

*Parent - Student
Handbook*



HS

2022 - 2023

HOMEWOOD-FLOSSMOOR HIGH SCHOOL 2022-23 CALENDAR

DAY	DATE	EVENT	SCHOOL DAYS
Monday	Aug. 15	INSTITUTE DAY (No classes)	
Tuesday	Aug. 16	Teacher Work Day (No classes)	
Wednesday	Aug. 17	Classes begin for Freshmen & Transfer Students	
Thursday	Aug. 18	Classes begin for Sophomores, Juniors & Seniors <i>(all students attend)</i>	
Thursday	Sept. 1	Back-to-School Night	
Friday	Sept. 2	INSTITUTE DAY (No classes)	
Monday	Sept. 5	Labor Day (School closed)	
Wednesday	Oct. 5	Yom Kippur (School closed)	
Monday	Oct. 10	Indigenous Peoples' Day (School closed)	
Friday	Oct. 14	End of 1st Quarter	1st Quarter 39 Days
Thursday	Oct. 27	Online Parent-Teacher Conferences <i>(online classes)</i>	
Friday	Oct. 28	INSTITUTE DAY (No classes)	
Tuesday	Nov. 8	Election Day (School closed)	
Wednesday	Nov. 23	Thanksgiving Recess (School closed)	
Thursday	Nov. 24	Thanksgiving Day (School closed)	
Friday	Nov. 25	Thanksgiving Recess (School closed)	
Tuesday	Dec. 20	Semester Final Exams	
Wednesday	Dec. 21	Semester Final Exams	
Thursday	Dec. 22	End 1st Semester; Semester Final Exams	
Friday	Dec. 23	MARKING DAY (No classes)	
Monday	Dec. 26	Winter Recess Begins	2nd Quarter 44 Days
Monday	Jan. 9	Second Semester Begins / Classes Resume	
Monday	Jan. 16	Dr. Martin Luther King, Jr.'s Birthday (School closed)	
Friday	Feb. 3	INSTITUTE DAY (No classes)	
Monday	Feb. 13	Lincoln's Birthday (Presidents' Day Observance) (School closed)	
Monday	March 6	INSTITUTE DAY (No classes)	
Friday	March 17	End of 3rd Quarter	3rd Quarter 46 Days
Monday	April 3	Spring Recess Begins	
Tuesday	April 11	Spring Recess Ends / Classes Resume	
Friday	April 28	INSTITUTE DAY (No classes)	
Thursday	May 25	Last Day of Classes for Seniors	
Monday	May 29	Memorial Day (School closed)	
Wednesday	May 31	Final Exams	
Thursday	June 1	Final Exams	
Friday	June 2	Final Exams / End 2nd Semester	
Sunday	June 4	GRADUATION DAY	
Monday	June 5	MARKING DAY (No classes)	4th Quarter 47 Days

If emergencies occur, the calendar will be extended as needed.
(June 5, 6, 7, 8, 9, 2023)

93 School Days
176 Student Attendance Days
6 Institute Days
3 Teacher Work Days

TABLE OF CONTENTS

Academic Calendar	IFC
Student Supports & Resources	IBC
Bell Schedule	BC
INTRODUCTION.....	4-6
Welcome Letter	4
Vision Statement & Mission Statement	5
Board of Education, Leadership Team, Department Chairs, Deans	5
HFHS Compact	6
GENERAL INFO.....	7-19
Absenteeism and Truancy	7
Curfew	9
Disaster Drills & Emergency	9
Emergency School Closing	9
Gifts to Employees – BOE Policy #1310	9
Objection to Material – BOE Policy #7620	9
PowerSchool Parent Portal	9
Student Fees, Charges Expenses	10
Student Responsibilities	11
Student Rights – BOE Policy #6110	12
Digital Learning & Chromebook Procedures	14
Search & Seizure — BOE Policy #6113	14
Sexual Harassment — BOE Policy #6325	14
Bullying — BOE Policy #6237	15
Aggressive Behavior — BOE Policy #6237	17
Teen Dating Violence	17
Notice of Non-Discrimination	18
Uniform Grievance	18
Homeless Students	19
Student Depression	19
Title IX Grievance Procedure	19
Information Regarding Section 504 of the Rehabilitation Act of 1973	19
GRADING, GRADUATION & SCHEDULING.....	20-28
Academic Letter/Scholastic Pin/Straight-A Certificate	20
Honor Roll	20
Pass/Fail/Audit Options - BOE Policy #6731	20
Early Graduation	20
Grade Checks	21
Grade Weighting & Class Rank – BOE Policy #6730	21

Grading Procedures	21
Grading System	22
Incompletes	22
Graduation Requirements	22
Transfer Students — BOE Policy #6721-A	23
Participation in Graduation	24
Driver/Safety Education	24
Swimming Pool Regulations	24
Proficiency Exams – BOE Policy #7360-A	25
Schedule/Level Changes	26
Withdrawing from a Class	26
Course Retake — BOE Policy #7315	27
Interim Progress Reports	27
Semester Exams (Finals)	27
Enrollment	28
Residency	28
Summer School	28
Transfer of Credits from Outside Sources While a Student is Enrolled at H-F — BOE Policy #6735	28
Withdrawal from School	29
STUDENT SERVICES.....	30-38
Campus Store/Cashier	30
Counselors/Advisors	30
Distinguished Scholars	30
Good Driver Discount for Car Insurance	30
Health Services	31
Medication, Administration of to Students – BOE Policy #6512	31
Medical Excuses for Physical Education	32
Paramedic Service	32
School Library	33
Textbook & CD Use	33
Lost & Found	35
Media Release Policy	35
Messages for Students	32
National Tests & Test Dates	35
Special Education	36
Student Records – BOE Policy #6120	36
Student Permanent Record.	36
Records	37
Student Temporary Record.	37
Transcripts	37
Student Directory	38
Change of Personal Information	38
Work Permits	38

