

Havana Junior High School

***STUDENT
HANDBOOK***



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WELCOME TO HAVANA JUNIOR HIGH SCHOOL

Dear Parents and Students,

The faculty and administration would like to welcome you to another year at Havana Junior High School. We hope that you take advantage of the academic and extracurricular opportunities that are provided. Success, to the school, means each student works at his or her potential. High student achievement requires the cooperation of the student, parents, teachers, administration, and the entire school staff. Havana Junior High School provides an appropriate program that gives each student the opportunity to succeed.

This student handbook is an attempt to provide important information to parents and students. If you have additional questions or cannot find the information you seek, please feel free to call the school at 543-6677 or 1-800-642-2092.

If your child has a problem at school, please contact the office, so that you can be advised of the person with whom you should talk to resolve the problem. If the problem is not resolved, first talk to the principal, then to the superintendent, and finally the school board. Most problems can be easily resolved if approached properly. Usually the superintendent and board members are unaware of the problem and cannot solve it without talking to the principal first. Not following this recommended process impedes the process of solving the problem.

The staff is anxiously awaiting the start of the new school year. We know this can be a great year. Remember this is your school; take pride in it, and represent your school well.

Mission Statement

“We will deliver a rigorous, research based curriculum embedded with best practices that focus on literacy and technology skills. By providing the curriculum, instruction, assessments, and support to meet our rigorous academic standards, we will challenge EVERY CHILD EVERY DAY.”



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RESPONSIBILITIES OF THE STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, administrators, and students have a responsibility, indeed a duty, to respect the rights of all while maintaining a positive educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required by the citizen who is a student at Havana Junior High:

- 1) *Each student has a responsibility to observe the rights of other individual, whether they are students, parents, teachers, school officials, or other participants in the educational philosophy.*
- 2) *Each student has the responsibility to respect the human dignity and worth of every other individual.*
- 3) *Each student has the responsibility to be informed of and adhere to rules and regulations established by HJHS and the Board of Education.*
- 4) *Each student should assume the responsibility for recognizing and respecting individual and cultural differences*
- 5) *Each student has the responsibility to dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and propriety.*
- 6) *Each student has the responsibility for maintaining the best possible level of academic achievement and daily attendance.*
- 7) *Each student has a responsibility to refrain from libel, slanderous remarks, and obscenity in verbal and written expression.*
- 8) *Each student must assume responsibility to observe, know, and adhere to the laws of the State of Illinois and the ordinances of the City of Havana.*
- 9) *Each student has the responsibility to preserve school property and exercise care while using school facilities.*
- 10) *Each student has the responsibility to do his/her own work and be accountable for that work.*

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DISCIPLINE POLICY

At Havana Junior High School, our goal is to motivate students to become mature, independent, and productive adult citizens who are capable of making independent decisions. This discipline can be learned and taught by realizing that each individual should become responsible for his/her own actions.

Discipline can occur in many forms. It can include praise, appreciation, and recognition for a job well done in addition to consequences for unacceptable behavior. Behavior that interferes with the right of other individuals to learn will result in appropriate consequences. Behavior that is productive will be treated in a positive manner.

Student participation in school-sponsored activities is the discretion of Havana Junior High School Administration.

It is important that each student strive to do his or her best. The faculty and administration will strive to create an appropriate learning environment so that each student can reach his or her highest potential. In striving for this excellence, it is necessary that we receive the fullest cooperation from students, parents, and staff. By doing our best, we will create a school environment that we can all be proud of.

District discipline guidelines and policies are presented in a separate manual.

RECOMMENDED DISCIPLINE PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a parent/teacher conference or a parent conference with a counselor, and/or an administrator. The staff maintains an appropriate record of the offense and disciplinary action.

Classroom teachers and other staff members are encouraged to refrain from using disciplinary methods that may be physically or psychologically damaging to children such as ridicule, excessive display of temper, etc. Physical restraints (CPI) may be used when necessary to protect the student or other individuals and/or property from physical harm.

If a student is caught cheating on homework and/or test, the student will receive a "0" for the assignment/test and disciplinary action.

Disciplinary Options:

- Verbal reprimand
- Conference with student
- Conference with parents/guardians
(by phone or in person)
- Behavioral contract
- Counseling
- Withdrawal of privileges
- Silent Lunch
- Detention
- Conference with Principal
- Saturday School
- In-School Suspension
- Suspension
- Expulsion

Gross disobedience or misconduct may occur on school grounds, on a school bus, at a school function, or outside school grounds provided, however that a direct relationship exists between the conduct of the student and the school's educational function.

DETENTION RULES

1. Students in detention must report at 3:15 PM to the detention area and remain until 4:00 PM. Being late will result in an additional detention being assigned.
2. Detentions will not be served on days when there is an early dismissal.
3. Students will be required to be seated, working, and quiet during detention.
4. An unexcused absence from the detention period will result in doubling the days to be served. Further refusal will result in a Saturday School assignment.
5. Students must read or do homework.
6. Students are responsible for arranging their transportation home after detention.
7. Detentions will be assigned by the principal for specific days.

GENERAL GUIDELINES FOR AFTER SCHOOL DETENTION, SATURDAY SCHOOL, AND ISS OF SCHOOL SUSPENSION

Detentions

1st-4th detention will be served after school from 3:15 to 4:00 p.m.

Saturday School

5th -10th infraction 2 detentions will be served.

In School Suspension

11 th infraction	1 day of in school suspension
12 th infraction	2 days of in school suspension
13 th infraction	3 days of in school suspension
14 th infraction and more	3 days of in school suspension

Administration may require students to appear before the board of education, as they deem necessary.

All parents and students should be aware that some of some acts can also bring criminal prosecution and penalties as well school disciplinary actions. The school, the police, state's attorney, and parents or other students can bring legal actions.

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POSSIBLE BEHAVIOR INTERVENTION STRATEGIES

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain their conduct and an investigation will be conducted.

CPI restraint may be used when necessary to protect the student or other individuals and/or property from harm.

The disciplinary measures defined below are not all-inclusive, but rather are a listing of the main interventions that may be used to modify student behavior. It is the hope and intent of the school that such interventions, when utilized, will:

- Deter future misconduct;
- Assist the student in developing a proper behavioral pattern;
- Teach the student respect for the rules of the school, and educate the student to the principle that all must live by rules;
- Deter interference with the educational process.
- Assist the student with getting along with their peers as they would have to living in society.

