family
- Court summons
- Work or school activity approved by school
- Observance of a religious holiday
- Family Emergency
- Mental Health Day
- Voting in a local, state, or federal election (may be excused for up to two hours to vote provided they present their voter registration to their Dean and discuss with their Dean prior to the absence.)

Students who will be late to school or absent from school should have their parent/guardian notify the school on the morning of their absence by calling the attendance office at (847) 659-6611. The attendance phone number is a 24-hour line. **If a phone call or note is not obtained by the Attendance Office within 24 hours of the absence, the student will be marked unexcused absence.** Students and parents/guardians are reminded that class participation grades may be adversely affected by a student's absence. Participation grades may weigh heavily in the determination of final grades.

**Once a student arrives at school, they may not leave before the end of the school day without prior parent approval. All absences without prior parent approval will be unexcused.**

Students who are excessively absent from school or who skip classes may face the loss of their privilege to participate in athletics and extracurricular functions. In addition, students who are excessively absent, skip classes and/or arrive late to school will also be subject to the loss of parking privileges and other disciplinary consequences. The school seeks the cooperation of parent/guardian in the matter of school attendance and punctuality.

**A student should not be on campus for any reason on a day that they have been reported as ill unless they have made arrangements with the administration to do so. If there is a medical reason for missing school (and Physical Education) due to an extended illness/condition, a doctor's note stating so will be required based on the nurse's recommendation (typically every six weeks.). All notes should be turned into the school nurse.**

**Excused by Parent Absences:** A parent may excuse up to 7 absences per class period per semester. This includes pre-arranged vacation absences. Upon the 8<sup>th</sup> and subsequent absence, medical verification must be provided to the attendance office or the absence will be recorded as unexcused and **no credit for work will be given**. The following are not included in this policy: religious holidays, family emergencies, doctor verified illness or appointment, and pre-arranged absences.

**Excused Tardies:** A parent may excuse up to 2 tardies to school per semester. Upon the 3<sup>rd</sup> incident, the unexcused tardy policy will be implemented.

**College Visitation Days:** must be taken before May 1. A signed verification from the college or institution must be provided to excuse the absence as a college visit. Failure to follow the correct procedure will result in the absence being included as an excused day of absence by the parent/guardian. Only the day of the college visit can be excused under the "College Visit" excusal code. Days required to travel for a college visit do not count, but may be excused by a parent or guardian.

**Mental Health Days:** Students are allowed up to 5 Mental Health days per year, not semester. "Students may utilize up to 5 mental/behavioral health days. After the use of the 2<sup>nd</sup> day, the student may be referred to the appropriate school support personnel."

**Single Period Class Callouts:** In order to have an absence to be excused, students leaving the building /campus during the day (other than seniors leaving during their lunch period) must have permission from administration and parents prior to their leaving. When students do leave, they must sign out in the attendance office and leave the campus. Failure to follow these procedures will result in the absence recorded as unexcused. Students returning to school before the end of the day must sign in with the Attendance Office secretary. Parent excusals for single class periods while still remaining on campus are not allowed.

**Blended Periods:** Juniors and seniors will be permitted to leave campus during blended classes when not required to be in the classroom. Students who are permitted to leave must leave and return to the building through door 1. Students are required to show their student ID cards upon re-entry. Students choosing to leave during this time must completely leave campus. Sitting in cars in the parking lot is prohibited. Any abuse of this privilege, related truancies or tardies, community disruptions, overdue detentions etc., may result in having these privileges revoked.

**Physical Education:** A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.

**Freshmen and Sophomores** are not permitted to leave for lunch or blended classes and must remain on campus during the lunch hour and blended classes when not required to be in the classroom. Any Freshman or Sophomore who leaves the campus during a lunch period will be considered absent without authorization and will receive disciplinary consequences.

**Make-up Work Following Excused Absences:**

- An excused absence allows for makeup privileges. After such an absence, a student is expected to see their teachers at once and take the necessary steps to make up the work missed. In some cases, make-up work is planned cooperatively prior to the absence. Students have 1 class period more than the number of days missed to turn in makeup work for full credit. This procedure does not apply to longstanding assignments. **Longstanding assignments are defined as projects or essays on which students are given at least two weekends to complete.** For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return. Long term teacher instruction and planning takes precedence in this matter.
- Class work may/should be made up when a student is suspended from school. It is the student's responsibility to contact their teachers for their assignments during either an in-school intervention or out- of-school suspension. Full credit will be given for work done during in-school intervention. **In order to receive credit for work missed during an in-school intervention or an out-of-school suspension, all completed homework must be handed in on the first day that a student returns to his/her classes. Also, all tests and quizzes must be made up immediately upon the student's return.** The purpose of the make-up work is to keep a continuity of learning for the student. The teacher is not obligated to set up labs, special classroom presentations, or any other classroom activities that require advanced preparation by the teacher.

**Unexcused Absences:** Students who are unexcused from any class are expected to make arrangements with the teacher to make up any missed work within 48 hours of the absence. Failure to make these arrangements may result in the student receiving NO CREDIT for all homework, tests, quizzes or projects that were completed or collected that day. The decision whether an absence is excused or unexcused is at the discretion of the principal or designee.

- Students who are marked unexcused forfeit the opportunity for remediation of any kind following completion of the assignment missed.



Some examples of absences that cannot be excused include, but are not limited to, the following offenses:

1. Student not attending a scheduled class.
2. Student absence without a phone call or note within 24 hours
3. Oversleeping
4. Car trouble
5. Leaving school without receiving proper authorization

**Consequences for Unexcused Absences (per semester)**

- 1st:** Warning
- 2nd:** Lunch Detention
- 3rd:** Lunch Detention
- 4th:** After School Detention
- 5th:** After School Detention
- 6th:** Dean Meeting (privileges revoked)
- 7th:** Saturday Detention
- 8th:** Counselor Meeting
- 9th:** Parent and Dean Meeting (online or in-person)
- 10th:** 5 Social Action Hours or 1 ISI (choice)
- 11th:** 5 Social Action Hours or 1 ISI (choice)
- 12+:** ISI with Restorative Circle

Students may also lose privileges, such as parking privileges, blended privileges, study hall exemption, late arrival or early release privileges, and participation in Homecoming activities, other dances, and Prom/Post Prom. No Parent callouts will be accepted for students that have lost off campus privileges (either temporarily or permanently) without administrative approval.

**Withdraw Fail:** If a student has received consequences for unauthorized absences from the same class on five occasions, any subsequent absence may result in being dropped from that class with the grade of WF-Withdraw Fail and placed in a study hall. Removal from multiple classes may result in a recommendation for an alternative placement.

**Early Dismissal:** The high school has a closed campus for freshman and sophomores. Students must remain in the building including lunch and assemblies unless special permission is given by a school administrator and with parent consent. Permission to leave the school building must be obtained **in advance** by a note or phone call from the student’s parent/guardian. All students must sign in or out in the Attendance Office if arriving late or leaving early during the school day. **Leaving campus without prior authorization will result in unexcused absences for those periods missed and may result in consequence according to the attendance policy.**

**Tardiness:** A student is tardy when they are not in their classroom when the tardy bell stops ringing. If a student is tardy to a class, they must immediately report to the closest HERO location for a pass to class. Excessive tardiness may result in additional consequences.

**Consequences for being tardy to each class per semester:**

- 1st:** Warning
- 2nd:** Lunch Detention
- 3rd:** Lunch Detention
- 4th:** Lunch Detention
- 5th:** After School Detention
- 6th:** After School Detention
- 7th:** Dean Meeting (privileges revoked)
- 8th:** Saturday Detention
- 9th:** Parent and Dean Meeting (online or in-person) with a Saturday Detention

**Severe Weather Conditions:** In the event of a tornado or other disaster warning, when children are at home, parents should not send children to school. If the warning comes when children are at school, school personnel will initiate appropriate protective measures.

**Emergency School Closing:** School closings because of unforeseen circumstances, may be announced on radio and television stations. An Alert Solutions automated call out system may also be used to alert District 158 families of school closings. Please make sure current phone numbers are on file with the district.

## Student Behavior

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, the student can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parents and staff. **Students are responsible for following all school rules and regulations while attending any school-sponsored activity.**

### CODE OF CONDUCT

#### **Huntley High School Expectations for Behavior:**

- Attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Respect yourself and the rights of others
- Respect other people's property and exercise proper care when using public facilities and equipment
- Establish personal and educational goals with teachers, counselors, and family and work consistently toward the achievement of your goals
- Be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

#### **Problem-Solving Suggestions for Students:**

- Talk with your parent/guardian about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you to be right
- If the matter is not resolved, talk with a trusted faculty member, counselor, dean of students, assistant principal, or the principal

#### **Problem-Solving Suggestions for Parent/Guardian:**

- Be sure of your facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your son/daughter is having the problem
- If possible, include your son/daughter in conferences with teachers, Dean of Students, Associate Principal, Principal, counselors and other school personnel to help find solutions together
- Before you leave a conference, **be sure you understand** what is expected of you and your son/daughter and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your son/daughter's progress

*Huntley High School will not allow students access to any facility, activity or function when that student is suspended, expelled or withdrawn while facing a suspension or expulsion.*

*All violations of the school disciplinary policy by a student will be maintained in that student's record file.*

#### **Disciplinary measures:** Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning
2. Notifying parent(s)/guardian(s)
3. Disciplinary conference
4. Withholding of privileges
5. Temporary removal from the classroom
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property
8. Restorative Practices
9. After-school or Saturday detention
10. In-school intervention
11. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
12. Suspension of bus riding privileges

13. Suspension/Removal of the Parking Pass
14. Out-of-school suspension
15. Expulsion
16. Notifying juvenile authorities or other law enforcement
17. Other disciplinary action as deemed appropriate by the administration

**LEVEL I BEHAVIOR:**

Level I offenses involve minor misbehavior by the student which interferes with orderly classroom, school, school related or bus procedures. Such misbehavior can usually be handled by any individual staff member but sometimes requires the intervention of an administrator. Examples include but are not limited to:

- Dress code violation
- Lying
- Disturbing a Class
- Failing to Clean Up Lunch Litter
- Non-defiant Failure to Carry Out Directions
- Using Abusive Language/Profanity
- Failure to comply with the "Good Neighbor Rule": Students must enter/exit the Harmony Road Campus via the authorized Harmony Road entrances/access points.

**LEVEL I CONSEQUENCES:**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a referral to a Dean of Students. A proper and accurate record of the offense and disciplinary action will be maintained by the staff member. Possible consequences include but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

**LEVEL II BEHAVIOR:**

Level II offenses involve misbehavior, which because of its frequency or seriousness disrupts the learning climate of the school or the safety of the bus. These infractions, which usually result from repeated instances of LEVEL I misbehaviors, require the intervention of the Dean of Students because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but which cause educational consequences serious enough to require corrective action on the part of the Dean of Students, Assistant Principal, or Principal. Examples include, but are not limited to:

- Repeated instances of Unmodified Level I Misbehavior
- Being absent from detention
- Cell phones in Unacceptable Areas
- Leaving campus without permission
- Being outside of the building without permission
- Disrespectful/Insubordinate/Uncooperative behaviors
- Driving and/or parking violation
- Forging notes or misrepresenting phone calls

- Harassing/disrupting another student's educational progress
- Loitering in washrooms, hallways, parking lots or unauthorized areas
- Possessing, Using or Sharing an ID or pass in a fraudulent manner
- Refusing to identify self when asked to do so by a staff member or administrator
- Public Displays of Affection
- Inappropriate behavior on the bus
- Engaging in academic misconduct.