ATTENDANCE.....39-41

Attendance Expectations	39
Attendance Policy	39
Reporting of Absences	39
Excused Absences	39
Excessive Absences	39
Signing In & Out of School for Excused Absences	40
Medical Appointments / Court Appearances	40
Long Term Illness – Five School Days or More	40
Religious Observances – BOE Policy #6815	40
Pre-Arranged Absences	41
Make-Up Work	41
Unexcused Absence – Cut	41
Tardy Policy	41
Study Hall Attendance	41

STUDENT CONDUCT CODE.....42-65

Program Goal	42
Program Learning Objectives	42
Civility	42
Expectations for Student Behavior	42
Student ID Cards	42
Discipline Procedures	42
Hallway Expectations	43
Electronic Devices & Accessories	43
Numerically Logged Discipline System	44
Detention	44
Saturday Detentions	45
Social Probation — BOE Policy #6700	45
Bullying Procedures & Reporting	45
Suspension/Expulsions	47
Alternatives to Exclusionary Discipline	47
Acts of Gross Misconduct	48
Suspension–Make-Up Work	49
In-School Detention	50
BOE Policy #6420 (Suspensions)	50
Expulsions	51
BOE Policy #6241 Expulsions Hearings	52
Alternative School Assignment	52
Academic Honesty	53
"K" Grade	54
Review Procedure for Academic Dishonesty.	54
Student Driving & Parking	54
Parking Rules & Regulations	55
Vehicle Search Policy	56
Drug & Alcohol Policy	56
Smoking Regulation	57

Internet/Computer Acceptable Use & Internet Safety Policy	58
Bicycles/Skateboards	59
Bus Passes for Activities	59
Bus Regulations	60
Classroom Parties	60
Closed Campus	61
Consumption of Food on Campus	61
Deliveries	61
Student Newspapers	61
Dress & Grooming	61
Field Trips	63
Fraternities/Sororities	63
Gang Policy	63
Hazing	64
Hall Passes	64
Loitering	64
"Good Night" Rule	64
Off-Limits	64
Late-Start Wednesdays	64
Posters/Advertising/Fund Raising/Solicitation	65
School Property	65
Stolen or Damaged Items	65
Trespassing	65
Visitors	65

EXTRACURRICULAR.....65-68

Mascot	66
Southwest Suburban Conference	66
Interscholastic Extracurricular	66
Interscholastic Eligibility	66
Training Regulations Code	67

ATHLETICS.....69-79

Philosophy	69
Objectives	69
Eligibility (IHSA)	69
School Team Sports Season (IHSA)	70
Age (IHSA)	70
Physical Examination (IHSA)	70
Attendance (IHSA)	70
Residence (IHSA)	71
Transfer (IHSA)	71
Playing in Non-School Competition (IHSA)	72
All-Star Participation (IHSA)	72
Amateur Status (IHSA)	73
Recruiting of Athletes (IHSA)	73

Coaching Schools (IHSA)	73
Misbehavior During Contests (IHSA)	74
Athletic Tryouts	74
Injuries	74
Head Injuries	74
Return to Play Protocol	.75
Concussions — BOE Policy #6521	.75
Performance-Enhancing Substance Policy	75
Medical Release	.75
Transfer Students	.76
Team Selection	.76
Practice Attendance	.77
Dual Participation	.77
Changing Sports	.77
Athletes Absent from School	77
Athletes & Physical Education	78
Dress Code & Traveling	78
Post-Season Equipment	78
Drug Testing — BOE Policy #6525	78
Athletic User Fee	79
Athletic Awards	79

ACTIVITIES.....80-96

Activities & Events	80
Dances	80
Jostens	81
Visual Image Photography	81
Clubs and Activities	83
Bus Passes	83
Posters	83
Activities & Club Offerings	84

****Because no handbook can be all inclusive or anticipate every situation, this clause empowers the administration of Homewood-Flossmoor Community High School to take any measure they deem necessary to ensure the advancement of all aspects of the educational process as defined by its mission and vision, and to guarantee the safety of its faculty, staff, and students.***



Homewood-Flossmoor High School
999 Kedzie, Flossmoor · 708-799-3000 · hfhighschool.org



Dear Homewood-Flossmoor Community High School Students, Parents, and Guardians,

Welcome back to the 2022-23 school year! It is my honor to serve as the new principal of our school community, and I look forward to working collaboratively with you to ensure that our students receive the best possible learning experience imaginable. We will continue to follow the necessary health guidelines and implement preventive strategies to ensure our students' safety.

As our mission statement states, "The quality of each student's life improves through the educational experience at Homewood Flossmoor Community High School." Through these trying times, we are committed to providing optimal resources and support to ensure that your student's academic, social, and emotional needs are met. We will strive for excellence through continual execution of our strategic plan. With the representation of all stakeholders, we have constructed a profile of a Viking (POV), which is a tool that informs us of what skills and characteristics our students need before graduation.