Informal Talks

A school official (teacher, administrator, social worker, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results are recorded and kept on file.

Student Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Action taken and results of the conference are recorded and kept on file.

Parent Involvement

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, or letter. A conference may be conducted with the student, his/her parent(s)/ guardian(s), a school administrator, Counselor/School Social Worker and/or the teacher, as appropriate. Action taken and results of the conference are recorded and kept on file. Parents or legal guardians who wish to appeal the decision regarding a student suspension may request a hearing by contacting the building principal or the District administrative office.

Loss of Privileges:

Students may lose the privilege of participation in or attending extra-curricular activities and non-academic field trips.

Referral to Counselor/School Social Worker (SSW)

Students may be required to meet with an assigned counselor/SSW on a periodic basis. The counselor/SSW will advise students concerning ways of improving his/her behavior. The counselor/SSW may recommend special projects to the student including reading, attending seminars, etc...

Assignment of Extra Work or Duties

Depending on the nature of the behavior or infraction, duties may be assigned to match the nature of the offense. This work shall be assigned and evaluated by school personnel. This work is done entirely on a volunteer basis.

Detention

Students may receive a detention before or after school hours, or a specific time at the discretion of the

teacher and/or administration. Parents of students should be notified by the principal or teacher if the student is to be detained. The parents are responsible for the student's transportation. Action taken and results are recorded and kept on file.

Silent Lunch Detention

Students eat in the detention room and remain quiet for the entire lunch period. Any student not being quiet will serve lunch detention until they are silent during the detention(s) assigned. If a student is not silent or is late, then the time served for the day does not count and the student will have to serve again.

Saturday School

Students may be assigned to up to 4 hours of Saturday School. While at Saturday School, students may be assigned academic work. Saturday school may be assigned for several different infractions. Saturday School time will run from 8:00am to 12:00am on specified Saturdays throughout the school year. It usually is scheduled one Saturday every month. If a student doesn't serve his/her Saturday School time, he/she will not be able to participate in extra-curricular activities which include but not limited to: athletic contests, extra-curricular practices, field trips, non-academic events and walking with their class during the bridging ceremony. If a student misses Saturday school then the student will serve silent lunch until all time is served.

Suspension/Permanent loss of bus riding privileges

A student that has performed a major infraction on the bus may lose their bus riding privileges on the first offense. A student that has committed multiple minor infractions may lose their bus riding privileges for the year. If a student has lost their bus riding privileges, then it up to the parent/guardian to get the student to school. If there are special circumstances, then it up to the parent/guardian to inform the administration and a decision will be reached.

Seizure of Contraband

All contraband will be seized by the school administrator. Contraband will not be returned to the student or their parent or guardian, but will be disposed of properly.

In School Suspension

In school suspension requires a student to remain silent and only work on homework or read a text. All extra-curricular privileges are suspended until all time is served in full. Students receiving an In-school suspension are expected to remain current with class assignments, to include any material covered within the classroom during their suspension.

Suspension/Out-of-School

Out-of-School suspension requires that the student not attend school for the time period specified (up to 10 days). All extra-curricular privileges are also suspended. Students shall not be present on any District 126 property during suspension. Students receiving an out-of-school suspension are expected to remain current with class assignments. All class work is due upon their return to the classroom. Students should email their instructors, check their instructors' on-line sights, or call the office to arrange for assignments. Action taken and results are recorded and kept on file. If there are extenuating circumstances it is up to the parent/guardian to notify.

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BUS TRANSPORTATION GUIDELINES

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for

gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

For questions regarding school transportation issues, call (309)543-3036.

BUS DISCIPLINE GUIDELINES

Students who ride buses are required to maintain behavior and cooperate with the bus driver at all times. Failure to do so will result in possible suspensions of bus privileges. All rules for conduct during school apply while on the school bus. In addition, students must not distract the driver at any time or cause any disruptions while on the bus or while waiting at the bus stop. The driver has full authority to control student conduct on the bus. The driver is strongly encouraged to assign seats. It is the responsibility of the guardian to inform the school if they do not have a way to get a student to school that is suspended from riding the bus. If a student misses school due to a lack of alternative transportation, then all work is due upon the student's return, since we have a digital curriculum. If there are extenuating circumstances, then it is up to the parent/guardian to inform the school administration for consideration.

MINOR INFRACTIONS

1. Not seated, horseplay, swearing, consuming food or drink
 - 1st Office report: 1 day bus suspension or moved to the front for duration of time
 - 2nd Office report: 1 to 3 day bus suspension
 - 3rd Office report: Up to 3 day bus suspension and Silent lunch for up to a semester.
 - Continued reports: Loss of privileges riding the bus for up to the year, and or Silent lunch for the rest of the year

2. Possession of matches, lighter or tobacco
 - 1st Office report: 1 day bus suspension
 - 2nd Office report: Up to 3 day bus suspension
 - 3rd Office report: Up to 3 day bus suspension and silent lunch for up to a semester
 - Continued reports: May result in loss of privileges riding the bus, and or Silent lunch for the rest of the school year

MAJOR INFRACTIONS (Severe Infraction in nature are handled as 3rd Office Reports)

Fighting, sexual harassment or behavior that endangers others

- 1st Office report: 3 day suspension from bus, possible Out of School suspension
- 2nd Office report: Up to 10 day suspension from the bus, and or silent lunch for up to a semester

- 3rd Office report: May result in removal of bus privileges for up to the year, possible consideration of placement in alternative school, possible expulsion/ silent lunch for the rest of the year

Disrespect and/or insubordination

- 1st Office report: 1 day suspension from bus
- 2nd Office report: 3 day suspension from bus
- 3rd Office report: Suspension from bus up to one semester/ Silent lunch up to one semester
- Continued reports: May result in loss of privileges riding the bus, and Silent lunch for up to remainder of the school year.