#### **LEVEL II CONSEQUENCES:**

The student will be referred to a Dean of Students for appropriate disciplinary action. The Dean will meet with the student and/or teacher and decide on appropriate action. The teacher will be informed of the Dean's action. A proper and accurate record of the offense and the disciplinary action will be maintained by the Dean.

Possible consequences include, but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- Loss of parking privileges
- Loss of credit on assignments
- After-school or Saturday detention.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Notifying juvenile authorities, law enforcement, or other outside agencies.
- Other disciplinary action as deemed appropriate by the administration.
- Attendance Plan-a signed agreement between student and school designed to improve attendance
- Behavior Plan-a signed agreement between student and school designed to improve behavior
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

#### **LEVEL III BEHAVIOR:**

LEVEL III offenses involve acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school or on the bus. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Examples include but are not limited to:

- Continuation of Unmodified Level II Misbehavior
- Aggressive behavior, which includes behavior without physical contact
- Fighting (also see Individual Accountability)
- Harassment
- Bullying
- Hazing
- Making threats, directly and indirectly, including: Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made on a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of their duties or employment status or status as a student inside the school.
- Profanity directed to staff
- Gross insubordination/disobedience/misconduct: Gross insubordination, disobedience or misconduct includes any behavior which is flagrant or excessive in nature. It is also any conduct, behavior or activity, as defined by the Board of Education in its

policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.

- Theft of property (less than \$500 total value): Theft of property in a school may result in criminal charges, in addition to any punishment imposed by the District.
- Possession of Stolen Property: Obtaining control over stolen property knowing the property to have been stolen or under circumstances as would reasonably induce a person to believe that the property was stolen is considered theft (720 ILCS 5/16-1)
- Consuming, having consumed, or exhibiting intent to consume an illegal substance including marijuana/marijuana derivative.
- Gambling: Any wagering where money or material belongings are exchanged.
- Trespassing
- Vandalism
- Use /Discharge of mace
- Involvement in fraternities, sororities or other secret societies
- Possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes, chewing tobacco, herbal cigarettes, and/or alternative nicotine products on school property or at a school sponsored event
- Inappropriate use of electronic resources Unauthorized access to virtual classrooms, district-used software programs, and other miscellaneous electronic disruptions.
- Safety Breach-(i.e. letting others into the building through unauthorized entrances
- **Individual Accountability:** Students who provoke, or encourage any activity that is in violation of the student handbook, which may include, but not limited to,
  - fighting, theft, etc.
  - recording or distributing footage, but not limited to, photographs, video, audio clips, etc.

Students will be held accountable for their actions. Consequences may include, but are not limited to, an out-of-school suspension.

### **LEVEL III CONSEQUENCES:**

The Dean of Students initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The Dean of Students meets with the student about the student's misconduct and the resulting disciplinary action. Parents and appropriate law enforcement agencies may be contacted. A proper and accurate record of offenses and disciplinary actions will be maintained by the Dean. **In the event that any type of contraband (vapor devices, cigarettes, drugs, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Possible consequences include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Out-of-school suspension.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

### **LEVEL IV BEHAVIOR:**

Level IV offenses involve actions which may or do result in violence to another's person or property or violation of students rights which may pose a direct threat to the safety or security of others in school or on the bus. These acts may be criminal and are so serious that they always require administrative actions which may result in the immediate removal of the student from school, the possible intervention of law enforcement authorities, and possible action by the Board of Education.

Examples include but are not limited to:

- Continuation of Unmodified Level III Misbehavior
- Arson
- Assault/Battery
- Bomb Threat
- Extortion
- False Fire or Disaster Alarms
- Theft of property (\$500 or more total value): Theft of property in a school may result in felony criminal charges, in addition to any punishment imposed by the District.
- Attempt to breach secured electronic information or resources
- Using, Possessing or participating in a plan to possess, sell or distribute illegal substance(s) as described in District 158 School Board Policy (Drugs, Marijuana/Marijuana Derivatives, Look-Alike Drugs, Alcohol, drug or marijuana paraphernalia, or other intoxicating substances)
- Possessing/Using pyrotechnics/flammable materials
- Possessing/Using/Transferring dangerous or look alike weapons
- Hazing that endangers the mental or physical health or safety of another person.
- Gang Activity
- Inappropriate communication through electronic devices including, but not limited to (i.e. "sexting", threats (implied, direct or indirect)

#### **LEVEL IV CONSEQUENCES:**

The Dean of Students will verify the offense, confer with the staff involved, and meet with the student and parents. The student may be immediately removed from the school environment. School officials may contact a law enforcement agency and assist in prosecuting the offender. A complete and accurate report will be submitted to the Superintendent for his consideration and possible recommendation to the Board of Education for expulsion. Any of the infractions that are highlighted above, in Level IV behavior, may result in suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. **In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Other possible consequences for Level IV behaviors include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Return of property or restitution for lost, stolen, or damaged property.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Out-of-school suspension.
- Expulsion.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

Student Behavior Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, when determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived 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, or pregnancy.

#### **EXPLANATION OF CONSEQUENCES**

Explanation of consequences from least severe to most severe is explained below.

**Teacher Detention:** Detentions are given for minor infractions. Detentions issued by classroom teachers must be served with that classroom teacher. Failure to serve a classroom detention will result in a discipline referral for missed teacher assigned detention. Detentions issued by a staff member supervising a study hall, extracurricular activity, lunchroom, and other school related activity will be an after school detention. Failure to serve a detention will result in a discipline referral for missed Dean assigned detention.

**Lunch Detention:** This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

**After-School Detention:** This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. In rare instances, a student who fails to attend an assigned after-school detention may have it reassigned as a suspension. Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

**Bus Suspension:** Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. The right of riding the bus may be suspended for acts of gross disobedience or misconduct committed on the bus, and the student may face further consequences as described in the Student Handbook. It then becomes the responsibility of the parent to transport the student. School bus riders, while in transit, are the responsibility of school bus personnel. Students at bus stops, bus loading and unloading zones and in-route may also be subject to the District's Rules and Policies. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

**Saturday Detention:** A Saturday Detention can be given for a variety of infractions of the school rules. The detention will be from 8:00 AM-Noon. The detentions will be held in the detention room and students should enter through Door 27. Students should come prepared with the proper materials and class work for the four hours. All school rules apply and no sleeping or eating will be permitted. If a student does not attend their assigned Saturday Detention, an In-School intervention may be assigned. Saturday Detentions will no longer be an option if the assigned detention is not served. Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

**Social Action Hours:** Social Action Hours are volunteer hours that are utilized primarily by the Deans in order to provide students with not only an opportunity to repair a wrongdoing through volunteer work and reflection, but to encourage students to be positive contributors to their communities. Assignment of these hours may be used as an alternative for some infractions rather than serving a detention or suspension. Privileges may be revoked until social action hours are completed. Assigned Social Action Hours cannot count towards Silver Cord or NHS.

**Restorative Circles:** Students at odds meet with each other and two trained Student Support Team members to, at a minimum, work to learn how to coexist peacefully in a shared environment. Both parties need to agree to it for it to be utilized.

**In-School Intervention (ISI):** Huntley High School operates an In-School intervention program. Students assigned a day of ISI must report by 7:30 am and will be released at 2:30 pm. While serving an ISI, 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. Prior to the first lunch period, they will be allowed into the cafeteria but it is recommended that they bring a sack lunch. During their ISI assignment, they are required to complete assignments for all of their classes and turn the assignments into the ISI Supervisor prior to leaving the ISI room. It is the student's responsibility to contact their teachers prior to arriving in ISI for the assignments. Students will receive full credit for all work completed during the In-School intervention. A student's absence on the date of an ISI must be verified by a parent or a student will be considered unexcused and receive additional consequences. A student failing to serve an ISI on the scheduled day will serve an ISI on the day of return. If a student is removed from ISI due to inappropriate behavior, the student will only receive credit for work completed prior to removal and will have to be picked up by a guardian. ISI will also not be available as

a discipline consequence for the remainder of the year.

**\*If your student has a 504 or IEP, they will have access to all of their accommodations and supports while they are in ISI.**

**\*NOTE: You are not allowed to participate in any athletic practice session or contest or any co-curricular practice, rehearsal or performance on the day of ISI.**

**Out-Of-School Suspension (OSS):** Out-of-School Suspensions occur when a student is temporarily suspended from HHS for a period of one to ten days. A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. It is the student's responsibility to contact their teachers for their assignments. The teachers will provide all homework assignments. In order to receive credit, all completed homework must be handed in immediately on the first day that a student returns to their classes. Also, all tests and quizzes must be made up immediately upon their return. When a student accumulates 20 days of out-of-school suspension, per year, the administration may recommend an alternative educational setting to the Board of Education.

When a student is given an out-of-school suspension, that student will be suspended from the entire school program and its environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or interscholastic school sponsored function.

**Expulsion:** The law gives the community, through its school board, the right to exclude certain students from school. Students may be expelled for up to two calendar years for gross disobedience or misconduct. Additionally, students may be recommended to the Board of Education by the administration when it is determined that every avenue to solving the student's problem has been exhausted without positive results or potential success.

**Student Rights in Disciplinary Actions:** To ensure that the student receives fair treatment consistent with the fundamental requirement of due process, all student suspensions or recommendations for expulsion must be made in accordance with the following procedures:

#### **A. Suspension**

1. Students will be given the opportunity to present information on their own behalf prior to suspension. The suspension shall be reported by telephone immediately to the parent/guardian of each suspended student. The Board of Education and the parent/guardian, through the Superintendent of Schools, the Principal, Associate Principal, or Dean of Students, shall be notified of the suspension through the US Mail or by personal delivery.
2. The letter shall give a full statement of the reasons for the suspension and notice to the parent/guardian of their right to a review of the suspension. The parent or guardian may request a review of any action of the Principal or Associate Superintendent by the Board of Education, or a hearing officer appointed by the Board. Such a request must be made to the Superintendent in writing. At such a hearing the parents may appear and discuss the suspension with the Board or the hearing officer, and may be represented by counsel.
3. A student shall be reinstated after suspension only by the Principal, Associate Principal, or Dean of Students. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
4. A parental conference with the Dean of Students may be required before a student's reinstatement. If a parental conference does not occur, the student shall remain in the in-school intervention room until the conference occurs.

**DUE PROCESS FOR SUSPENSIONS:** Parents have the right to request a hearing from the Board of Education.

**Right to Review:** The Appeals process must follow these 4 steps:

- A. Appeal to the Building Associate Principal
- B. Appeal to the Building Principal
- C. Appeal to Associate Superintendent or Designee
- D. Appeal to the Board of Education

#### **B. Expulsion**

Expulsion shall take place only after the parents have been notified and requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.



The request shall include:

1. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
2. The time, date, and place of the hearing;
3. A brief description of what will happen during the hearing;
4. A list of the student's previous suspensions;
5. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
6. A statement regarding the interventions offered to the student;
7. A statement as to whether the student poses a continued risk of harm to other students, staff, or the school community; and
8. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education. Such reinstatement should occur only after the Board of Education, the Principal, and the Superintendent of Schools are satisfied that the student intends to correct the situation which led to expulsion.

**Student Search and Seizure:** In order to maintain order and security in the schools, school authorities (including school liaison police officers) are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**When feasible, the search should be conducted as follows:**

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

#### Seizure of Property

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent or designee.