One of our goals this year is to restore our culture of high expectations and achievement for all of our students. This will take a concerted effort from our entire learning community. The pandemic has taken a toll on our students, faculty, and staff members. We are focused on recovering the learning loss brought about by COVID-19, and are cautiously optimistic that things are getting closer to normal. Our entire staff is committed to forging the connections with our students and warmly demanding their very best efforts in order to prepare them for life beyond Viking Country.

To ensure our Viking students are well-rounded, it is important to encourage your student(s) to be involved in the school beyond the traditional school day. It is a badge of honor to be able to provide something for every student extracurricular-wise here at H-F to get involved in, with over 100 clubs, activities and sports to enrich their overall high school experience.

Our partnership is essential to the success of our students. To forge this partnership, we invite you to become an integral part of Homewood-Flossmoor Parent Association (HFPA). As a member, you can help ensure that your voice is heard and contribute to shaping our high performing learning environment that is safe and orderly. To help continue our rich tradition of excellence, please read this handbook thoroughly. In it you will find information needed to help our students have a successful year at Homewood-Flossmoor Community High School.

We look forward to working with you and your student(s) this school year.

Sincerely,

Dr. Clinton Alexander
Principal



INTRODUCTION

VISION STATEMENT

Let here prevail the greatest expectations in academics, civil responsibility, and personal growth within a diverse community.

MISSION STATEMENT

The quality of each student's life improves through the educational experience at Homewood-Flossmoor Community High School. The institution upholds the highest standards of intellectual growth, and ethical, aesthetic, occupational, emotional, social, and physical development in an expanding global society. With belief in the fundamental worth and dignity of all individuals and recognition of diversity of backgrounds, abilities, interest and aspirations, individuals will learn to respect the rights of others.

DISTRICT 233 BOARD OF EDUCATION

President: Gerald Pauling II, '85

Vice President/Secretary: Debbie L. Berman, '84

Member: Steve Anderson

Member: Michelle Hoereth

Member: Pam Jackson

Member: Nathan Legardy, '89

Member: Cynthia Turnquest

LEADERSHIP TEAM

Superintendent: Dr. Scott Wakeley

Principal: Dr. Clinton Alexander

Associate Principal: Craig Fantin

Associate Principal: Shannon Swilley

Assistant Principal: Dr. Quitman Dillard

Chief School Business Official: Dr. Lawrence Cook

Director of Curriculum, Instruction &

Professional Development: Dr. Jennifer Hester

Director of Human Resources: Jodi Bryant

Director of Special Education: Dr. Angela Taylor

Director of Student Supports: Jennifer Rudan

Director of Communications & Community

Engagement: Carla Erdey

Director of Information Services:

Steve Richardson

Director of Operations & Maintenance:

James Patterson

Athletic Director: Matthew Lyke

DEPARTMENT CHAIRS

Career & Technical Ed: Benjamin May

Assessment: Dave Kush

English: Jeanne Miller

Fine Arts: Jaclyn Wargo

Guidance & Counseling: Jim Schmidt

Mathematics: Robert White

Physical Education/Driver Education/Health:

Adam Vogel

Reading: Lauren Freeman

Science: Kim Smith

Social Science: Nick Anello

Special Education: David Dore

World Language: Jonathan Miller

DEANS

Terrell Alexander

Catherine Brown

Brett Geijer

David Klawitter

Chris Maniatis

Zachary Wells

— H-F High School Compact —

PARENT'S PLEDGE: I will...

- Use Powerschool regularly as a tool to support my child's success in the classroom;
 - Help my child balance the rigor and time management of both academics and extracurricular activities as an advocate for their holistic development;
 - Maintain a level of respect and polite consideration in communicating with and about all Homewood-Flossmoor High School staff members;
 - Model behavior that demonstrates respect and honesty towards all Homewood-Flossmoor High School students and staff members;
 - Employ best practices while teaching the "curriculum of the home" that will foster a love-of-learning attitude;
 - Monitor and limit entertainment screen time, while providing an area to study — free from distractions — for my child at the home; AND
 - Utilize resources outside of the classroom offered by Homewood-Flossmoor High School to promote excellence.
-

TEACHER'S PLEDGE: I will...

- Continually develop my pedagogy in an effort to teach all my students;
- Ensure students understand my expectations and goals for all assignments and provide prompt, frequent feedback to assist my students in mastering content;
- Monitor my student's progress and promote parental communication by updating Powerschool and/ or website once a week;

- Demonstrate care and concern for all of my students and their holistic being while holding them to high academic standards;
 - Maintain a level of respect and polite consideration in regards to the questions and concerns of both students and parents;
 - Differentiate instruction and scaffold questions to reach all levels of learners in my classroom; AND
 - Promote both academics and extracurricular activities in an effort to develop the whole student.
-

STUDENT'S PLEDGE: I will...

- Appreciate my teacher's effort and reciprocate with hard work and respect;
- Develop my time-management skills to balance both curricular and extracurricular activity expectations;
- Use PowerSchool regularly as a tool to support my success in the classroom;
- Use all available resources at Homewood-Flossmoor High School, including meeting with my counselor twice a semester;
- Read frequently outside of school;
- Ask for help when I need it from my teachers and other Homewood-Flossmoor High School staff members;
- Communicate with my parents about both struggles and successes at school; AND
- Actively engage in my teacher's lessons.