Damage to school property

1 st Office report:	Full restitution and 3 days bus suspension
2 nd Office report:	Full restitution and up to 10 day bus suspension
3 rd Office report:	Full restitution and may result in loss of bus privileges for the year and possible consideration of placement in alternative school

Smoking/Tobacco use on the bus

1 st Office report:	2 day suspension from bus
2 nd Office report:	3 day suspension from bus, Silent lunch for up to a semester
3 rd Office report:	Up to 10 day bus suspension, Silent lunch for up to the remainder of the year
Continued reports	May result in removal of bus privileges, and possible consideration of placement in alternative school.

Possession of drugs, alcohol or weapons

Any Office report:	May result in up to removal of bus privileges. Also, possible suspension from school/possible expulsion from school/ possible alternative placement as determined by School Code.
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RIDING THE BUS TO OUTSIDE ACTIVITIES

All students riding the bus to school activities must return the same way. Failure to comply with this procedure will cause a student to forfeit his/her privilege of riding the bus. The only exemption: a note is presented to the supervising teacher/coach prior to departure for the event stating that the student will not be riding the bus home. Certain coaches may have a form for parents to sign.

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ATTENDANCE POLICIES & PROCEDURES

All students are expected to attend classes regularly and promptly. Absence from school is the greatest single cause for poor achievement. **The basic responsibility for the consistent attendance of the student lies with the student and the parent. The State Compulsory Attendance Law states that the parent is obligated to see that the student is in school. State Law requires that a student must have a documented reason for all absences after nine days to be considered excused. The State Truancy Department will be involved in all unexcused student absences after nine days.**

The School Code of Illinois, Section 26-1 states:

Whoever has custody of any child between the ages of seven and sixteen years shall cause such child to attend some of the public school in district where-in the child resides the entire time it is in session during the regular school term.

TARDY POLICY:

1. 1st tardy per two quarters will be excused.
2. Additional tardies per two quarters:
 - A) 2nd-3rd Tardy = Verbal Warning
 - B) 4th Tardy= Silent Lunch
 - C) 5th Tardy= Detention
 - D) Any tardy after the 5th tardy results in multiple detentions or a Saturday School. Failure to report to Saturday School Detention will result in discipline as determined by HJHS Administration.

When absences cannot be avoided, these procedures should be followed:

1. The student's absence is to be reported by telephone call to 543-6677 or 1-800-642-2092 by 10:00 AM by the parent or guardian on the same day of the absence. Any absence, which is not reported, may be regarded as unexcused or until the student returns with written notification stating the reason for absence. Students returning to school without having their absence verified by their parent or guardian will be given an unexcused absence. If a student wishes the absence to be changed to excused, he/she must present parental verification the next day he/she attends school.
2. Absences of longer than or accumulation to three days in any given quarter may need a medical excuse from a doctor to be considered excused.
3. If a student leaves school any time during the day, they must check out at the office before leaving. The office will not allow students to leave school unless the office is notified by the parent or guardian to do so. Failure to follow these steps will result in an unexcused absence and possible disciplinary measures.
4. If a student misses all of their morning classes or any afternoon class due to illness, the student is not eligible to participate in any school sponsored extra-curricular activity that day.

EXCUSED ABSENCE: Student absences are considered excused when they are the result of:

1. Illness verified by parent or guardian
2. Doctor or dental visit
3. Participation in a school sponsored activity
4. Observance of a religious holiday. (The student must notify the office in advance of the absence.)

5. Visiting a counselor or administrator
6. Court appearance
7. Death or funeral of a family member
8. Extended absences approved by the office in advance

UNEXCUSED ABSENCES WILL RESULT IN A DETENTION.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A child subject to compulsory attendance who is absent without valid cause from such attendance for a school day or portion thereof is considered a truant.

Students who miss 5% or more of the prior 175 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

MAKE-UP PRIVILEGES

If a student is absent from class, it is his/her responsibility to make up the work missed. For every day of excused absence, the student has two days to make it up before it becomes a zero. Any work, or tests assigned prior to the student’s absence may be due on the first day the student returns or at the teacher’s discretion. In cases of prolonged absences, special arrangements for make-up work are to be made with the instructor.

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GRADING POLICIES & PROCEDURES

GRADING SYSTEM & HONOR ROLL

The letter system is used in notifying students and your parents concerning student progress in the different subjects. Your grade will reflect your ability and the thoroughness of your preparation. Remember to always do your best!

Grading Scale:

A- Exceptionally good work	90-100%	4 honor points
B- Above average achievement	80-89%	3 honor points
C- Average achievement	70-79%	2 honor points
D- Below average	60-69%	1 honor point
F- Failing	Below 60%	No honor points

Being named to the Honor Roll recognizes students who excel in their subjects. The three honor rolls are: Principal's list = 3.800-4.000, First Honors = 3.400-3.799, and Second Honors = 3.000-3.399.

PROGRESS REPORTS

Student grades are available online anytime through the Information Now website. A link is available on our school's homepage at <http://havanajh.weebly.com>. User names and passwords will be provided for all students and parents and may also be requested by contacting the junior high office at (309) 543-6677.

REPORT CARD

Report cards are issued at the end of each nine weeks grading period. Parents should review the report card with their child and call the school at (543-6677) if further clarification is needed or to schedule a conference with a teacher.

REPORTING STUDENT PROGRESS

The board of education believes that the cooperation of school and home is a vital ingredient to the growth and education of the child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. The board directs the establishments of a system of reporting student progress, which shall include written reports, parent conferences with teachers, and shall require all appropriate staff member to comply with such a system as part of their professional responsibility. The superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student's progress to parents which:

- utilizes various methods or reporting appropriate to grade level and curriculum content;
- ensures that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- enables the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- ensures a continual review and improvement of methods of reporting student progress to parents.

PROMOTION, PLACEMENT, RETENTION

Following sound principles of guidance, the board discourages the skipping of grades.

The administration and professional staff shall establish a system of grading and reporting academic achievement to parent(s), guardian(s), and students, as well as determine when promotion and graduation requirements have been met. Upon request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district.

The criteria for promotion shall be the student's ability to meet district goals and objectives and to perform successfully at the next grade level, rather than age or any other social reason not related to academic performance. Attendance may also be included in these criteria as well as a 1.0 GPA on a 4 point grading scale.

Any students who are not to be promoted shall be provided remedial services. This service may include a summer school program, tutorial sessions, modifications of instructional program, and retention. Evaluation records for the current year shall be maintained for each student in their respective schools.