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 school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

If a student has an account on a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., 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 social networking website account that violates school disciplinary rules or policy. In the course of an investigation, a student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or their parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

A social networking website means in internet-based service that allows students to (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

## Blended Learning Classes

Huntley High School offers blended courses in which students participate in education that provides a combination of online and classroom face to face activities resulting in less time spent in class during the school day. Blended courses emphasize student centric learning, independent learning skills, time management skills, flexible scheduling based upon content/student needs, enhanced communication skills and differentiated learning. Students are strongly encouraged to have access to technology when not at school, either at home or the ability to attend the public library and utilize their technology resource. An agreement outlining expectations regarding attendance and other blended learning issues will need to be signed by a blended student and also his/her parents/guardians prior to enrollment in the class. For more detailed information about blended courses, please refer to the Huntley High School website and click on Blended Learning. [Here is the link.](#)

## Cafeteria

Students are advised that the school district uses an electronic system for purchasing lunch. All students **MUST have their ID** card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com\* (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the cafeteria. The cafeteria will place these payments in the student's lunch account. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given.

All students are offered a complete meal (breakfast & lunch) that includes; fluid milk, grains, meat/meat alternates, fruits, and vegetables that meet federal guidelines.

Additional items are also offered at a la carte pricing.

\* By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using [MySchoolbucks.com](#) by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service.
- Multi Student funding – Parents can fund multiple students at the same time.

Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom.

Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building. No deliveries of outside food will be allowed unless approved by a school administrator.

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided. Failure to do so will result in detention.

2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all are patient and polite in waiting their turn.
5. Be considerate of others.

## Clothing & Grooming

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes or may cause a substantial disruption in the school environment. **The school administrator reserves the right to determine whether or not clothing is appropriate for the educational environment.**

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, marijuana drug/marijuana paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the woodshop, laboratories, or during physical education.
- Clothing which is considered to be revealing will not be allowed on any student. Examples of unacceptable clothing include, but are not limited to, clothing which allows undergarments to be exposed or exposed skin that would otherwise be covered.
- The length of shorts or skirts must be appropriate for the school environment. The inseam of shorts must be at least the width of a school-issued ID card. When standing with arms straight down at the sides, the hem of a skirt may reach no higher than the student’s fingertips.
- Midriff may not be exposed more than the width of a school-issued ID.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or designee will make the final decision.
- A Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be asked to remove/change any inappropriate items of clothing or be subject to discipline.

### **Consequences for inappropriate clothing:**

*First incident* – warning and removal/change of garment when appropriate. Students may pick up clothing item at the end of the school day in the High School office.

*Second incident* – removal/change of garment when appropriate, parent notified and item will be returned to parent/guardian.

*Third incident* – same consequences as second incident and one day In-School Intervention (ISI).

*Fourth incident or more* – same consequences as second incident, and possible Out-of-School Suspension (OSS).

## Dangerous Weapons Policy

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190. A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area shall be expelled for a period of at least one calendar year, but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190.

Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of

this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

## **Driving/Parking Privileges**

The Board of Education recognizes that students may wish to drive to school. Students must meet the following criteria to obtain a permanent parking permit:

1. Must have achieved junior level standing (3rd year student with junior level credits)
2. Hold a valid driver's license with address matching registration address
3. Provide Proof of Insurance

*Students who earn parking privileges agree to abide by all rules and expectations as outlined below and understand that their privileges may be revoked at any time, without refund, at the Deans'/Administration's discretion.*

*It is also understood that the school retains authority to conduct routine inspection of student parking lots and the exteriors of student vehicles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent, and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/5/10-22.6)*

### **Application Process**

In late May/early June (after grades are stored), students, seniors first, are notified when the online sign up period is to apply for parking permits. Juniors will receive notification for online sign up about two weeks later. Payment is made online at that time (price revealed in the notification). If the student is not granted a parking permit, there will be a full refund. *Students will be put on a list in the order in which the application was submitted.* After the open application period is closed, students may still make a request, but they will be placed on a waiting list in the order their request was made.

Students who will meet the credit requirement, but who will not get their license until after the school year starts should still apply prior to obtaining their license along with everyone else.

### **Parking Regulations**

Students will need to abide by ALL of the following parking regulations or they may be assigned consequences and/or revocation of parking privileges:

- Parking tag must be clearly displayed via the rearview mirror
- Only school issued parking tags are valid--copying and/or distributing parking passes is not permitted and may result in immediate revocation of parking privileges
- Park ONLY in designated student parking areas located in the East and North Lots. Students are not permitted to park in visitor or staff parking areas.
- Forward pull through parking is acceptable.
- Adhere to 15 mph speed limit or slower as traffic dictates
- No passing of any vehicle and no driving across parking spaces
- No sitting/loitering in car before, during or after regular school hours or School District 158 activities
- Exit via student exits (East Lot via east driveway, North Lot via west driveway via the exit on the west side of the lot)
- Parking is on school days for school or school activities—if your vehicle might be at school overnight for something other than a school activity/trip, please contact your dean.

- Students are not allowed passes to cars. If one is given by a dean, then student must sign out/in at the Attendance Office
- Students are responsible for proper driving and behaviors from the time they leave their house in the vehicle. These same expectations are included en route to or from their home. Improper driving or throwing things (etc) at other cars will be cause for suspension of driving privileges.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property
- **Students must report any accidents or damage to vehicles to an administrator and the Campus Resource Officer immediately**

Noncompliance with the aforementioned regulations may result in:

- First offense: warning sticker
- Second offense: warning sticker, wheel lock, \$25 fine
- Third offense: warning sticker, wheel lock, \$35 fine
- Fourth offense: vehicle may be towed at owner's expense AND revocation of all parking privileges for the rest of the year.

**Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Parking privileges may also be modified or suspended due to other school misbehaviors/violations of the school disciplinary code. Students are permitted to park on school premises as a matter of privilege, not of right.**

If a student does not meet the criteria, the student may re-apply for a parking permit at the beginning of the next semester. Prior to being issued a permanent parking tag, driving to school and parking on campus, students must complete the Huntley High School Vehicle Registration Permit and pay the parking fee. The price of the permanent parking permit will be determined by the Board of Education each year. Vehicles properly displaying a permanent parking permit on the rearview mirror are authorized to park on the Huntley High School campus in **designated student parking areas only**. Any student who parks a vehicle in noncompliance of the school regulations will receive a consequence. The first time a vehicle is found illegally parked, it will have a sticker placed on the window stating that the infraction has been documented. If a second or third infraction occurs, it will be documented and will result in the owner/driver of the vehicle being fined. Any other time a vehicle is found to be illegally parked the vehicle will be towed away at the owner's expense without notification.

On some occasions, it may be necessary for a student to drive a different vehicle to school than their normal vehicle on record. Prior to doing so, the student must e-mail or call the Dean's Office to communicate that vehicle change. If no such identifying hanger is found in the different vehicle, the vehicle will have a violation sticker placed on the window designating that the infraction has been documented. The second and third time the vehicle is found to be illegally parked, the owner/driver of the vehicle will be stickered and fined. If any further infractions occur, the vehicle may be towed away at the owner's expense without notification.

In addition:

- The school retains authority to conduct routine inspection of student parking lots and the exteriors of student automobiles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/ 5/10-22.6)
- Students illegally parked or parked on high school property without a valid parking permit visible are subject to towing and/or ticketing at all times at the expense of the owner, suspension or revocation of parking privileges, and/or suspension from school. Vehicles must be properly parked in the parking spot.
- Student parking is only permitted in the designated student parking lot located on the east and northeast sides of the high school. Permit parking is from 7:00 – 2:30 p.m. Monday thru Friday during school attendance days only.
- Parking permits may be revoked temporarily or permanently if a student accumulates excessive absences, leaves campus

without permission, acquires multiple tardies to school, and/or violates other school and parking permit rules.

- Students are prohibited from driving through or parking in the Huntley High School faculty, staff, or visitors' parking lots at all times.
- Students must exit the parking lots through the student exits east or north of the building. Students are not to pass any vehicle or drive across parking spaces and must follow the designated routes while exiting.
- Students will not be issued passes to their vehicles for any reason without permission from an administrator. If permission is granted, students must sign-out/in through the attendance office.
- Sitting in vehicles or loitering around vehicles before, during or after school is not permitted.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property.
- Students must report any accidents or damage to vehicles to an administrator and the School Resource Officer immediately.

**Students will not park in Visitor Parking anywhere on Campus.** Students should park ONLY in student marked parking areas. Failure to follow these policies may result in school consequences and/or towing of the vehicle at owner's expense.

**Noncompliance** with the aforementioned regulations (with the exception of copying and distributing a valid parking pass) will result with one of the following:

- First offense against the parking policy will result in a warning sticker being issued.
- Second offense will result in a warning sticker, wheel lock applied, and a \$25 fine being issued.
- Third offense will result in a warning sticker, wheel lock applied, and a \$35 fine being issued.
- Any further offense may result in the vehicle being towed at the owner's expense plus all parking privileges will be revoked for the rest of the school year. Students are permitted to park on school premises as a matter of privilege, not of right.

**Consequences and Removal of Parking Privileges:** Any infraction of the school disciplinary code and/or the driving/parking regulations (not limited to but including copying and distributing a valid parking pass) may result in the immediate revocation of a student's parking pass without refund. In addition, further disciplinary consequences may also be applied to driving or parking infractions. Parking privileges may also be modified or suspended due to other school misbehaviors.

Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Students are permitted to park on school premises as a matter of privilege, not of right.

## Electronics

**Electronic Listening/Entertainment Devices: (MP3s, Handheld Game Systems, iPods, PDAs, etc)** Students are allowed to use these devices only in the cafeteria, hallways or in classrooms at the teacher's discretion. Electronic listening devices used inappropriately must be surrendered upon request of faculty or staff. Students shall be personally responsible for the security of their electronic communication devices. The district assumes no responsibility for theft, loss, or damage of such devices.

**Electronic Communication Devices:** Students may have cell phones at school. They are to be **off and out of sight** during class periods, which includes classrooms (except Advisory/Lunch Study Hall classrooms during non- instructional /non-presenting days), locker rooms, restrooms, and study halls, from 7:30 AM –2:30 PM. Cell phones may be used during passing periods in hallways and during the student's scheduled lunch in the cafeteria. **Any use of phones during the school day in the inappropriate areas will result in a detention being assigned.**

Because of the sophisticated nature of electronic devices, any student with an electronic device, not specifically authorized by the instructor, being used or visible during a test or quiz may be considered academic misconduct.

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, etc. violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Violation of this policy may result in confiscation of the

property in question, detention, suspension, expulsion or other school-imposed penalty.

## Emergency Drills

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location. If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administrator.

## Extracurricular Activities

**Clubs and Activities:** The following is a list of clubs and activities. Please note they are subject to change. During the school year, check our website to obtain a current list of current activities. [Here is the link](#)

**Extracurricular Weekly Eligibility:** The IHSA policy for weekly eligibility is as follows:

- A. Students must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.
- B. Students must have passed and received credit toward graduation for 25 credit hours of high school work for the entire previous semester to be eligible during the ensuing semester.

This is the IHSA policy that took effect at the beginning of the 2012-2013 school year. Please refer to the HHS Athletic Handbook for specific information regarding eligibility at Huntley High School.

**Extracurricular Semester Eligibility:** By IHSA regulation, a student must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.

The criteria for weekly and semester eligibility is detailed in the IHSA eligibility rules

**Extracurricular Attendance:** Attendance is a factor in a student's eligibility to participate in an activity. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's extra-curricular activities.

A student who has an appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate in extracurricular activities that day. To assure eligibility, arrangements should be made ahead of time with the high school activities office.

**Absence due to Participation in School Sponsored Activities:** Student's absence from school due to participation in school-sponsored activities will be recorded as **SA** which means the student is present attending a school activity. Students will be allowed to make up all work if they have contacted their teacher prior to the activity. Discretion should be exercised in the number of activities in which students participate.