GENERAL INFORMATION

ABSENTEEISM & TRUANCY

Board of Education Policy #7:70

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reason, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observation of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other

reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grade 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conference, student and/or

family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

7. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the appropriate Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truancy minor for his or her truancy unless available supportive services

and other school resources have been provided to the student.

12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old residency to participate in the District's various programs and resources for truants, The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

- LEGAL REF.: 105 ILCS 5/26-1 through 18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 AND 1.290.
- CROSS REF.: 5:100 (Staff Development Program)
6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program),
6:150 (Home and Hospital Instruction)
7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residency), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School

Hours), 7:190 (Student Behavior),
7:340 (Student Records)

ADOPTED: August 16, 2022

CURFEW

To the maximum extent possible, the high school activities will be planned so students can abide by these curfew ordinances of the local villages:

- **Homewood & Flossmoor:** Sun-Th: 11 p.m. • F & Sat: Midnight
- **Chicago Heights:** Sun-Th: 10 p.m. • F & Sat: 11 p.m.
- **Hazel Crest & Olympia Fields:** Sun-Th: 10:30 p.m. • F & Sat: 11:30 p.m.
- **Glenwood:** Sun-F 11 p.m. • Sat: Midnight

DISASTER DRILLS & EMERGENCY PROCEDURES

H-F conducts six fire drills per year and an annual springtime tornado drill, and all students and staff are expected to participate. In the case of non-weather-related school-wide situations, H-F has comprehensive emergency management policies and procedures in place. Emergency drills are serious exercises that may save lives. Students are expected to act accordingly.

WARNING: Students who sound false fire alarms will be prosecuted under the provisions of the law. In addition, a recommendation for expulsion will be made to the superintendent.

EMERGENCY SCHOOL CLOSING

Extreme adverse weather may cause school closure. Should you question whether or not school will be closed, check the school website, call 708-799-3000, and/or watch the major networks. Assume the school will be open unless the media reports it is closed. In addition, students and parents

can access H-F's website at hfhighschool.org. The website is updated on a daily basis.

GIFTS TO EMPLOYEES

Board of Education Policy #1310

Students and parents, individually, shall be discouraged from the presentation of gifts to district employees. The Board shall consider, as always, the appropriateness of the writing of letters to staff members expressing gratitude or appreciation. Tokens of appreciation to sponsors or coaches from authorized clubs or teams shall not be in violation of this policy. Furthermore, all employees are instructed to refuse to accept gifts from individual students, parents or vendors.

OBJECTION TO MATERIAL

Board of Education Policy #7620

This policy affirms the function of the Board of Education to provide instructional materials that reflect the diversity of a democratic society and also to provide the means by which a complaint or objection regarding school materials may be submitted in writing to the appropriate associate or assistant principal and signed by a resident of the district. Appropriate forms may be secured in the Administrative Office.

POWERSCHOOL PARENT PORTAL

Parent Portal is a student service information tool offered to parents/guardians. Parents/guardians, with the use of technology tools, can access their child's grades, course history, attendance, assignments, schedule, teacher information and discipline. For more information, visit hfhighschool.org and select the "Parent" button, or contact Information Services at 708-799-3000, ext. 5750, for more information.

STUDENT FEES, CHARGES & EXPENSES

Required Enrollment Fee — The basic enrollment fee for each student is \$350. (If the enrollment fee is paid prior to August 10, 2022, it will be discounted to \$295).

Chromebook Fee

- Digital Technology Fee: \$50

Optional Costs

- *Odin* Yearbook: \$50
- *Edda* Literary Magazine: \$5
- Gym Suit: \$5 Shirt (S-3X) & \$10 Shorts (S-3X)
- Bus Transportation (for student living within .5 miles): \$300
- Heart rate monitor (sophomores only): \$15

Textbooks

- Rebinding charge/Damaged cover: \$10
- Lost or Destroyed: Replacement Cost
- Late fee - Item not returned by due date*: \$5 each; item not returned after subsequent notice: additional \$5 per notice (*Items are NOT RETURNABLE after June of school year used.)
- Tutor Rental (\$45 is refunded when book is returned by due date): \$50 each

Consumable Items (workbooks, goggles)

- Lost or Required for Schedule Change: Replacement Cost (*NOTE: One set of consumable items, based on beginning course schedule, is included in enrollment fee. Additional items are provided after payment to cashier.*)

Library Books

- Lost or Destroyed: Replacement Cost

Computer

- Lost or Destroyed: Replacement Cost

Athletic User Fee

- \$50/sport (third sport is free)

Miscellaneous Expenses

- Official transcripts (all transcripts are sent electronically): Price varies
- Student I.D. Card (Duplicate): \$5
- Senior Graduation (includes cap & gown) payable in advance with registration fees: \$50
- Freshman P.E. Lock: \$5
- Duplicated Locker Combination (available at the Deans' Office): \$0.50

Optional Tests

- ACT Exam: See act.org or Guidance Office for pricing & registration information
- SAT Exam: See collegeboard.com or Guidance Office for pricing & registration information
- Advanced Placement (AP) Exams: See Assessment Office (G1) or collegeboard.com for pricing & registration information

Supplementary Instructional Materials (Books, workbooks, supplies & lab fees)