The final grade, assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agrees that the student may do an extra work assignment and its evaluation impacts the grade;
- an inappropriate grading system used to determine the grade;
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

PROMOTION REQUIREMENTS

1. The 8th grade promotion ceremony is not an ending point but a continuation of a student's educational process as they move into young adulthood at the high school.
2. The 8th grade promotion ceremony is a social function of the community that reflects completion of standards that would confirm this continuation at the high school.
3. Therefore, for an eighth grade student to participate in this ceremony, he/she would need to carry a 1.0 GPA out of a 4.0 grading scale at the time of the promotional ceremony practice. The administration will check the records in the office and notify students and parents before participation in the promotional ceremony and practice can be started.
4. The Illinois and United States Constitution test will be given at the 7th grade level and must be passed prior to receiving a certificate of promotion.
5. Students are expected to pass all subjects and attend school regularly. Retention of a student is a serious decision that needs to be made after careful review of academics, chronological age, attendance, and maturation of the child being considered.

CHEATING

Any student caught cheating, in any form, will receive a zero for the assignment/test. Disciplinary action will also be issued. Additional incidents will lead to more severe disciplinary measures.

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STUDENT HEALTH & WELLNESS GUIDELINES

HEALTH SERVICES

If you require first aid, report to your teacher or the office immediately. If you are ill, you must report to the office to call your parents/guardians. You must not leave the building because of illness without authorization from the office.

SUDDEN INJURY OR ILLNESS

In the event of sudden injury or illness, one should call 911 (Emergency Services) and then notify staff member and the office immediately.

SIXTH GRADE PHYSICALS

All sixth grade students and transfer students must have a complete current physical exam on file in the school office by October 1st of each school year. State law prohibits a student from attending school until one is completed. An updated shot chart must accompany a physical before it will be considered complete.

COMMUNICABLE DISEASES

A student that contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. According to the Health Department, it is recommended not to return your child to school until he/she has been free of fever for 24 hours. According to the Illinois School Code, students who have contracted chicken pox may return to school after missing six school days. Cases of communicable diseases and contagious infections must be reported to the school.

VISION AND HEARING SCREENINGS

Vision Screening services shall be prompted annually for all preschool children 3 years of age (or older); kindergarten, second and eighth grades; all special education students; students referred by teachers; and transfer students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

MEDICATION FOR STUDENTS

Students without previous approval from the office and school nurse should carry no medication of any type. Prescription and non-prescription release forms are available at registration, in the office, and on our school website at <http://havanajh.weebly.com/>.

Every student bringing medication to school needs to check in the office and with the nurse to ascertain need and use of this form. ***Medication examples include, but are not limited to, cough drops, aspirin, allergy medications, asthma inhaler, epi-pens, and all prescription medicines.***

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that school dispense the medication to their child/ward and otherwise follow the District's procedures and dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription on school grounds or at a school-related function other than as provided for in this policy.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

GUIDANCE SERVICES

The guidance counselor is available to assist students and teachers with problems that arise from day to day. Students are encouraged to use these services. Students should stop by the guidance office to arrange an appointment. The guidance counselor will discuss and listen, in a confidential manner. Help can be received in resolving conflicts, difficulty in a subject, and/or experiencing personal problems.

PREVENTING BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT

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

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

CYBER BULLYING

Cyber bullying is defined as bullying via the use of the internet, interactive and digital technologies. Making an explicit threat through the internet, website, email, etc... against a school employee, a student, or any school related personnel is prohibited. The use of any school computer or electronic device for the purpose of cyber bullying is strictly prohibited. If the internet website, through which the threat was made was accessed within the school, or the threat was passed from a third party and the threat could reasonably be interpreted as threatening to the safety and security of the threatened individual, whether it be an employee, student or any other school related personnel, that action will result in general disciplinary procedures. Cyber bullying using home based or off campus devices that results in a material or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Students and parents are encouraged to notify HHS office of any incidents regarding bullying immediately. **If there is suspicion that a student has used a social media site to bully, threaten or break school rules, then the students will give the administration all information needed so the administration can access the social media site. This includes but is not limited to the urls, log in IDs and passwords.**

STUDENT WELFARE-SEXUAL HARASSMENT

The school board is committed to creating a positive learning environment for all of its students and employees and will not tolerate sexual harassment.

Sexual harassment consists of verbal or physical behaviors related to a person's gender and which creates an intimidating, hostile, or offensive environment. Such behaviors include, but may not be limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical contact of a sexual nature when submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic advancement, or submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting said student.

Sexual harassment also consists of unwelcome verbal or physical conduct which interferes with an individual student's work or academic performance or performance in co-curricular activities or other district programs. Such harassment is prohibited both between employee and students and from student to student. Such harassment as visual displays of degrading sexual images,

sexually suggestive conduct or banter, or offensive remarks of a sexual nature are expressly prohibited. Non-sexual conduct, such as intimidation, hostility or rudeness or name calling, is abusive and therefore harassment and is expressly prohibited. All instances of sexual harassment should be reported to an instructor or the principal.

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GENERAL POLICIES & PROCEDURES

ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

ASBESTOS NOTIFICATION

This is to inform you of the status of the Havana Community Unit School District #126 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our buildings were initially inspected for asbestos. Our inspection was conducted on December 29, 1987. The AHERA law required that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Unit Office. Should you wish to review the plans, please call to make an appointment between 7:30 a.m. – 3:00 p.m.

ANNOUNCEMENTS

Important announcements are given at 8:10 a.m. and 3:00 p.m. Students are required to listen carefully during the duration of these announcements, as they are responsible for the information given.

ATHLETICS

All athletes and cheerleaders must have a physical, a signed insurance waiver, and signed athletic rules sheet on file in the office before attending practices. Students must be passing all subjects to be eligible to participate in athletic contests. A copy of the athlete's birth certificate must be on file in the school office. Please refer to the Havana District 126 Athletic Code.