**Suspended Students:** or students isolated from school are ineligible to participate in any school related activities on the days of the suspension or isolation.

**Sports Physical Requirements:** All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can try out or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 12 months of the participation date. Those who need sports physicals need to present an "IHSA Pre-participation Examination" form completed by the physician and the parents. An "Illinois Certificate of Child Health" form may also be used. If your child is in 8<sup>th</sup> grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter the 9<sup>th</sup> grade.

**IHSA Banned Substance Policy:** Any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected

individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, their parents, and their school. No student athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed [from this link](#)

Huntley High School students participating in IHSA athletic programs or in certain extracurricular clubs and activities will be subject to random drug testing per the D158 drug testing policy. Further information regarding this policy can be found in the HHS athletic and extra-curricular handbooks and on the school's website.

**Dances:** Only enrolled Huntley High School students and their guests are welcome at school dances.

1. All students must present their high school ID to enter a HHS dance.
2. Allowed guests must have attended high school and be under the age of 21. Students bringing guests shall ensure that their guests are informed of all rules applicable to the event, and are responsible for their guest's behavior.
3. All alumni interested in attending a dance must be a registered guest with a valid ID.
4. Guests must be signed up by 3:00 PM on the day of the dance.
5. All requests are subject to the approval of the Administration and the Advisor of the sponsoring club.
6. Any organization or group desiring to have a dance **MUST** have prior approval of the principal before any solicitation is made. All band contracts **MUST** be signed by the Principal.

## Fundraising

During the school year, including the summer months, any organization or group desiring to raise funds **must** have prior approval of at least 60 days by the activity director before any campaign is begun, orders are written, or solicitation is made. Solicitation in classrooms is not allowed.

## Gang & Gang Related Activity Problems

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

- shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other insignia which is evidence of membership or affiliation with any gang.
- shall draw gang graffiti or distribute gang related literature.
- shall use any speech or act in furtherance of gang activity.
- shall solicit others for membership in any gang.
- shall request any person to pay protection or otherwise use extortion on any person.
- shall commit any other illegal act or other violation of school district policies in furtherance of gang-related activities.
- shall incite other persons to inflict physical violence against any other person.
- shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Violation of this policy will be deemed gross disobedience or misconduct. Any student who violates this policy is subject to the rules and regulations of the Board of Education of District 158 policies 715.04, 715.05, 715.07, 715.08, 715.09, et. Seq., Discipline of Pupils as it applies to gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

## Grievance Procedures/District Policy of Non-Discrimination

### Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion,



sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

- Dr. Adam Zehr  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6158

Complaint Managers:

Ms. Jessica Lombard	Mr. Mark Altmayer	Dr. Amy MacCrimdle	Dr. Rocio Del Castillo
650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

## Harassment/Hazing

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, national origin, 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, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever they make sexual advances, requests for sexual favors, or other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment,
  - c. Depriving a student of educational aid, benefits, services, or treatment, or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes they are being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

School District 158 will ensure protection from retaliation or threats of retaliation or intimidation against any person who brings a complaint of sexual assault or sexual misconduct, or against any person involved in an investigation or who assists or supports a victim. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847) 659-6158.

Students can report harassment anonymously by either utilizing the student helpline.

## Huntley High School Student Helpline 815-889-0575

**Hazing:** Soliciting, encouraging, aiding or engaging in hazing is prohibited. “Hazing” means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team whose members are or include other students.

## Bullying

“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(s) or staff member which can reasonably be expected to have one or more of the following effects:

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

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

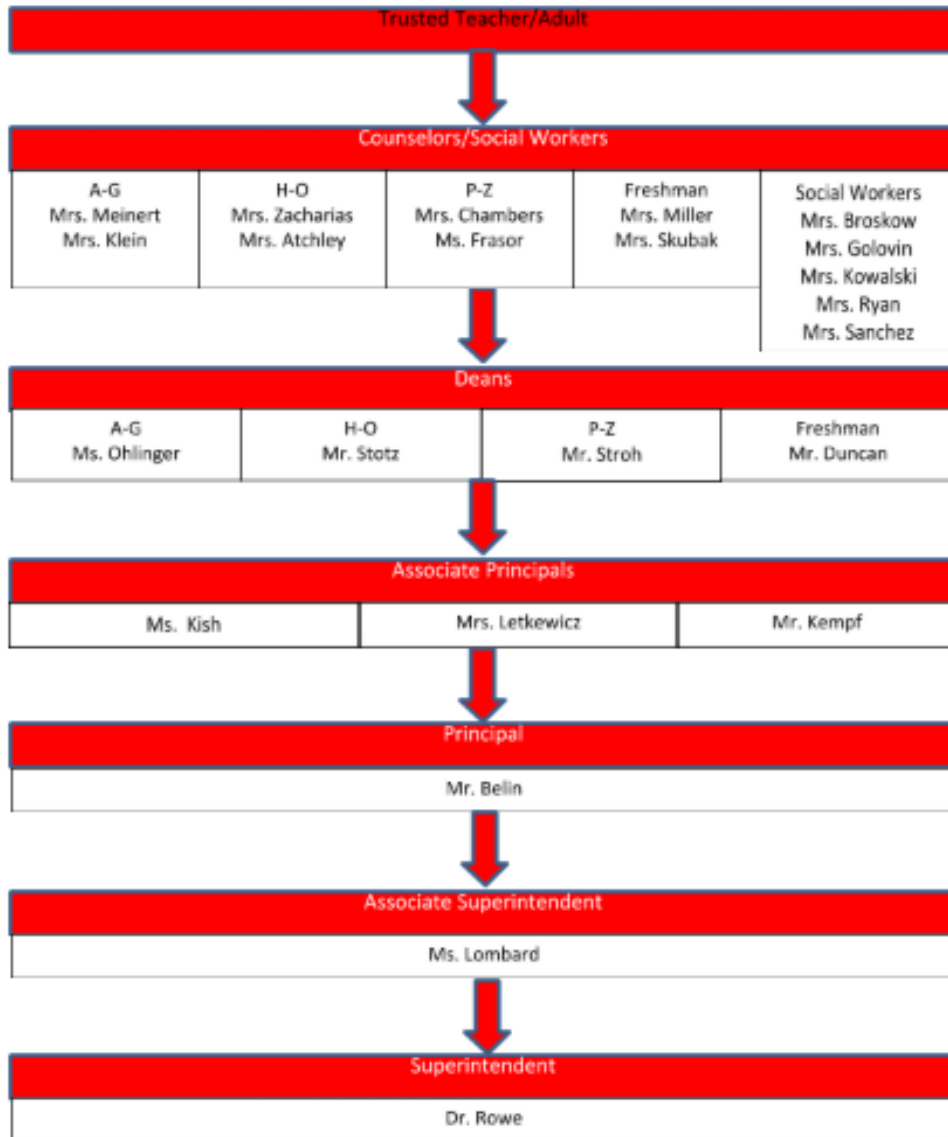
Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status or actual or potential 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 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, or at school sponsored or school sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847) 659-6158. Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District voicemail line: (815) 889-0584
3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.



## Health and Safety

The District 158 health services program is designed primarily to maintain health and prevent serious disability or illness. A registered nurse is employed by the high school to be on duty when the students are present during the regular school day. **The health office is to be used for acute illness, emergencies or medication administration.** It is NOT to be used by students to sleep, congregate with others or eat due to missed meals at home. The goal is to ensure the best possible education for our students by keeping the students in class.

**Accident and Illness Procedure:** When a student becomes ill or is injured during the school day, they **MUST** visit the health office with a pass. The nurse will assess the severity of the illness or injury and will administer first aid as needed. **Students are required to call their parents from the health office if they desire to leave the building due to illness.**

In accordance with the decision reached by the parent and the nurse, the student may return to class, be picked up by the parent, or be transported to the hospital. Certain situations require that the student leave school. Those situations include but are not limited to a fever greater than 100.4 degrees, undiagnosed persistent cough, repeated vomiting, diarrhea, severe lethargy, COVID-like symptoms: new onset of a moderate-severe headache, sore throat, new loss of taste or smell, a positive test for COVID-19, a probable case of COVID-19, while awaiting results of a pending COVID-19 test and acute injuries. 911 will be called by the nurse if the health situation is determined to be an emergency.

High school students may be allowed to drive themselves home **after** an assessment by the nurse and with parental consent. If the student reports symptoms such as dizziness, lightheadedness, weakness, exhaustion or shakiness, they may NOT drive and must be picked up by the parent or parent designee. Students are required to sign out in the attendance office before leaving the building. A student who does not sign out in the attendance office may face school consequences, including receiving an unexcused absence and/or other consequences according to the attendance policy.

Unless it is deemed to be an emergency, the nurse will not interrupt classes to check on the health status of a student at the request of a parent. Students can be notified to report to the health office during the next passing period.

If a student sustains a concussion, please notify the Health Office. HHS will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of the Athletic Trainer.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when they may return to normal activity. The school nurse/parent will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher. If the accident or illness is for an extended period, a doctor's note is required for each semester. A release to return to PE is required for all surgeries, injuries and concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

**Medical and Dental Appointment:** Whenever possible, medical and dental appointments should be scheduled after regular school hours. Upon the student's return to school, a medical/dental verification note should be turned in to the High School Attendance Office. It is the student's responsibility to request make-up work and complete it within a timely manner.

**Administering Medication to Students:** Every attempt should be made to schedule the administration of medication outside of school hours. If the child is required to take medication during school hours, the nurse, principal and/or their designee will administer the medication in compliance with all of the following regulations:

- A. Prescription Medication:** In order for a prescription medication to be administered at school, all of the following procedures must be followed:
1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
  2. Medication must be in the original prescription bottle. The parents must bring the medication to the health office. Students MAY NOT carry the medication to school.
  3. The prescription bottle's label must contain the student's name, name of the medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication. All student medication must be stored in an appropriate locked cabinet in the Health office, accessible to authorized personnel only. Exceptions to this rule include medication for diabetes, asthma and severe allergies.
- B. Non-Prescription Medication:** In order for a non-prescription or over-the-counter medication to be administered at school, all of the following procedures must be followed:
1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
  2. The school will supply Tylenol or Ibuprofen. Any other non-prescription medication will need to be supplied by the family. All medication must be in the original bottle and labeled with the student's name. Medication will be brought to school by the parent. Students may not carry medication: prescription or over-the-counter medication in the school setting with the exception of the medications listed below.
- C. Asthma Medication/ Epi-pens/Insulin:**
1. Students may carry and administer their own asthma inhalers, epi-pens, and insulin.
  2. \*\*Students who have asthma must have a completed "Asthma Action Plan". This form is available on the district website. This form must be on file at the beginning of the school year in order for your child to carry their inhaler and/or to self-administer asthma medication.

3. Students who have diabetes must complete the “Administration of insulin form” and a “Diabetic Health Care Plan” form in order to carry and/or to self-administer insulin. These forms must be signed by the parent/guardian and physician, and needs to be renewed at the beginning of each school year. . In addition, a HIPAA Compliant Authorization for Release of Health Information must be included in order for the school nurse to communicate directly with the health care provider whose instructions are included in the Diabetic Health Care Plan. These forms are available on the district website. It is the parent’s responsibility to notify the nurse of any changes throughout the year regarding the health care of their child.
4. Students may carry and self-administer an epinephrine auto-injector (Epi-pen) provided that:
  - a. The student’s parents have a signed written authorization for the self-administration of the medication, and
  - b. There is a written authorization from the student’s physician, physician assistant, or advanced practice registered nurse, which includes the following information:
    - i. The name and purpose of the epinephrine auto-injector;
    - ii. The prescribed dosage, and
    - iii. The time or times at which or the special circumstances under which the epipen is to be administered.