- Music Class: \$50 (Excludes AP Music Theory & Composition)
- Driver Education Behind-the-Wheel: \$100

Summer Programs

- Summer School Tuition: \$175/semester
- Summer School Bus: \$47.50/semester
- Summer School Lab Fees: \$5-\$20
- Summer School Driver Ed Fees:
 - Classroom — \$75
 - Behind The Wheel — \$100
- Summer Academy: \$150/course/semester

STUDENT RESPONSIBILITIES

All students have the responsibility to:

- Obey school rules and policies;
- Respect the rights of all students to learn in a quiet and safe environment;
- Develop tolerance for the viewpoints and of others and to recognize the right of other individuals to form different points of view;
- Maximize all learning opportunities;
- Respect teachers and staff;
- Attend school daily, except when ill;
- Be on time and prepared for all classes;
AND
- Dress to meet recognized standards of decency, health, safety and good taste.

STUDENT RIGHTS

Board of Education Policy #6110

1. Students have the right of due process, which includes the following:
 - a. The right to know the rules and regulations of the school;
 - b. The right to know what rule the student has been charged with violating;
 - c. The right to present the student's side of the issue; and
 - d. The right to appeal the decision.
2. The rights and limits of students respecting freedom of speech, press and assembly shall be in accord with existing laws and opinions set forth by courts of law having jurisdiction over the district. For example, students may wear or display buttons, arm bands, flags, decals or other badges of Symbolic expression where the manner of expression does not materially intrude upon the orderly process of the school, does not violate the rights of others, is not obscene or libelous, or does not advocate racial or religious prejudices.

3. Course grades shall only be awarded on the basis of performance and achievement within that course. Behavior traits are not to be reflected in the course grade or deducted from the grade as a consequence.
4. Students shall not be subjected to unreasonable, corporal or excessive punishment.
5. Every student has the right to vote and hold office in the Student Government.
6. Under the direction of a teacher, students are free to examine objectively and discuss significant issues and the diverse points of view concerning these issues, however controversial the issues or points of view may be, so long as they do not materially intrude upon the orderly process of the school.
7. Access to both permanent and temporary record files is limited to the student, his/her parents or legal guardian, to school personnel, or the courts when subpoenaed.
8. Any action taken by an employee that affects an individual student may be appealed to the employee's immediate supervisor. Further redress may be sought through the administrative structure and ultimately the Board of Education.
9. In matters involving controversies or grievances arising under the Illinois School Code further appeal beyond the Board of Education rests with the Illinois State Board of Education.
10. No student shall be discriminated against by reason of gender, religion, race, creed, color, handicap, national origin or sexual preference/orientation.

DIGITAL LEARNING & CHROMEBOOK PROCEDURES

The following policies, procedures, and information will apply to all Homewood-Flossmoor Community High School District 233 Chromebook devices issued to students enrolled at H-F.

In order to provide a standardized learning environment and quality support for our students and teachers, students will be required to use only district-issued devices. All students are responsible for bringing their Chromebooks fully charged and ready for all classes unless specifically instructed not to do so by their teacher.

All students will receive a Chromebook at the beginning of the school year as part of the registration process. A student or parent/guardian must sign a release form granting the school permission to provide the student with a Chromebook. Students and parent/guardian will review, acknowledge, and sign the **H-F 1:1 Student and Parent/Guardian Agreement** summarizing the rights and responsibilities with respect to the school-issued Chromebook.

Students and parent/guardian are responsible for the care, maintenance and in-school repair of the Chromebook. Additionally, students and parent/guardian are expected to follow the manufacturer's instructions for safe handling, storage, cleaning, and maintenance of the device. Students must leave all labels and property tags on their Chromebook at all times until they graduate. These tags allow us to identify you as the owner and return the Chromebook to you if it is turned into Information Services as a lost unit. If your label/tags peel off, come to Information Services so your unit can be re-tagged. The district is not responsible for any theft or loss of the Chromebook while in your possession.

All students will be assessed a \$50 technology fee annually. This fee will be assessed along with the registration fees at the beginning of each school year. Any damage that is not covered under the factory warranty will be the full responsibility of the students and parent/guardian for the full cost of the repair. A loaner Chromebook may be issued to a student while it is under repair.

It is the student's responsibility to ensure that their device is working properly at all times. In the event of malfunction with the Chromebook, the student must notify the Information Services Department immediately by bringing the broken device to the Information Services Department. The software/apps originally installed on the Chromebook must remain on the Chromebook in usable condition and must always be accessible to the Information Services Department. Students and parent/guardian will not have the ability to download additional software on the Chromebook unless approved or directed to do so by their teachers or school staff. H-F will facilitate the distribution of programs required and installed on the Chromebook. Students may be selected at random to provide their Chromebook for inspection to ensure compliance with district policy.

The use of the H-F technology equipment is a privilege, not a right. The privilege of using the resources provided by the district is not transferable by a student to people or groups outside the district and terminates when a student is no longer enrolled at H-F. If a student violates any provisions of the Acceptable Use Policy, privilege may be terminated, access to the district technology resources may be denied, and appropriate disciplinary action may be taken.