ATTIRE AND GROOMING REGULATIONS

All students of Havana Junior High School should take pride in their dress and grooming to reflect favorable upon themselves, their parents, their school and the whole community. Students should strive at all times to present a generally neat appearance. Clothing, accessories, make-up, and hair color should in no way distract from a learning environment at school or school activities nor should it create a danger to the health and safety of the individual and/or other students, or damage school property. **This judgment will be at the discretion of the administration. Refusal to remove or change will result in disciplinary action.**

- 1) Shoes are to be worn at all times.
- 2) Hats, other forms of head coverings, and sunglasses are to be removed upon entry to the school building. Hats and outdoor wear (coats and jackets meant to be worn outside) should be placed in lockers until the student leaves the building.
- 3) Clothing or articles which are exceedingly soiled, torn, or ragged.
- 4) Clothing that is excessively revealing such as short mini-skirts, short shorts, tank tops, loosely fitting low cut halter tops, mesh skirts (unless a T-shirt is worn underneath), or shirts which expose the midriff. Pants must be pulled over the buttocks area and undergarments should not be visible at any time. Shorts should be at or slightly above the knee.

- 5) Shorts should not be worn from December 1 through March 1 of each year.
- 6) Hair coloring that is disruptive to the normal daily routine of the school building is prohibited.
- 7) Articles of clothing advertising or advocating alcohol, drugs, or tobacco are considered inappropriate and should not be worn.
- 8) Clothing with sayings, which contain profanity or sexually suggestive language or that suggest attitudes, which undermine the basic objectives of education, are also inappropriate and should not be worn.
- 9) Any other apparel that the principal or assistant principal determines to be inappropriate or disruptive will not be allowed.

CARE OF SCHOOL PROPERTY

The citizens of the Havana School District have provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the building, equipment, and grounds, so they can be passed on to future students in excellent condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face disciplinary actions, which might include legal prosecution. Students will be held responsible and liable for all damage to school property unless the damage is caused by an unavoidable accident. Parents requesting pesticide application process and/or asbestos management plan should contact the Junior High Office.

CLOSED LUNCH HOUR

Parents wishing their child to come home for lunch must provide a written request for that particular day. The students should present the request to the office by 8:15 each morning. Students are to be picked up by the parent and must return to campus on time for afternoon classes or the privilege will be discontinued.

CURRICULUM TOPICS

Parents or guardians may find some specific curriculum topics that contain certain material and or activities that, because of religious or personal reasons, could be exempt from that portion of the course with a parent's written request for exemption. This request needs to be submitted to the school office, and then a copy will be forwarded to the district office for approval or denial. Bilingual education services can be requested at the Junior High Office.

EIGHTH GRADE TRIP

If the eighth grade plans a trip to celebrate their accomplishments and promotion to the high school, we strive for this trip to be an educational and enjoyable experience for every eighth grade student. To qualify for the trip, must have 36 or less behavior/grade points*, less than 12 days absent, must have completed the civic test requirement, and must be eligible to be passed to the high school in good standing. We hope to pursue this trip on a yearly basis and equally hope every eighth grader strives to qualify for it.

** Behavior points are assigned as follows: out-of-school suspension = 12 points per day, in-school suspension = 6 points per day, after-school detentions = 2 points each, and silent lunch = 1 point each. Grade points are assigned as follows based on quarter grades: 1 point for every D grade and 2 points for every F grade.*

EMERGENCY PROCEDURES

Emergency procedures are practiced and revised in accordance with the School Code and on an annual basis.

EQUAL EDUCATIONAL OPPORTUNITIES

The District provides equal opportunities to all students regardless of gender and complies with Section 3.10, Section 2-3.8, and Section 200.90b of the Illinois School Code. These laws are available at the unit office to anyone who wants additional information and to begin a grievance procedure.

EXTRA-CURRICULAR/CLUBS & RANDOM DRUG TESTING

Havana Junior High School offers several extra-curricular and athletic programs for our students. This list is subject to change.

<u>CLUB</u>	<u>GRADES</u>	<u>CLUB</u>	<u>GRADE</u>
iDuck Network	8	Boy's Basketball	5,6,7,8
Science Club	7,8	Scholastic Bowl	7,8
Boy's & Girl's Track	6,7,8	Cross Country	5,6,7,8
Boy's Football	7,8	Boys Wrestling	5, 6, 7, 8
Girl's Basketball	5,6,7,8	Girl's Softball	6,7,8
		Girl's Volleyball	7,8

Havana Community Unit School District #126 will begin *RANDOM DRUG TESTING* for the following Extra-Curricular Activities and/or Clubs: Junior High Scholastic Bowl, Junior High Science Club, and Junior High Student Council.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

Havana CUSD #126 will provide a free appropriate public education (FAPE) to all children with disabilities between the ages of 3 and 21, including children with disabilities who have been suspended or expelled from school for more than 10 consecutive days during the school year or who receive a series of removals that constitute a pattern. A free appropriate public education shall be made available to all eligible children with disabilities no later than the child's third birthday. Bi-yearly screenings are conducted for children under age 5 to determine eligibility for services. Free appropriate public education services cease when a child with a disability graduated from high school or turns age 21.

Any age student ages 3-21, living in the district, who are suspected of having a disability, can be referred by the parent. The district is responsible for conducting an evaluation of the student. The evaluation includes an assessment of the student's academic abilities and social-emotional factors. Students who are living in the district, yet are not currently enrolled are eligible for these services also.

FREE/REDUCED MEALS AND TEXTBOOK WAIVER FORMS

These forms are available at registration and in the office as your needs and or status changes.

GANGS AND GANG ACTIVITIES

Gang activity is prohibited on or about school grounds. No student on or about school property, on a school bus or at any school activity shall engage in gang activity including but not limited to:

1. Wearing, possessing, using, distributing, displaying, creating, or selling clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Committing any or omitting any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activities, including but not limited to:
 - A. Soliciting others for membership in any gang.
 - B. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - C. Committing or threatening to commit any illegal act or violation of school district policies.
 - D. Inciting other students to act with physical violence upon any other person.

Violation of any of the above will be treated as gross misconduct and appropriate disciplinary measures will be taken. If appropriate, police will be contacted and charges will be pressed.