If a student requires assistance with their EpiPen during a severe allergic reaction, a nurse or other trained personnel may administer the EpiPen. Students with food allergies should also complete the “Food Allergy Action Plan” form, at the beginning of each school year, which is available on the district website.

Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

**Undesignated Epinephrine and Narcan Administration:** The Emergency Epinephrine Act permits schools to stock a supply of EpiPens, authorizes physicians to provide school districts with a prescription to obtain the EpiPens from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction, including students, staff, and visitors. The standing order and emergency supply of EpiPens are kept in the Health Office.

The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is experiencing an opioid overdose including students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the Health Office or carried by the School Nurse.

The district and its employees and agents, including the physician, physician assistant, or advanced practice nurse providing the standing protocol or prescription for school EpiPens and or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student’s parents or guardians, or by a student’s physician, physician assistant, or advanced practice nurse.

**Administration of Medical Cannabis:** The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

- A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of their school or on their school bus if:
  - i. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - ii. Copies of the registry identification cards are provided to the District;
  - iii. That student’s parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and

iv. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

- A properly trained school nurse or administrator may be allowed to administer the *medical cannabis infused product* to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

- The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator<sup>1</sup> pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because they require administration of the product during school hours.

**Communicable Diseases:** Please notify the attendance office as soon as possible if your child contracts any contagious disease. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronavirus, norovirus, and strep throat are contagious before they reach a stage where they can be diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the disease. Students who have been running a fever (100.4 degrees or greater) should be kept home until they are fever-free without the use of fever reducing medications for 24 hours before returning to school per the CDC and IDPH guidelines

**Emergency Information:** There are times when a student’s illness or injury requires transportation to the hospital. The Huntley Rescue Squad will transport students requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent/guardian before transport. In order to contact parents quickly in the event of an emergency, it is imperative that we have complete and current information on PowerSchool for the following items:

- Your home address and telephone number.
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached.
- The name, address and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- **It is the parents’ responsibility to notify the school office of any changes in the aforementioned items.**

**Physical Examinations and Immunizations:** In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. The physical examinations must be completed on an “Illinois Certificate of Child Health” Examination form and must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Physicals are also required of all transfer students and must be submitted on an “Illinois Certificate of Child Health” Examination form. The physical examination must include a record of all immunizations that the student has received. Students transferring from an IL school to HHS must submit a physical exam and immunization record at registration. Transfer students from out of state must submit the physical exam and immunizations forms within 30 days of attendance. A vision examination is required for any student transferring to an IL school for the first time. These forms are available on the district website

---

1

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations will be excluded from all District school.

There are two exceptions to these regulations:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Health Office, citing the grounds for such objections. The religious objection form is available on the district website and must be signed by the parents and the student's physician. Upon receipt of the form the nurse shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any of the immunization agents should not be administered, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, second, sixth and ninth grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

**Campus Resource Officer (CRO):** Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. The Campus Resource Officer strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. Pursuant to Sections 1-7(A) (8) and 5-905 (1) (h) of the Juvenile Court Act (705 ILCS 405/1-1 et seq.) and Section 10-20.14 of the Illinois School Code (105 ILCS 5/10-20.14), a reciprocal reporting protocol is set forth for the police department and the school district to follow for the sharing of information relating to a student who has allegedly engaged in criminal activity. Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that (a) is part of HCSD158's larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable." Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO's BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the BWC can begin recording.

**School Safety Dog:** The campus is routinely visited by school safety dogs, certified in the detection of narcotics, alcohol, gunpowder, commonly abused prescriptions, and over the counter medications. These visits are random and do not interfere with instruction. While safety dogs are on campus, the school will be placed on a Hold and Teach protocol and students will not be allowed to leave/enter campus.

**Surveillance:** For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

## Homelessness

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

1. who lack a fixed, regular, and adequate nighttime residence; and
2. includes:
  - a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate

- accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);
- b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:

School District 158 Chief Technology Officer, Dr. Chris Budzynski @847-659-6158

School District 158 Homeless Liaison, Sara Brugioni @847-659-4906

## **The Hub – HHS Library and Technology Learning Space**

The Hub provides materials and services that support the mission of the district as well as the mission philosophy and goals of the high school.

Reading Materials circulate for a period of three weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the Hub but do not leave the Hub. Students needing articles from reference materials or periodicals may request the use of the black and white photocopier for 10 cents per copy.

There is a color copier available for student use for 25 cents per copy with 24 hours' notice.

Students are charged fines for overdue books. The fine is 10 cents per day, and late fines can be paid with Raider Way tickets; each ticket is worth \$1. Fines are cut in half if paid when overdue books are returned. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The Hub is an academic school space. Student conduct as mentioned in other sections of this handbook will apply to the Hub. The Hub staff work with both students and faculty to provide reference/research assistance and bibliographic instruction to meet the needs of the curriculum. While the Hub serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner. Above all, the Hub is a shared academic space with the priority of facilitating student learning.

Any computers provided are for students to access the library catalog, the Internet and any online resources. Passwords for home access to these resources are available in the Library section of the handbook. Computer use should be in support of education and research. Any student using computers in an inappropriate manner will lose their privileges.

## **Internet/Electronic Networks Access**

### **Acceptable Use of Electronic Networks**

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



**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate district business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device properly at all times
- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account
- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

**Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

**Unacceptable Use** - Staff and students are responsible for their actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without their consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees,

incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Keep your accounts and passwords confidential and do not use another individual's account.**

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

#### **Internet Safety**

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet.

### **Access to Student Social Networking Passwords and Websites**

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., school officials may conduct an investigation or require a student to cooperate in an investigation if there is a specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the students or their parents/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

### **Identification Cards**

Students will be given an identification card at the beginning of the year. Students are required to wear and properly display a current school identification card. The ID card must be worn around the neck and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Any ID lanyard other than the school-issued lanyard must be approved at the discretion of school staff. Students may not embellish their ID card with any drawing or writing. Students must have their ID card in their possession when participating in, or attending, any school-related extra-curricular activity. ID cards must be surrendered upon request of any staff member, including bus drivers and student supervisors. The card must be shown to a staff member when requested when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering and leaving the school for any purpose (including non-attendance days of blended learning classes). Students without an ID card on a school-issued lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost identification cards must be replaced at the student's expense. Below are the procedures for obtaining a new ID and a temporary ID.

**New ID Procedures:** The student or parent will purchase a new ID through the District Webstore. After purchasing, a new ID will be printed out and delivered to them at one of their classes within 24 hours of the ID purchase. A student may need to obtain a temporary ID in the morning until a new ID is delivered.

**Temporary ID Procedures:** The student must report to their Pod to receive a temporary ID upon entering the building.  
PLEASE NOTE: STUDENTS WITH TEMPORARY IDS WILL NOT BE ALLOWED TO LEAVE CAMPUS DURING THE SCHOOL DAY.

Further disciplinary consequences will apply for failure to properly wear and display the current ID card.

### **Locker Assignments**

The ownership of the locker is maintained by the school district and the student is granted use of the locker solely in accordance with these regulations.

1. If a student's locker is not working properly, it is the student's responsibility to report the problem to the high school secretary immediately.
2. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his possession.
3. The school is not responsible for lost or stolen property.
4. A student's locker is for personal use and not to be shared with friends.
5. No lock other than a school-supplied lock may be used. Any other locking device is subject without notice to destruction.
6. Students should make sure gym lockers are locked at all times.
7. Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.

### **Lost & Found**

Students who find lost articles are asked to take them to the Lost and Found area, in the UNV Office, where the owner can claim them. Cell phones or other valuables should be turned into the Main Office.

### **Messages to Students**

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for emergency situations. Arranging for medical appointments, transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to a student, call 847-659-6600.

## Off Campus Privileges

The high school has a closed campus for freshman and sophomores. In order to leave campus, juniors and seniors must have an [Off Campus Authorization](#) form signed and submitted by a parent or guardian. Even so, students may only leave with a current student ID; *temporary IDs will not be accepted for off campus privileges*. Additionally, off campus privileges may be restricted due to any infractions. Students who choose to leave must completely leave campus. Sitting in vehicles is not allowed.

## Pass System

Students may not leave a classroom area without permission of the teacher, and then only with a pass from the teacher in charge. **The Huntley High School Handbook will be used by all teachers for hall passes.** Upon receiving permission, students should proceed directly to their destination without delay. If a student is found outside the classroom without a pass or somewhere other than the pass destination, they will be referred immediately to the Dean of Students. If a student loses their agenda, a new one may be purchased in the high school office for \$5.00.

## Public Display of Affection

Students should demonstrate respect for themselves and others by governing themselves in a manner appropriate for a public place. A public display of affection is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult. Excessive public displays of affection may be considered harassment or aggressive behavior and refusal to comply with staff enforcement of the policy is considered insubordination.

## Remediation

Remediation is available to students at Huntley High School who would like to improve their skills, knowledge, and mastery of a content area. The school-wide remediation process consists of the following minimum criteria:

- Students must initiate the remediation process after the assessment has been taken by contacting their teacher in a timely manner, as defined by the teacher.
- Students must meet with the teacher to develop a remediation plan. Components of this plan may include test corrections, tutoring, review packets, online work, and reflection on learning strategies.
- Students must complete at least 80% of assignments (or higher as determined by each department). Students can complete the work after the original summative assessment is given but before the remediation assessment is given.
- Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
- The score on the remediation assessment will replace the score of the original summative assessment.
- Teachers may impose limits on the number of times an individual student is permitted to remediate.
- Remediation may not be offered for some assessments.
- AP and Dual Credit courses are not expected to offer remediation.

## Multi-Tiered Systems of Support

Multi-Tiered System of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and

entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

### **Section 504**

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact Danyce Letkewicz, Associate Principal at 847-659-6505.

### **Sex Equity**

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

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

### **Signs and Posters**

Posting signs and posters or distributing handbills, leaflets and publications is prohibited without the approval of the administration. This may be completed in the Dean's office. All publications and posters should be school appropriate. Appeals and questions regarding denial of the distribution of the printed material may be first heard by the Principal or designee and then by the District Administration.

### **Smoking**

All District 158 buildings and grounds are smoke-free environments, which includes, but not limited to, e cigarettes, vapes, or any other smoking devices. This includes all after school activities and school related events. Students found in possession of or in the act of using tobacco/smoking products are subject to school discipline and police action.

### **Special Education**

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment.

Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

**Discipline:** The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Students eligible for special education services or

those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the Huntley High School handbook policy codes.**

**Transportation:** All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

## Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)

The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics

The temporary record may include:

- family background
- intelligence and aptitude tests
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- disciplinary information
- special education files
- verified reports of information from non-educational persons
- verified information or clear relevance to the student's education
- information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

- 1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**
  - a. Parents and eligible Students have the right to inspect and copy a student's permanent record. Parent(s)/ guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.
  - b. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).
- 2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student**

**believes are inaccurate, misleading, irrelevant, or improper.**

- a. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
  - b. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.
  - c. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
- a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
  - c. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
  - d. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 4. The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- 5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**
- a. Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.
  - b. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.
- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

## Student Services

**Student Services:** Student 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 they would like to discuss with a counselor. Counselors and social workers are available to students, parents, and teachers for special conferences about students,

problems and programs.