CHROMEBOOK AGREEMENT

Issued Chromebooks will be subject to inspection by the district at any time without notice. Additionally, students and parents must agree to follow all applicable H-F policies, rules and procedures governing the use of technology, including Technology Acceptable Use Policy and Guidelines during and outside of school hours as well as on and off school property. These rules, include — but are not limited to — the following:

- Taking full responsibility for the Chromebook.
- Never leaving the Chromebook unattended.
- Never loaning out the Chromebook to other individuals.
- Knowing where the Chromebook is at all times.
- Charging the Chromebook battery daily.
- Keeping food and beverages away from the Chromebook.
- Not disassembling any part of the Chromebook or attempting any repairs myself.
- Protecting the Chromebook by storing it and transporting it securely and safely.
- Using the Chromebook in ways that are appropriate, meet H-F expectations and are educational.
- Refraining from downloading or installing any apps other than those approved by the district. All protective covering must be appropriate.
- Not placing inappropriate or impermissible decorations (such as stickers, markers, etc.) on the Chromebook.
- Not disabling, tampering with, altering or otherwise rendering non-functional district or manufacturer software or apps installed on the Chromebook, including but not limited to any firewalls or other protective devices.
- Accessing the internet at school only through the district's Wi-Fi network and not using other servers, VPN, proxies, or any

other device with internet access capabilities.

- Being personally responsible for all damage or loss caused by accident, neglect, or abuse.
- Must not use the Chromebook in any manner that is not in keeping with school policy or student disciplinary code.

If there are any problems with the Chromebook, students should notify the Information Services Department immediately.

REPLACEMENT COSTS

(subject to change)

- Dell Chromebook Replacement: \$350
- Dell Power Supply Replacement: \$25

REPAIR COSTS (subject to change)

- No parts required: No charge
- Touch screen replacement needed: \$80
- Non-touch screen replacement needed: \$40
- All other repairs where parts are needed: \$25

(The \$25 general repair fee will cover parts such as keyboards, power jacks, cameras, etc.)

SEARCH & SEIZURE

Board of Education Policy #6113

The Board of Education recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the district, in accordance with this policy.

A. Students – Their Personal Effects and Searches of the Person

School authorities may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.). The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student.

B. School Property

School property, including but not limited to desks and lockers, is owned and controlled by the district and the district may make reasonable regulations regarding this use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of all student lockers) as a means of protecting the health, safety or welfare of the district, its employees and students, without notice to or consent of the district and without a search warrant. In all cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the district's rules.

C. Seizure of Property

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

SEXUAL HARASSMENT

Board of Education Policy #6325

Employees and students are prohibited from sexually harassing other employees or students. In the case of sexual harassment of a student or employee by a student, sexual harassment means:

- 1.** Any conduct of a sexual nature by a student directed toward another student when (a) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student or (b) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct is intimidating, hostile, or offensive is to be made by the school administration.
- 2.** Any sexual advance by a student toward an employee.
- 3.** Any request by a student to an employee for sexual favors from the employee.
- 4.** Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose or effect on an employee of reasonable sensibilities, (a) of creating an intimidating, hostile, or offensive school environment for the employee or (b) of influencing either the student's grade or participating in any school-sponsored activity.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort. Complaints alleging a violation of this policy are solicited and must be brought to the attention of the appropriate school officials informally or through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Violations of this policy will be reviewed by a dean or administration for appropriate disciplinary action.

BULLYING, INTIMIDATION & HARASSMENT

Board of Education Policy #6237

The Board of Education concurs with the finding of the General Assembly that bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. Bullying is contrary to state law and the policy of this School District.

Bullying will not be tolerated in the Homewood-Flossmoor School Community and students who engage in bullying behavior will be subject to serious discipline up to suspension or expulsion from school. When deemed appropriate by the district administration, restorative measures rather than exclusionary discipline may be taken to address bullying behavior. Further, the Board of Education believes in the early identification of students who are at risk for aggressive behavior so that it may better be prevented.

No student shall be subjected to bullying:

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; or
4. through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. (This item (#4) applies only in cases in which a school administrator or teacher receives a report

that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school related activity, function or program.)

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

1. placing the student or students in reasonable fear of harm to the student's 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; or
4. substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, as defined herein, may take various forms, including but not limited to harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in the school district. Bullying will not be permitted or tolerated during any school-sponsored education program or activity; 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; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Superintendent shall establish procedures for:

1. The prompt reporting of bullying that shall include the identification of, the email address and phone number of the staff person or persons responsible for receiving the reports and a procedure for anonymous reporting.
2. Promptly informing the parents/guardians of all students involved in an alleged

incident of bullying and as may be appropriate, of the availability of social work, counseling or other services to address the issue.

3. The prompt investigation of reports of bullying that are to include the goal of completing the investigation within 10 days whenever possible, the involvement of appropriate staff members in the investigatory process, and consistent with state and federal privacy laws the opportunity of the parents/guardians of the students involved to meet with the school principal or his designee to discuss the results of the investigation and any actions taken to address the incident.
4. The review and evaluation of this policy and its procedures not less often than every two years to assess the effectiveness and outcomes of the policy. This review shall be conducted by appropriate staff, students, and other stakeholders designated by the superintendent or his designee. The review is to consider appropriate information including but not necessarily limited to, the number of cases, the types of bullying, the area within the school that bullying occurs, the effectiveness of discipline and restorative measures, and bystander intervention. The results of this review shall be made available on the district's website.