GENDER EQUITY GRIEVANCE PROCEDURE

1. Anyone wishing to present an allegation of sex discrimination shall contact the district coordinator for nondiscrimination (the “coordinator”).
2. Within seven (7) calendar days of inquiry, the coordinator shall send a copy of the district’s sex equity policy and grievance procedure to the inquiring individual(s).
3. Upon receipt of a written grievance, the coordinator shall investigate the nature and validity of the grievance. This involves district personnel responsible for the program or activity cited by the grievant and others as necessary and appropriate. The coordinator may seek advice from related state agencies or legal counsel.
4. Within sixty (60) calendar days of receiving the grievance, the coordinator shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited, specific individual charges (if any) and the superintendent.

If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within fifteen (15) calendar days to the school board by submitting a written request for hearing before the board, addressed to the office of the superintendent. Copies of the grievances and the coordinator’s decision shall be forwarded by the superintendent to the school board. The school board shall review all the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within fifteen (15) calendar days of the date on which the grievance was heard.

6. If either the grievant or the party charged is dissatisfied with the school board’s decision, appeal may be made first to the superintendent of the educational service region and, finally, to the state superintendent of schools. Appeal outside the district should be made in a timely fashion.

Notice:

The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. The coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions. The coordinator for nondiscrimination for Havana CUSD #126 is Mr. Matthew Plater.

MEDICAID REIMBURSEMENT

Medicaid reimbursement is a source of Federal funds approved by Congress to help school districts maintain and improve Special Educational services. Therapy and diagnostic services provided to your student (you) are partially reimbursable. Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

NON-DISCRIMINATION POLICY

Havana Community Unit District # 126 does not discriminate on the basis of age, color, race, national origin, gender, religion, or disability. Parents in need of disability accommodations, please contact the Junior High School Office.

PASSING IN THE HALLWAYS

Students have two minutes between classes. Students needing to use the restroom should pass to his/her next class, get permission, and then proceed to the restroom. Students are encouraged to stay to the right when passing between classes.

PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING REQUIREMENTS

The Havana School District CUSD #126 applies pesticides (herbicides, fungicides, insecticides) as needed throughout the year by licensed contractors. Normally, we may spray the 2nd Wednesday of every month. On the 2nd Tuesday of every month an activity report is due to licensed contractors for them to know where to concentrate their efforts.

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Anyone who wants to be informed about any changes in the spraying schedule due to health concerns for their student must let the office know during registration. If we change the date of application from the 2nd Wednesday every month, then we will contact those who request

personal contact via phone, through our mass notification system at least 48 hours before the application of a pesticide to school facilities or school grounds. We will also post it to our school webpage. This pre-notification will not be given if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

PHYSICAL EDUCATION

The Illinois School Code requires that every student participate in daily physical education within the limitations of his/her ability. The program is modified, as needed, to fit the needs of any student with a temporary medical permit. The physical education teacher may, on an emergency basis, excuse a student from active participation for three days. For longer periods of time, a medical excuse is needed. Medical excuses for physical education must be presented to the principal's office. Excuses will then be forwarded to the teacher.

SCHOOL CLOSING

Parents are notified through the Emergency Mass Notification system whenever there is a cause for school closing. Contact information will be provided on the annual registration form. Parents/guardians will need to contact the junior high office at (309)543-6677 if there are any changes.

SCHOOL HOURS

The school building will be open from 8:00 a.m. until 3:30 p.m. for the normal school day. Students are not to be in the building at other times unless under direct supervision of a faculty member. All students should be dropped off at 8:00 a.m. or later. All students should enter the building at the northwest door by the street locker area.

SCHOOL LOCKERS

Students should not share their lockers or locker combinations with any other student(s). Any student needing help in opening their locker should report to the school office. Student lockers are on loan to the students.

SCHOOL MEAL PROGRAM

Student lunches are \$2.00 per day. Parents are encouraged to send lunch money in \$2.00 increments. Students should fill out an envelope with their name, assigned lunch number, amount enclosed and turn it into the cafeteria. Only five charged lunches are allowed. Students exceeding five charges will need to bring a sack lunch until charges have been paid. Students charging lunches will be served last. Reduced lunch price is 40 cents.

Note: Questions regarding food service should be directed to ARAMARK at (309)543-6774.

SCHOOL MENUS/CALENDAR

School menus and calendars are available on our school website at <http://havanajh.weebly.com/>.

RTI TIME

During RTI time, students must report to their designated room at the beginning of the period. Students wanting to use the library must obtain a pass from the teacher requiring library work and present it to their RTI teacher. The students will then proceed to the library and remain there for the remainder of the period.

VIDEO TAPE SURVEILLANCE POLICIES

Video surveillance occurs within the school and on district buses. These videotapes are the property of District #126. District #126 reserves the right to review and/or release video surveillance tapes in accordance with the Illinois School Code.

RESIDENCY AND TUITION

This information may be obtained through District #126 Unit Office.

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

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

Seizure of Property

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

STUDENT RECORDS

Student records consist of two types, temporary and permanent. The temporary record consists of information such as discipline, fees, etc. The permanent record shall consist of academic information, health record, standardized test results, etc. The temporary record will be purged annually and the permanent record will be maintained as prescribed by the school code of

Illinois. Students, parents, or guardians may examine records and if so desired, submit a written challenge to the contents. More information on this topic is available in the office upon request.

STUDENTS RIGHTS PROCEDURE

Explanation:

A grievance is a difference in opinion raised by a student or group of students involving any of the following: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to the following: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. More detailed information is available in the offices of the superintendent, building principal, and coordinator for equal opportunity. Time limits refer to when school is in session.

Step I - The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable, alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step II - If the problem is not resolved, the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step III - If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Title IX coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Step IV - If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within ten (10) days from the receipt of the written response. A copy shall be given to both parties for possible future reference.

Step V - If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the school board within five (5) day from the receipt of the written response. The board shall consider the appeal with sixty (60) days and a written response shall be given with five (5) days.

DIRECTIONS

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III, the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timeliness. Copies of the written answers to the grievant(s) shall be submitted to the superintendent, building principal, and Title IX coordinator. This response shall contain a summary of the evidence determined, the conclusion(s) reached (with reasons), and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail shall be used.

Student rights are protected by the 1st Amendment of the U.S. Constitution.

TELEPHONE PRIVILEGES

Students will not be called from classes to the phone by the request of parent or guardian except in the case of emergency. Necessary messages will be delivered to students at a convenient time.