**Waiver of Student Fees.** Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office.

**Academic Advisement:** Graduating on time with all the credits you need and having the courses required for college admission is no accident. Each spring you (with your parent/guardian) will need to choose classes for the next year, but throughout the year students and parents need to work together with the counselor to develop and/or revise a four year plan that meets your goals. Graduation Status Reports will be reviewed with students to keep you informed of your progress toward graduation requirements.

**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 in late fall.**

**Naviance:** Naviance is an Internet-based career and college exploration and planning tool to explore career and college options and develop a post-secondary plan. It can be accessed from anywhere there is access to the internet. To login go to the Huntley High School web page and click "Students" on the main page and select "Counseling Department" from the dropdown options. Click the "Naviance" banner and you will be brought to the "Family Connection" page for Naviance login. (Email = Student district email, Password = Student ID number (No S).) [Naviance Link](#)

**College Representatives:** The best source of information, of course, is the first-hand visitation to the area of interest. This however is not always possible; therefore, we try to bring the area of interest to you by having a representative come here to visit. Login to Naviance and view college visits by clicking on the "colleges" tab.

A college/career fair is also offered at McHenry County College in mid-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 our resource materials in the Student Services Office. Please listen for announcements of representative visitations and participate in them. If there is some school or occupational area of interest you wish to have visit us, please make us aware of your desire.

**Graduation Requirements:** To earn a diploma from Huntley High School, a student must earn 23 credits. Students who transfer to Huntley from school districts with less than 23 credits required for graduation may have their credit minimums adjusted to an appropriate level, but not less than the number of credits required at the previous school.

**Course Guide:** Credit codes are listed after each course in the Course Guide, available online, and indicate which requirements can be met by that course. Credit for each course taken may be applied to one subject area only.

<b>Subject Area</b>	<b>Credits Needed</b>	<b>Credit Code</b>
English	4.00	ENG
Math	3.00	MTH
Science	3.00	SCI
Global Studies/AP Human Geo/AP World History	1.00	SST
Personal Finance	0.50	CED
US Government	0.50	SST
US History	1.00	USH
Health	0.50	HLT
Physical Education	1.50	PED
Driver's Education	0.25	DEH
Electives	7.75	ELC
<b>Total Credits</b>	<b>23.00</b>	

\* In order to advance to the next grade level, students must earn a specific number of credits. A student needs five credits to achieve sophomore status, eleven credits to achieve junior status and seventeen credits to achieve senior status. In order to participate in all graduation activities including the ceremony, a student must have the twenty three credits required in the specific



areas outlined above.

\*Students cannot fail more than one class in the semester preceding their Driver's Education course. In order to take Driver's Education, a student must pass eight classes in the preceding two semesters.

\*\*Students must pass the Illinois and US Constitution tests in order to graduate.

**Transfer Credits Accepted by Huntley High School:** Huntley High School will accept credits from:

1. An accredited High School.
2. An accredited correspondence school for credit recovery, enrichment, or a course not offered at Huntley High School that has been approved by your school counselor. \*\*

\*\*\*Any student wishing to exceed these guidelines must submit a written request to the building administration. Credits can only be approved by the building administration.

**Credit from Other Institutions:** Students shall be permitted to attend classes at an approved institution for credit toward graduation from high school. Advance approval shall be secured through the guidance counselor and Principal with the appropriate paperwork completed and on file. The Principal must approve an official transcript in order to receive credit.

**Withdrawal/Transfer from School:** If a student is going to transfer or withdraw from school, the following procedure should be followed:

1. The student must present to the Student Services office a written notice of withdrawal and request a student withdrawal form.
2. Turn in all textbooks to the HS office.
3. Pay all library fines and meet all other obligations.
4. Have the principal sign the withdrawal form.
5. Return the original copy of the withdrawal form to the Student Services office.

**Physical Education Exemption Policy:** Students in **grades 11 and 12** may request exemption from physical education for the following reasons:

1. The student is participating in interscholastic, varsity-level athletics as certified by the athletic director. The participant can replace the physical education class with an additional class during the semester of their sport.
2. The student is participating in Cheerleading or Dance Team.
3. 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.
4. The student lacks sufficient course credit in one or more courses required by the state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption, if they are carrying the maximum course load.
5. Students in **grades 9 through 12** may request exemption from physical education if they are a part of marching band. Students must first participate in band camp to receive the exemption.

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

**Student Course Load:** All Huntley High School students are required to carry seven (7) classes each semester enrolled. Students taking dual enrollment courses will be accommodated based upon their dual enrollment courses.

**Early Graduation:** The School Board highly recommends that students attend high school for a minimum of eight (8) semesters before graduation. In cases where the student and the family believe that there are extenuating circumstances that would override this recommendation, the student may leave school early and earn a diploma after graduation requirements are met. Students must fill out an early graduation request form, available in the Student Services Office.

**Schedule Changes:** Every effort is made on the part of the administration, counselors, teachers, parents and students to determine the most appropriate courses for students. Courses are selected to best fulfill the student's needs, interests and capabilities. Once the final schedule has been printed, schedule changes are strongly discouraged unless a particular course does not match a

student's ability level or the student does not qualify for the course due to failing a prerequisite. **Teacher preference and/or preferred time of day are not accepted reasons for schedule changes.** Schedule changes should take place prior to the beginning of the school year.

**Illinois State Seal of Biliteracy:** The Illinois State Seal of Biliteracy recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. All District 158 students who choose to take an AP world language exam or ELL students who take the ACCESS exam and meet qualifying scores are eligible for the Seal of Biliteracy. Students may also earn Commendation toward Biliteracy for making great strides toward language proficiency. The seal is designated on both the high school transcript and diploma.

***What are the qualifying scores for the Seal of Biliteracy?***

*To qualify for the Seal of Biliteracy in Community School District 158, a student must achieve one of the following in addition to reaching a score of 480 or higher on the ELA portion of the SAT:*

- Advanced Placement Exam (Spanish, Chinese, French) - Score of 4 or 5
- ACCESS for ELLs - 5 overall composite score and 4.2 in both reading and writing
- A score of Intermediate High or above on the STAMP Test.

*To qualify for Commendation toward Biliteracy, a student must achieve one of the following:*

- Advanced Placement Exam (Spanish, Chinese, French) - Score of 3; ACCESS for ELLs - 3.5 literacy score; score of Intermediate Low on the STAMP Test.

***How do I apply for the Seal of Biliteracy?*** There is no application process. Students need only take the ACCESS (for ELL students) or AP exam and have the scores reported to Huntley High School. The district coordinator will use the scores to determine whether students meet the Seal or Commendation requirements, and the appropriate designation will be made on the transcript and diploma in the students' graduation year.

If scores are not available at the time of graduation, the district will still award the Seal of Biliteracy or Commendation toward Biliteracy to eligible students after graduation.

***How much does it cost?***

The only cost incurred by the student is for Advanced Placement testing or STAMP Testing. Please see the counseling department's [AP Testing page](#) for more information about costs and testing dates.

***Who do I contact with questions?***

Please contact one of the following HHS staff members with questions regarding the program:

Ms. Shelly Kish, D158 Seal of Biliteracy Coordinator: [skish@district158.org](mailto:skish@district158.org)

Ms. Kinsey Wright, ELL Instructor: [kwright@district158.org](mailto:kwright@district158.org)

**Silver Cord:** Every student at Huntley High School has the opportunity to earn a Silver Cord. A Silver Cord signifies that the wearer has earned 50 hours of community service throughout high school. A Silver Cord represents the dedication and commitment a student has for their community. For specific requirements and opportunities, go to the Community Service Club Haiku website at <https://district158.haikulearning.com/asharp/hhs-csc> and click on the Silver Cord tab or click on this [link](#).

**Grade Procedures:** Huntley High School's grading scale is:

98 and above = A+	93-97 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
		Below 60 = F

Semester grades will include a semester exam. The weight assigned to the semester exam is determined by the teacher. If a semester exam is waived, then the semester grade will be the Term 2 grade.

In figuring a grade point average, points earned from each semester grade are multiplied by the number of credits each class is worth. Those points are totaled and divided by the number of credits attempted. The grade point average is calculated from semester grades only and is cumulative from the freshman year to the end of high school attendance. Class rank is determined by

the grade point average. They are as follows:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7
			F = 0

**Honors Scale:** Classes that have been determined to be more rigorous than a typical high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	B+ = 3.8	C+ = 2.8	D+ = 1.3
A = 4.5	B = 3.5	C = 2.5	D = 1.0
A- = 4.2	B- = 3.2	C- = 2.2	D- = .7
			F = 0

**AP Scale:** Classes that have been determined to be as rigorous as a college level course are also given extra consideration in determining the grade point average. AP weighted courses will use the following point system.

A+ = 5.3	B+ = 4.3	C+ = 3.3	D+ = 1.3
A = 5.0	B = 4.0	C = 3.0	D = 1.0
A- = 4.7	B- = 3.7	C- = 2.7	D- = .7
			F = 0

**Final Exams:** All semester/final exams must be taken on the designated day for each class. **Under no circumstances will semester/final exams be administered prior to the designated final/semester exam week.** Students failing to take semester/final exams during the assigned time will be issued a grade of F, and will have two weeks after the end of the semester to complete the exams, or grades of F will be entered for their semester exam.

**Latin Honor System:** Starting with the Class of 2020, class rank will no longer be calculated. The Latin Honor System will be implemented, with students having the respective label designated on their transcript for acquiring a cumulative weighted grade point average as noted below:

Cum Laude:	(3.75-3.99)
Magna Cum Laude:	(4.00-4.249)
Summa Cum Laude	(above 4.25)

**Pass/Fail Option:** One course per semester may be taken by juniors or seniors as PASS/FAIL. A PASS grade in a course earns credit towards graduation, but does not affect a student's grade point average. A grade of FAIL earns no credit and does not lower a student's grade point average. The course selected cannot be a course required for graduation. A decision to follow this option must be made during the first week of the semester and requires the permission of the parent, teacher and counselor. Passing grades cannot be changed back to letter grades at a future time. If a student chooses the PASS/FAIL option, PASS will be awarded only for 60% or better. Any grade lower than 60% will receive a failing grade. Forms and details are available from the Student Services office.

**Retaking a Course:** Students with a low, but passing grade; may apply with the Administration to retake a course to achieve a higher grade. The class must be retaken at HHS. Once the course is completed, the improved grade will be recorded and included in the student's GPA. Students must see a counselor in order to begin this application process.

### Course Changes and Adds

Students may add or change a course the week before the first day of school during registration, providing that space for additional students in that course is available.

### Adding a Course

Students may add a course to their schedule to replace a dropped course or study hall during the two summer "schedule change" days the week after schedule pick-up during August. This will be the only time that schedules changes will be honored.

### Dropping a Course

Students enrolled in seven credit producing courses may withdraw from a course without academic penalty through the 20<sup>th</sup> day of

the semester. After the 20<sup>th</sup> day of the semester, a drop from class will be denoted by a WF on the student's transcript. The grade of F will be used to calculate the student's grade point average. The approval of the counselor and parent/guardian are necessary in order to drop a course with a designation of WF.

### **Changing Levels**

We expect students to be successful in the courses they have selected because they are assisted in making appropriate course selections and are provided with academic support. If there is a significant discrepancy between the student's performance and the expectations for that level of course work, considering the student's best efforts, a level change may be considered. A level change form with teacher, parent, student, and department chair/team leader signature will be required and can be found on the Counseling Department web page under "documents & links". [Here is the link](#). If parent and teacher are not in agreement, a conference should be held among parent, teacher, counselor, student and department chair/team leader to determine appropriate placement. No changes will be made to accommodate personal preference.