There shall be no reprisal or retaliation against anyone who reports an act of bullying and any student who retaliates against a reporter shall be subject to discipline up to and including suspension or expulsion from school. Likewise, any student who is found to have falsely accused another of bullying shall be subject to appropriate discipline including possible suspension or expulsion from school.

The superintendent or designee shall make known to parents, guardians, students, and school

personnel, the school staff members who are available for help with a bully and to whom a report of bullying may be made. The superintendent or designee shall provide a victim of bullying with information of available support services within the school or community.

This policy shall be posted on the district's website, and included in the student handbook in whole or by appropriate summary, and provided in whole or appropriate summary periodically throughout the school year to students and faculty.

AGGRESSIVE BEHAVIOR POLICY

Board of Education Policy #6237

Students who are identified by faculty and/or staff as having demonstrated aggressive behavior including, but not limited to, "bullying," shall be referred to the deans' office. "Bullying" can be defined as, but not limited to, behavior that appears to intimidate, terrorize, or start fights, or encouraging other students to engage in such behavior. The Deans' Office shall promptly notify the student and student's parent/guardian and attempt to schedule a conference to discuss the referral and to recommend appropriate consequences and intervention procedures, if necessary.

TEEN DATING VIOLENCE PROHIBITED

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

Complaint managers:

Craig Fantin
Associate Principal
999 Kedzie Avenue
Flossmoor, IL 60422
708-335-5593

Dr. Quitman Dillard
Assistant Principal
800 Governors Hwy
Flossmoor, IL 60422
708-335-5604

NOTICE OF NON-DISCRIMINATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status of homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Jodi Bryant
Director of HR
999 Kedzie Avenue
Flossmoor, IL 60422
708-335-5550

Craig Fantin
Associate Principal
999 Kedzie Avenue
Flossmoor, IL 60422
708-335-5593

UNIFORM GRIEVANCE PROCEDURE

Board of Education Policy #8110

The uniform grievance procedure may be utilized as an alternative to any other complaint procedure provided for by Board Policy or Administrative Procedure or whenever there is no grievance procedure provided for a specific type of complaint. Students, parents/guardians, employees, or community members who believe that the school district or any of its employees have violated any of their rights as guaranteed by the federal or state constitutions, federal or state statutes or board policy, including but not limited to any complaint of unlawful discrimination, may file a written complaint with a district complaint manager. The complaint manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. A

person (complainant) who wishes to use this grievance procedure may do so by filing a complaint with a district complaint manager verbally or in writing. The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. The complaint manager shall file a written report of their findings to the superintendent within 10 school days of the date the complaint was filed. The complaint manager may request an extension of time if necessary. The superintendent shall deliver their written decision to the complainant and complaint manager within five school days after receiving the report. The complainant may appeal the decision to the Board of Education within five school days after receiving the decision by making a written request to the complaint manager. Within 20 school days, the Board of Education shall render a decision in which the superintendent shall inform the complainant of the Board's action within 5 school days of receiving the Board's decision.

HOMELESS STUDENTS

Homeless youths shall be afforded equal access to appropriate secondary education opportunities as provided to other children within the public school system. Homeless youths who meet the eligibility criteria shall be entitled to participate in school programs. **The liaisons for homeless services are Lauren White (lwhite@hf233.org, 708-335-5554) and Jocelyn Cowan (jcowan@hf233.org, 708-335-5552).**

STUDENT DEPRESSION AWARENESS & PREVENTION

Youth suicide impacts the school environment in a profound way. When it happens, it affects students, parents, faculty, and the entire community. Suicide and depression awareness, and prevention and intervention are of the utmost importance to the school district. These issues are addressed very seriously and sensitively.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Our *Health* classes extensively cover mental health issues, including depression and suicide awareness. Students who exhibit depressive symptoms or suicidal ideation should reach out to an adult immediately. In addition, our staff is trained to identify signs and symptoms of depression and can refer students to appropriate supports as necessary.

TITLE IX GRIEVANCE PROCEDURE

Title IX prohibits discrimination on the basis of gender in education programs or activities receiving federal assistance. Discrimination grievance is a difference of opinion or complaint of possible violation raised by an individual involving:

1. the meaning, interpretation or application of established equity policies;
2. discriminatory treatment, or
3. application of the legal requirements civil rights legislation.

Hearings and conferences held under this procedure shall be conducted at a time and place during the school day that will afford a fair and equitable opportunity to participate for all persons involved in the process. **The Title IX coordinators are the Director of Human Resources Jodi Bryant (jbryant@hf233.org, 708-335-5550) and Associate Principal Craig Fantin (cfantin@hf233.org, 708-335-5593).**

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is a statute that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Homewood-Flossmoor Community High School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in the school system.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child: (i) has a physical or mental impairment that substantially limits one or more major life activities; (ii) has a record of a physical or mental impairment; or (iii) is regarded as having a physical or mental impairment.

The Section 504 Grievance Coordinators are Dr. Quitman Dillard (qdillard@hf233.org, 708-335-5604) and Jennifer Rudan (jrudan@hf233.org, 708-335-5725).

GRADES, GRADUATION & SCHEDULING

ACADEMIC LETTER/SCHOLASTIC PIN/STRAIGHT-A CERTIFICATE

Students who have earned honor roll status eight or more times during their H-F career will receive an Academic Letter. Students who have earned honor roll status 12 or more times during their H-F High School career will receive a Scholastic Pin. Students who earn "Straight A" honor roll status will receive a Straight A Certificate. Students who achieve these honors are awarded at the Academic Awards Night, held in May.