Students will be allowed to call home from the office phone for the following:

1. Report an illness
2. Detention
3. Emergencies deemed necessary by staff members

Calling for homework, band instruments, and P.E. clothes will not be permitted. Phone usage will require a pass signed by a staff member. Our goal is to help the students learn a sense of responsibility.

VISITORS POLICY

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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TECHNOLOGY RULES, POLICIES, & PROCEDURES

HAVANA SCHOOL DISTRICT CUSD #126 STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP) (In accordance with Children's Internet Protection Act [CIPA])

PURPOSE: Havana School District CUSD #126 provides all students' access to the Internet, network resources as well as computers at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. Access to the system is a privilege and may be revoked at any time. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the CUSD #126 Technology Use Guidelines and the Student Code of Conduct within the student handbook. Additional rules may be added as necessary and will become a part of this policy. Havana School District reserves the right to monitor the Internet usage of all students through the use of specialized software reporting as well as any other means available to Internet Technology Director, Administration and Educators. Off-campus usage will be monitored with the use of site-logging software. We encourage parents to take an active role in monitoring home usage.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student:

1. Will adhere to these guidelines each time the Internet is used at home and school.
2. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location or district owned device. Files stored and information accessed, downloaded or transferred on district-owned technology or systems are not private.
3. Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
4. Will follow copyright laws and should only download/import/transfer music, software or other files using district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
5. Will not access, retrieve, view or disseminate any material violation of any federal or state laws/regulations or District policy or school rules.
6. Will never reveal identifying information, files or communications to others through email or post to the Internet.
7. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
8. Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
9. Will not invade the privacy of any individual, including violating federal or state laws/regulations regarding the limitations on the disclosure of personal information or committing fraud.

10. Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
11. Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computer or any district owned technology may result in felony criminal charges.
12. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations
13. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
14. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
15. Will not access, retrieve, view or disseminate any material in violation of any federal or state laws/regulations or District/School policies/rules.
16. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, external hard drives, etc. to district owned network or devices. A student can use their flash drive to move educational files to their personal folder in the Proxy Server (FLIP Server) or download educational material from their instructors' folder within the Proxy Server (FLIP Server). Connection to the school's internet using personal devices such as iPods, tablets, smart phones, PDAs is not permitted during business hours. After hours the network will be opened up for personal devices, but not supported by internet technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration.
17. The student's are responsible for backing up data and other important files before turning off the school computer using Proxy Server (FLIP Server), external hard drive, USB drive or cloud storage. The computer will be maintained by imaging. All files not backed up to server storage space or other storage media will be deleted when the computer is shut down.
18. Will not engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the system's use during school/educational hours.
19. Will not engage in for-profit or non-school sponsored commercial activities to include advertising, sales, political or religious activities.
20. Will not disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
21. Will not disrupt or interfere with the system.
22. Will not gain unauthorized access to or vandalize the data or files of another user, the system or any other organization.
23. Will not engage in forgery or improper altering electronic mail messages or using others personal accounts.
24. Will not send nuisance electronic mail or spam to multiple users or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcomed messages.

25. Will not send mass electronic email to multiple users without authorization from the administration.
26. Will not post negative, threatening, or belittling comments about students, staff, or school personnel on Internet sites or blogs.
27. Will not develop/create web sites using the school System that is not authorized and approved by the administration. All content of a web site, blog, etc...using the System must conform to the entire District #126 Internet Use Policy.
28. Users of the district network or other technologies are expected to alert the Administration immediately of any concerns for safety or security.
29. This is not an exhaustive list; students are expected to use good judgment when accessing the internet and if a student has any questions about what is appropriate they should ask a staff member, or the administration. It is expected that students use common sense of what is right and wrong while accessing the internet.
30. Havana School District reserves the right to add to this list at any point that it becomes necessary.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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TECHNOLOGY USE GUIDELINES for HAVANA SCHOOL DISTRICT #126

Havana School District CUSD #126 will continue the implementation of a 1:1 laptop project with its students. It is a great privilege to be part of this project and it comes with the understanding that students will assume responsibility in the use and care of the laptop that will be on loan to you for each school year. All technologies provided by the district are intended for educational purposes. The use of school technologies is a privilege not a right and therefore can be taken away for violations of policy. All users are expected to use good judgment and to be safe, appropriate, careful and kind. They should not attempt to get around technology protection measures; use good common sense; and if they don't know, then ask.

EXPECTATIONS FOR STUDENTS

1. Laptops must be returned to school each day, fully charged.
2. Always follow the Proper Computer Handling Instructions
 - a. Computers must be placed securely on the working surface at all times.
 - b. Never touch the computer's screen
 - c. Do not leave the laptop in vehicle
 - d. Do not eat or drink while using the laptop or have food or drinks in close proximity
 - e. Do not allow pets near the laptop
 - f. Do not leave the laptop where someone could step on it
 - g. Do not stack objects on your laptop
 - h. Do not block the vents for the fan to cool the laptop
 - i. Do not leave the laptop in the sun
 - j. Do not use the laptop near water, such as, swimming pools
 - k. Do not check the laptop in as luggage at an airport
 - l. In the classroom, the computer will be carried with the lid closed using two hands
 - m. Outside the classroom, laptops must be carried in sleeves/cases. There should be no swinging the laptop. Do not carry a laptop that does not belong to you.
 - n. Laptops should be closed gently from the center of the lid. To prevent unnecessary wear, avoid repeatedly opening and closing laptops or engaging in any repetitive activity (such as pushing a particular key over and over) that is not part of a specifically directed academic task.
 - o. Do not take laptops into the restrooms
3. Laptops, when stored in lockers, must be stored so that they will not be damaged by other locker contents.
4. During athletic or special after-school events, laptops should be used or stored in secure locations provided by the school. Understand that access to those sites may be restricted until the function is over. A computer stolen or lost, in which the student has not followed this guideline becomes the student and parent's financial responsibility.
5. Students, whose parents have signed a 1:1 Acknowledge Form, District #126 Internet Usage Form, paid their fees and have been given permission by CUSD #126 staff, will be allowed to take laptops home. Administration/Staff and/or parents may revoke this privilege.
6. Students may not install additional software, downloads, etc. Students must realize that laptops are school property and all content (software, internet use, network use) will be monitored by staff of the school. Students can have no expectation of privacy and can