**Audit Option:** Students who wish to participate in a course for no grade or credit may elect to AUDIT a course, with the teacher's approval. This option requires the teacher to establish guidelines and conditions for acceptance into the class. See the counselor for forms and information. All attendance policies apply for classes that are being audited.

**Progress Reports:** Updated grades can be accessed weekly by parents by logging into Powerschool.. Paper copies are no longer sent home.

**Midterm Reports:** Updated grades can be accessed weekly by parents by logging into Powerschool. Paper copies are no longer sent home.

**Report Cards and Grades:** Report cards are issued to all students at the end of each semester. Letter grades - A, B, C, D, P, F. Updated grades can be accessed weekly by parents on Powerschool. Paper copies are no longer sent home.

### **MTSS—Multi-Tiered Systems of Support (PBIS and MTSS)**

Academic and Social/Emotional Supports are provided through the MTSS model and Positive Behavior Interventions and Supports (PBIS). MTSS and PBIS are designed as proactive school based systems to provide students with the best opportunity to succeed academically, socially, emotionally, and behaviorally. At HHS, PBIS involves the concept of "The Raider Way" which includes the expectations of Be Respectful, Be Responsible, and Be Involved (see inside front cover of the student planner). These expectations are defined throughout the school, and interventions are put in place in order to help students who struggle with various aspects of social-emotional health and/or behavior at the high school level.

The Student Support Programming Map (see inside back cover of the student planner) graphically represents all academic and behavioral interventions available and in the process of being developed at Huntley High School.

The map shows the ranges of programs from Academic to Social/Emotional/Behavioral, as well as, the intensity of these programs. This map has helped with the blending of PBIS and MTSS to create a seamless program at HHS. The development of this map has also allowed our SSP team to identify the gaps in programming leading to the development of additional interventions.

Some of the current interventions are listed below. For additional information please see the PBIS link on the HHS website.

#### **Tier 1 Programs and Interventions**

**Core Curriculum:** The Core Curriculum for classes at HHS is currently being modified to reflect the Common Core Standards with a greater emphasis on Skill Development and Higher Level thinking.

**Raider Aid:** Raider Aid is a free after school and during the school day tutoring program staffed by teachers from a variety of disciplines. Students can use this space to ask questions specifically on homework or assignments, to use the space to quietly work, or to work with individual teachers who are working on specific days. After School Raider Aid is available most days until 4 pm with the opportunity to ride the Activity Bus for free if the student stays at Raider Aid for the entire period.

**Freshman Advisory/Link Crew:** Link Crew is a program where students are nominated and apply to be a Link Crew leader in a freshman advisory. Advisory is run for half of the lunch period giving 22 minutes daily for students and teacher interaction. Link Crew students can apply each year and there is great competition to be chosen by the Link Crew leaders and administration. Link

Crew train on Mondays and Tuesdays and are in the classroom with a group of freshmen every Wednesday, Thursday and Friday interacting with the students and presenting lessons on bullying, school information, study skills, specified Raider Way Lessons as well as group activities and to have fun.

**Safe School Ambassadors:** At its core, the Safe School Ambassadors program is an "inside-out" approach to improving school climate, one that relies on social norms change and the power of students to help stop bullying and violence. Student bystanders see, hear, and know things adults don't, can intervene in ways adults can't and are often on the scene of an incident before an adult. They are a critical and under-utilized resource for positively impacting the crisis of bullying in our schools.

**Raider Way Lessons (All School):** All school lessons are conducted on a monthly basis in order to focus on a specific behavior within the school. See All-School Monthly Focus Lessons for more details and lesson plans.

### HHS Tier 2 Interventions

**Plato:** Will be used as skill building based on MAP scores of incoming students; also possibility of use for remediation for different subjects based on Classroom Benchmark Test Skill standards.

**Academic Seminar:** This program is currently offered to repeating freshmen who did not have enough credits to move to sophomore status. It is a course similar to the freshman advisory, but only with students who are in a similar situation. Students work with a teacher, counselor, and various other support staff to complete credit recovery as well as gain support to pass courses their 2nd year at HHS.

**Check-In/Check-Out:** The Check-In/Check-Out (CICO) Program is a school-wide prevention program for students struggling with academics or behavior. A student is selected to participate in CICO when a student receives 2 or more Level II (or greater) referrals from the Deans' Office for behavior OR based on attendance or visits to their Student Services offices. Students may also be referred to CICO by a teacher. CICO provides students with frequent, direct positive feedback on their behavior and monitors their success in displaying the Raider Way behavior expectations.

**Social/Academic Instructional Groups:** Social Academic Instructional Groups are run weekly by a group of teachers and clinicians at HHS to support students who need additional direct instruction and discussion on various behavior related topics. Currently groups are run weekly during alternating class periods to limit disruption to student schedules. Students can qualify after going through an earlier intervention for Re-Engagement, Positive Communication, or Academic Study Skills. Students are measured for success using a Google Doc card that is created to measure specific goals for each group but is modeled off of the Check-In/Check-Out card for consistency.

**Making Connections:** A Tier 2 positive behavior intervention connects students to dedicated Huntley High School staff. Making Connections provides students the opportunity to experience positive interaction daily with an adult who recognizes and encourages their academic and behavioral successes, as well as their commitment to The Raider Way. This newly established mentoring program has proven to be a beneficial and rewarding experience for students and mentors.

### HHS Tier 3 Interventions

**Intensive S/AIGs:** These are instructional groups just as created at the Tier 2 level, but more intensive in meeting and in the content presented. This content is more focused on issues that students have that are affected grades and behavior in a more specific manner. These groups are conducted by school clinicians rather than general education teachers.

**Clinical Case Management:** Clinical Case Management is Huntley's response to the need for short term case work management with a social worker or school counselor, that is tracked and within a certain time limit while services are needed. By adding this to the PBIS system, HHS has monitored data and created entry/exit criteria for the students individually allowing students access to resources without creating permanent behavior plans.

**FBA/BIP:** Functional Behavioral Assessment and Behavior Intervention Plan: An individualized functional behavior assessment (FBA) is conducted to explore the function of problematic behavior impacting academic success. The functional behavior assessment is used to create an individualized behavior intervention plan (BIP) to replace the problematic behavior with more

appropriate behaviors.

**RENEW: Rehabilitation for Empowerment, Natural Supports, Education & Work:** RENEW is a student centered intervention based upon the strengths of the individual and designed to assist transition age youth in becoming empowered, healthy, confident, and capable adults. A supportive, hand-picked adult team helps the young person create a meaningful, personalized, individualized plan for the transition from high school to adult life. After one year, most youth have obtained the skills and developed the social connections they need to pursue their goals.

## Student Visitors

Students will **not** be allowed to bring guests to school during the school day.

## Teacher Availability

Teachers are available before and after school for student or parent consultation and assistance. In addition, teachers have daily preparation periods which may be used for this purpose. Students or parents who wish to speak with a faculty member should contact the teacher by phone or email, available on the school website.

## Transportation

**What every parent and student needs to know:** The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District 158's students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

**Bus Transportation:** School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

**Bus Danger Zones:** Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

**Bus Drivers:** School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

**Bus Stops:** Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently

tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

**School Bus Conduct Procedures:** Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be withdrawn and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and IEPs pertaining to transportation. Students at bus stops, bus loading and unloading zones and on route are also subject to the District's Rules and Policies.

**Bus Expectations**

- Maintain Appropriate Noise Level
- Use Appropriate Language
- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus.

Cameras: Cameras are installed on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

**Non-Bused Students:** In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

## Trespassing

Suspended students are not to be on campus without specific permission from the administrative office. Failure to obtain this permission can result in arrest for trespassing.

# HHS Athletic and Activities Handbook

## Table of Contents

- [I. Philosophy, Objectives, and Expectations of Extracurricular Participation](#)
- [II. Personnel](#)

- [III. Sportsmanship](#)
- [IV. Transportation](#)
- [V. Practice Schedules](#)
- [VI. Clearance to Participate](#)
- [VII. Weekly and Semester Eligibility \(for IHSA competitions\)](#)
- [VIII. Attendance](#)
- [VIII. Awards](#)
- [X. Fine Arts Boosters \(FABulous\)](#)
- [XI. Code of Conduct](#)
- [XII. Consent To Random Testing](#)
- [XIII. Hazing](#)
- [XIII. A Guide for Parent and Coach Communication](#)
- [XV. Ultimate Authority](#)

**The following information can be found on the HHS Website**

- [District 158 Random Testing Policy and Forms](#)
- [Complete Listing of Clubs and Activities](#)

## **I. Philosophy, Objectives, and Expectations of Extracurricular Participation**

Huntley High School extracurricular programs are provided as a privilege to those students having the desire to engage in and/or compete in and to enhance their overall abilities. Students who choose to participate are considered “representatives” of Huntley High School and are expected to demonstrate good character, high morals, and an attitude of giving their best. In addition, “representatives” of Huntley High School are expected to demonstrate good sportsmanship and self-discipline. Because the Board of Education, administration, and staff expect these attributes, the Huntley High School Extracurricular Code of Conduct is used to ensure that these qualities are demonstrated by all participants.

The objectives of the extracurricular programs at Huntley High School are to:

1. Provide a highly engaging/competitive experience grounded in sound educational practice.
2. Assist in the safe and healthy development of the participant.
3. Create an enjoyable experience for the participants, student body, fans, and community by promoting sportsmanship, morale, and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, and self-discipline in its participants.
5. Promote the education and development of students through high school extracurricular participation.

## **II. Personnel**

Activities Director: Tom Kempf  
Athletic Director: Glen Wilson

## **III. Sportsmanship**

Huntley High School will emphasize and enforce all Illinois High School Association (IHSA), District 158, and Fox Valley Conference policies on sportsmanship. “Representatives” of Huntley High School are expected to adhere to the highest standards for behavior at all school-sponsored activities.



## IV. Transportation

The sponsors will make transportation arrangements, for all extracurricular events, through the District Transportation Department. Participants are required to ride district-provided transportation to and from away events.

Parents may transport their child home from away events by signing the transportation sign-out sheet provided at the event.

Parents may only sign-out their own child. A parent may grant permission for their child to ride home with another parent by providing advanced written notification to the principal, activity/athletic director, or coach/sponsor. The parent that is being granted permission will, in turn, need to sign-out the participant after the event. Under no circumstances will District 158 take the responsibility of releasing a participant to be transported by anyone other than a parent.

If a participant misses the bus, they may only be transported to the event by their parent(s). Upon arriving, at the site of the event, the participant's parent needs to present the participant to the coach. Under any other conditions, the student will not be permitted to participate. Any student missing the bus due to a detention will not be allowed to participate.

Unforeseen or extenuating circumstances will require permission of the activity/athletic director.

## V. Practice Schedules

The start of practice for each extracurricular activity will be announced well in advance of the date of the first practice. Practice schedules will be distributed to participants no later than the first day of practice. District 158 does not allow mandatory practice on Sundays except under special circumstances and only with the permission of the activity/athletic director.

Because of the necessity to share facilities, practice times may need to be staggered. Efforts will be made to equally distribute practice times among the various levels of programs sharing the facilities. Likewise, unforeseen circumstances may force a change in practice schedules. Participants will be notified, as soon as possible, of any practice schedule changes.

Conflicts in regard to practices will be handled in the following manner:

1. *Educational field trips*

Should a conflict arise with an educational field trip, the coach and teacher should be in communication with each other and attempt to minimize the impact of the conflict. Participants should not be penalized for missing a practice, or arriving late to a practice, because of attending an educational field trip.