- expect teachers/administration to conduct spot checks of their Internet history, documents, e-mail, etc.
7. CUSD #126 reserves the right to monitor the Internet usage of all students through the use of specialized software reporting as well as any other means available to the teachers and administration. CUSD #126 has a content filtering system (blocking specific internet sites) at all schools and students are not allowed to access inappropriate and/or obscene sites. Off-campus usage will be monitored with the use of site-logging software. We encourage parents to take an active role in monitoring home usage
 8. Social networking sites such as Facebook, Twitter site, MySpace, etc. are not allowed during school hours. Students need to be polite when communicating with others by avoiding abusive or threatening language. They should not swear, use vulgarities or inappropriate language, or send offensive messages or pictures.
 9. Do not reveal your password to another user. Do not use another user's password to access the network or internet. Do not trespass into another user's files. Do not attempt to access another student's or staffs information.
 10. Do not use another student's laptop, charger or cord.
 11. Do not reveal your personal address or phone number to anyone online. Do not reveal the personal address or phone number of other students or colleagues.
 12. The laptop should not be used to copy, download or share copyrighted materials without the owner's permission. This includes the reproduction and downloading of music, video files and software applications.
 13. Do not damage computers, computer systems, networks, or engage in other acts of vandalism. Vandalism is defined as the intentional attempt to harm or destroy the equipment and/or data of another user. This includes neglect of taking care of the device. This also includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is a major infraction of the rules and could result in expulsion and criminal charges.
 14. Do not deface your laptop or backpack with permanent stickers, markers, graffiti, or remove any markings or tags placed there by the tech staff. Skins and other items made specifically for the devices will be permitted.
 15. Do not leave your laptop unattended.
 16. Report immediately any loss, damage, or malfunction of the computer. Users may be financially accountable for any damage resulting from negligence or misuse.
 17. All are expected to report any technology or internet violations immediately.
 18. Use school technologies at appropriate times, in appropriate places, for educational pursuits while at school.
 19. Only attach external drives to the computer at school when you have the permission of the instructor.
 20. Do not violate Internet Use Policy, the Technology Use Guidelines, and The Code of Conduct in the Student Handbook. Misuse of school resources can result in disciplinary action.
 21. Do not use technologies for illegal activities, or to pursue information on such activities.
 22. Do not use technology to hack or access sites, servers, or content that isn't intended for student use.
 23. This is not an exhaustive list and the district cannot include all rules that should apply and therefore reserve the right to enforce disciplinary action for any violation which is not included that someone of good judgment would not perform.

Computer Misuse Discipline Policy

Computer & Internet Misuse	Minimum	Informal Talk/Parent Involvement/ Loss of computer going home for one academic week	Parent Involvement/ 2 nd offense 3 day suspension and loss of computer going home for 4 academic weeks, 3 rd offense 3 day suspension and loss of computer going home for up to the entire school year
	Maximum	3 day suspension 1-year Loss of computer going home and Restitution	Restitution/Suspension/possible Expulsion/ Possible alternative placement
Computer Tampering/Hacking	Minimum	Parent Involvement and Restitution/ 3 day suspension, Possible up to 1 year loss of computer going home and restitution.	Suspension and Restitution. 3 day suspension possible 1 year loss of computer and technology privileges and restitution
	Maximum	10 day suspension, Possible Expulsion and Restitution	10 days suspension, Possible Expulsion/ Restitution/ Possible Alternative Placement

LOSS OF PRIVILEGES:

Minor infractions: subject to a three-strike rule as follows:

- First Violation: phone call home and 1 week without laptop privileges
- Second Violation: parent/guardian conference and 1 month without laptop privileges
- Third Violation: loss of full laptop privileges for the remainder of the school year

Major infractions: treated immediately as a third violation.

Havana School District #126 reserves the right to follow more serious disciplinary action, if necessary.

The difference between a minor infraction and a major infraction is that a major infraction is the malicious or intentional attempt or act to infect, corrupt, or hack the school's technology, or committing an offense which is against the law. Repetitive minor infractions will be considered major infractions. The restitution can include the financial costs of the technology itself and the labor necessary to correct the act.

CLASS EXPECTATIONS:

1. Before any free time on your laptop is given in class, including study hall, all missing or incomplete work must be acceptably completed.
2. When using laptops, students must be on the task assigned by the teacher.
3. Printing is permitted at school only with specific permission by the teacher. Classroom teachers will determine when an item needs to be printed and direct students to do so. Do not intentionally waste resources such as paper, printer cartridges, etc. that are provided by Havana School District. Only essential materials should be printed with

teacher permission. Limitations may be placed on students' permission to print if they abuse this privilege.

4. Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
5. Students may not download large files over the Internet during school hours.
6. The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.
7. At school all external storage sites can only be plugged into the computer long enough to upload homework completed to the Proxy Server (FLIP Server), or to download educational material from the teacher's Flip folder and then it must be ejected.

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges. (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

Refusal to follow these expectations will result in the temporary loss of privileges at the discretion of classroom Teachers/Administration/ Internet Technology Coordinator

Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

WEB SITES

Unless otherwise allowed by law, District web sites shall not display information about, photographs, or works of students without written parental permission.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines.

DISCLAIMER

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions.

Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature.

VANDALISM

Vandalism or attempted vandalism to the System is prohibited and will result in discipline and potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

CELL PHONES & ELECTRONIC DEVICES

Students may not use cell phones and electronic devices (tablets, iPads, etc.) during the school day. Cell phones electronic devices will need to be shut off during the educational hours of the day and kept in the student's locker.

Students may only use their phones before school and after school, unless given special permission by an educator or the administration. Since we are a 1:1 school, every student has been assigned their own computer to access the internet for educational purposes and therefore may not bring their own device to do so.

Staff and Administration will take the students phone for the day if the student has it out when not authorized to do so. If it happens a second time, the phone will be locked in the office until the student's parents come to pick up the phone. After a parent has come into to the office to pick up a phone or electronic device, the parent will be asked to not allow the student to bring the device to school for the remainder of the quarter. If a third offense would happen within the school year the students cell phone or electronic device will remain home for the rest of the school year.

A student may not use any other electronic device unless given special permission by the administration. If not followed the item will be confiscated and general disciplinary procedures will be followed.

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