2. *School sponsored social activities*

Attendance at school sponsored social activities does not exempt participants from team responsibilities. Participants who miss events or practices to attend school-sponsored social activities, without the coach/sponsor's permission, will be considered unexcused and be subject to established team policy regarding unexcused absences.

3. *Non-school activities*

Each coach/sponsor will establish policy, with approval from the activity/athletic director, and inform participants of said policy in regard to excused and unexcused absences.

4. *Skiing and similar activities*

Coaches should inform participants of the dangers of participating in skiing/similar activities but may not make policy prohibiting participation in these activities during non-school hours. A participant injured during skiing/similar activities holds no right to their position upon returning to their team.

## VI. Clearance to Participate

In order to participate in many HHS activities, a student must complete the forms listed below. A listing of the activities requiring students to complete the forms is found in the District Drug Testing information. A student may participate in as many clubs/activities as interest and schedule allows. Noted below are designated timelines that the activities that require the following items be on file in the Athletic Office (Mr. Glen Wilson's Office) and the Activities Office (Mr. Kempf's Office). The sponsor will inform participants if the forms are required to be on file.

Item

[Random Testing Form -D158 - Online](#)

Due before first

Practice/Tryout

Participation fees may be required for specific clubs based on expenses incurred by that club. Participation fees should be paid directly to the sponsor of the club and will be credited to the club activity account. Any student who quits or is dismissed from a club will not have a fee refunded.

## **VII. Weekly and Semester Eligibility (for IHSA competitions)**

### **Weekly Eligibility**

A student participating in a sport is subject to the weekly eligibility check during the season for that activity.

A student must pass twenty-five (25) credit hours of high school work per week (Monday through Sunday). Twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

*Weekly eligibility is based on a student's grades as they accumulate from the first week to the last week of the semester. The criterion used by the IHSA is what the student's grade would be if they transferred to another school during the course of the semester.*

### **Semester Eligibility**

By IHSA regulations, a student must pass 2.5 credits a semester to be eligible for the next semester. This is the equivalent of five .5-credit classes. The criterion for weekly and semester eligibility is detailed in the IHSA eligibility rules which can be found on the HHS Athletic webpage at [www.district158.org/hhsathletics/index.html](http://www.district158.org/hhsathletics/index.html).

## **VIII. Attendance**

Attendance is a factor in a student's eligibility to participate. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's activity event or practice.

A student, who has a medical appointment that may cause absence from school for more than one-half of the school day, may still be eligible to participate in that day's practice or event. To assure eligibility, arrangements should be made ahead of time with the activity/athletic director.

A student suspended from school is ineligible to participate in meetings, performances, or contests on the day(s) of the suspension. This includes ISI and OSS suspensions.

## **VIII. Awards**

Awards acknowledge the achievement, participation, and membership of the participants in interscholastic competition. To be eligible for these awards, participants must be in good standing in school and the activity. Students who drop out of the activity or are dismissed by the coach/sponsor before the end of the season will not be eligible to receive any awards. A coach may deny a participant, who meets minimum letter requirements, their letter if that participant's conduct is deemed detrimental to the school and the program. A participant who becomes injured or ill during the season, but remains a member of the team, may be issued an award at the discretion of the coach.

### **Award Distribution**

1. First year participants will receive Numerals if not already received by participation in another sport / activity.
2. A student who has not received a Letter in the activity prior will receive a Letter and Bar.
3. If a student has received a Letter prior, the student will be issued a Bar representing another year's participation.
4. Senior Plaques are presented to any senior who has participated all season all 4 years of high school.

### Special Awards

The sponsor may distribute awards to individuals as they so choose.

## **X. Fine Arts Boosters (FABulous)**

The Fine Arts Booster Club is an approved organization of District 158 and has been established to support Huntley High School fine arts activities. The organization works as an independent organization helping fund various aspects of the fine arts programs. Parents are strongly encouraged to become involved. To inquire about the HHS Fine Arts Booster Club, please go to [Fine Arts Booster Link](#)

## **XI. Code of Conduct**

As stated in Part I, participation in activities at Huntley High School is a privilege. Students who choose to take part are considered representatives of Huntley High School. It is the hope of the Board of Education, administration, and staff that those students who represent Huntley High School do so in such a manner as to not abuse the privilege of participation. In addition, the Code of Conduct places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Code of Conduct takes effect the first time a student becomes a member of a(n) club/activity.
- The Code of Conduct is in effect year round, in and out of season, on and off school grounds, until graduation.
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency (or representative thereof) confirms the student's involvement; an internet posting depicts inappropriate behavior; or a student admits guilt.

### **Code of Conduct Violations**

1. Use, possession, or distribution of illegal substances. This includes, but is not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products.
3. Theft or vandalism of any school, personal, or public property.
4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.
5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means.
6. An internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others.
7. Association with or attendance at activities involving a violation of the code in which the student does not leave immediately upon learning of said activities.
8. A verified positive test result, in the IHSA or D158 random drug testing programs. This will include a refusal to participate or complete the IHSA or D158 random drug testing programs.

### **Code of Conduct Violation Consequences**

*First Offense:* Suspension from 20% (or closest percentage to 20%) of the regular scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension carries over to the next activity if it is not completed during the current activity.

*Second Offense:* Suspension of 50% from the regularly scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension will carry over to the next activity in which the student is involved if not completed in the current activity.

*Third Offense:* Suspension from all activities for a calendar year (365 days).

*Fourth Offense:* Dropped from all activities for the remainder of the student's high school career.

**Self-Reporting:** If a student self-reports a first offense to a District 158 administrator, they will be suspended from 10% of the regular scheduled contests. The student must make their report immediately. The student will not be eligible for the terms of self-reporting after school authorities have been notified of the violation.

### **Clarifications/Definitions**

- For suspensions that carry over from a previous activity or that occur before the next activity, the student must complete the “next” season in good standing to fulfill the terms of the suspension.
- A violation will be considered a second, third, or fourth offense if it is committed within 365 days of the previous violation. After a calendar year (365 days), a violation will be dropped.
- One calendar year is defined as 365 days from the date on the letter notifying the student and parents of the suspension.
- A first violation, in a season, will not automatically result in forfeiting eligibility for school awards. A second violation, in a season, will result in forfeiture of all school awards.
- A suspended student is expected to attend practice.
- A suspended student is expected to sit with the team, out of uniform, during contests.

In circumstances when a student is participating in a combination of more than 1 Athletic, Activity, or Club the Athletic Directors, Administration or their designees will work together to discuss the current disciplinary action and determine the appropriate consequence.

### **Appeal Process**

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activity/athletic director within three school days of being notified of the suspension.
2. The appeal process must follow:
  - a. Appeal to the High School Associate Principal
  - b. Appeal to the High School Principal
  - c. Appeal to the Associate Superintendent or Designee
  - d. Appeal to the Board of Education
3. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

## **XII. Consent To Random Testing**

### **Illinois High School Association**

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association has implemented a performance-enhancing substance testing program for student-athletes at IHSA member schools.

The IHSA will test randomly selected individuals throughout the school year. No student-athlete may participate in an IHSA competition unless the student and the student’s parent/guardian consent to random testing. The consent is part of the HHS Sports Participation Information sheet. Go to [www.ihsa.org](http://www.ihsa.org) for more information.

A complete list of the current IHSA Banned Drug Classes can be accessed at:

[http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA\\_banned\\_substance\\_classes.pdf](http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf)

### **District 158**

The District 158 Board of Education instituted its own random testing program in the spring of 2010. An information packet, including consent forms (one for D158 and one for Centegra), can be found on the HHS Activities webpage.

### **XIII. Hazing**

#### **Purpose**

The purpose of the policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

#### **Definition**

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of students for the purpose of initiation or membership in or affiliation with any organization recognized by the district.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activities that could adversely affect the physical safety of the individual.

Endanger the mental health shall include, but not be limited to, an activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

#### **Authority**

The district does not condone any form of initiation, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The district directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individuals who violate this policy.

The district encourages students who have been subjected to hazing to promptly report such incidents to their coach, activity/athletic director, or building principal.

#### **Delegation of Responsibility**

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the activity/athletic director and school principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited by means of:

- Publication in this handbook
- Verbal instruction from the coach

Complaint Procedure:

1. When a student believes that they have been subject to hazing, the student shall promptly report the incident orally or in writing to their coach and the activity/athletic director.
2. The activity/athletic director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

3. The activity/athletic director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the activity/athletic director shall recommend appropriate disciplinary action, as circumstances warrant. Additionally, the student may be subject to disciplinary action resulting in possible suspension or expulsion.

## **XVIII. A Guide for Parent and Coach Communication**

### **Philosophy**

Participation in extracurricular activities provides the possibility to extend and enhance student learning and personal growth beyond the classroom setting. Participation often includes important lessons about working together toward shared goals, communicating effectively, overcoming challenges, maintaining a positive attitude, practicing sportsmanship, and winning or losing with dignity. Regardless of the amount of level of participation / playing time or whether the team has a winning season, these lessons remain embedded within the experience.

While acknowledging that “winning isn’t everything,” coaches are committed to providing our teams with the best opportunity to win within the rules of the game, and representing the school and communities of District 158 in a manner which inspires and exemplifies pride.

### **Parent/Coach Relationship**

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child’s involvement in activities. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child’s coach. Finally, providing support for all students participating in extracurricular activities is an important role played by both parents and coaches.

### **Coach’s Communication to the Parent**

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach’s philosophy
  - Expectations the coach has for all team members
  - Location and times of scheduled practices and games
  - Procedure to be followed if your child is injured
  - Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

### **Parents’ Communication to the Coach**

- Communicate directly with the coach about any concerns
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in activities at HHS, the inevitable highs and lows that are a part of extracurricular competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that they may apply in aspects of their life beyond the competitive/performing arena. *If the lows, however, begin to get your child down, we encourage you to speak with the coach.*

### **Appropriate Concerns to Discuss with Coaches**

- The treatment of your child; mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child’s behavior, attitude, and performance

One of the most potentially problematic issues between coaches, students, and parents is competitive level/performance time. Decisions regarding these are at the sole discretion of the coach. As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's decisions, but it is important to recognize that decisions about the student's role and the student's role on the team are decisions which are not negotiable between a parent and a coach.

### **Inappropriate Concerns to Discuss with Coaches**

- Level of Participation / Playing time
- Team strategy
- Play calling
- Other student-athletes (unless verbal / physical harassment occurs)

### **Setting up a Conference**

There are situations that may require a conference between the parent(s), student, and coach. **It is necessary that all three entities (parent(s), student, and coach) be involved in the meeting.** Such a meeting can lead to increased understanding. When a conference is needed, please follow these steps:

- Call the coach to schedule an appointment
- If the coach cannot be reached, contact the activity/athletic director and they will arrange a time for you, your child, and the coach to meet.

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a competition or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

### **The Next Step**

Contact the activity/athletic director. A meeting will be scheduled for the parent(s), student, coach and activity/athletic director.

### **Support**

Your child's participation in extracurricular activities should be extremely rewarding. You are invited to support students by becoming involved in the Huntley High School Fine Arts Booster Club or as a support for a non-fine arts activity parent group. You are also invited to attend events, and cheer in a positive and encouraging manner. By supporting everyone involved in competition and displaying good sportsmanship, you provide an important and wonderful example for HHS students. It is hoped this information will serve as the foundation of a rewarding experience in activities for your child.

## **XV. Ultimate Authority**

Circumstances that arise, which are not covered in this handbook or become a matter of interpretation, will be decided by a meeting of the activity/athletic director and principal. The appeal process for any decision is described in Section XIII.