HONOR ROLL

Students earn positions on the Honor Roll based on their 1st and 3rd quarter grades, as well as their 1st and 2nd semester final grades. Students who carry five or more graded courses and who earn all grades of A are listed on the High Honor Roll. The Honor Roll also includes those students who earn a minimum of two As and no grade lower than a B while carrying at least five courses.

PASS/FAIL/AUDIT OPTIONS

Board of Education Policy #6731

The Board of Education supports the concept of taking a CP-level elective course pass/fail or auditing a course that will meet the following objectives:

1. To permit and encourage students to take courses to explore offerings more widely without jeopardizing their grade point average and class ranking.
2. To develop mature responsibility and judgment on the part of the student.

Eligibility: All students may elect to take the equivalent of one (1.0) CP-level credit on a pass/fail basis, or audit one (1.0) course for no credit per school calendar year.

Course Selection: A maximum of 4.0 credits can be obtained on the pass/fail option. No more than 1.0 credit may be earned in any one year under this plan. Prerequisites for courses taken with either the pass/fail or audit option must be completed. Due to the special nature of our leveling program, only regular level (i.e. College Prep) elective courses may be taken pass/fail. Any regular level elective course listed as available to students may be chosen for the pass/fail option. However, in order to aid in reaching the objective of diversification and exploration, no more than 2.0 courses within one subject area may be taken pass/fail or audit, nor may any Board of Education graduation requirement be selected.

General subject areas are: Career & Technical Education, Driver Education, English, Fine Arts, Mathematics, Physical Education, Science, Social Science and World Language.

Expectations: Students taking a course pass/fail/audit are expected to complete all course assignments and assessments. Failure to do so may result in the student being dropped from course.

EARLY GRADUATION

A senior may want to graduate at the end of the first semester of his/her senior year, or a third-year student may want to graduate at the end of his/her third year (or three years plus summer school). In any of these cases, the student must:

1. Pick up the early graduation application from their counselor and complete it.
2. Return it no later than the end of the first week of the semester in which the student intends to graduate. Any student wishing to graduate at the end of his/her third year in high school must file the application by the end of the first week of the second semester of his/her third year in high school.
3. Review the high school record with the counselor to assure that all graduation requirements will be met by the early graduation date.

GRADE CHECKS

If a student questions a grade given on the report card, the student should first see the teacher who gave the grade. If the teacher has left the district, the student takes it to the appropriate department chair who will either change or verify the accuracy of the grade and return the form to the Guidance Office. The student's permanent record will reflect any changes, and a copy will be placed in the student's cumulative folder.

GRADE WEIGHTING & CLASS RANK

Board of Education Policy #6730

A grade-weighting system has been initiated to recognize and report differences in achievement and effort and to encourage students to take courses that challenge them to their highest potential. Levels of the courses include Advanced Placement/IB, Honors, College Prep and Academic Core. Grades earned in the four levels shall receive the following weights:

4-Tier Weighting System

	A	B	C	D	F
Advanced Placement/IB	7	6	5	2	0
Honors	6	5	4	2	0
College Prep	5	4	3	2	0
Academic Core	4	3	2	1	0

These values will be used to calculate a weighted grade average. Rank in class will be determined from the rank-order of these averages with the highest average ranking first in the class. In the event of a tie, the student with the highest number of successfully completed credits will rank ahead of the other student(s). The superintendent will make appropriate adjustments in this policy for the handling of the transfer students. All grades transferred in from another school will be weighted at the College Prep level unless the school's transcript designates otherwise.

GRADING PROCEDURES

Semester grades are calculated based on percentages and consist of three components: two (2) quarter grades and one (1) final exam grade. In order to earn course credit, students must pass two of the three components with a 60% or higher. ANY combination of two Fs will result in a failing grade for the semester. Additionally, the weighted average of all three components must be above 60%. Each quarter grade is limited to a minimum of 50%. Quarter grades of 51% and above remain unchanged. (If applicable, calculations should be rounded up at .5% and above.) The teacher will inform students at the beginning of the semester as to which of the following formulas will be used in calculating the course's final semester grade:

- $2/5$ (1st/3rd Quarter) + $2/5$ (2nd/4th Quarter) + $2/5$ (Final Exam) = Semester Grade
- $1/3$ (1st/3rd Quarter) + $1/3$ (2nd/4th Quarter) + $1/3$ (Final Exam) = Semester Grade

Before a student is assigned a failing grade for a semester, the teacher must have three documented interventions prior to issuance of the grade. These interventions may include, but are not limited to the following:

1. Interim Progress Reports sent home.
2. Meeting with parent(s) in person or by phone (including parent-teacher conferences).
3. Meeting with student in person.

First-semester seniors must take final exams unless they are granted exemptions by specific department chairpersons. If a student withdraws from a semester course within the first 10 days of semester, no grade is given and nothing is recorded on the student's cumulative records. After the identified time, a grade of "WF" or "W" will be recorded on the student's cumulative record.

GRADING SYSTEM

Four grade reports are mailed home each year. However, only semester grades in a course become part of the student's permanent record. A final grade is given each semester. These semester grades are used to calculate grade point average and class rank. The grade report also includes a personal development mark indicating the student's maturity and behavior.

Achievement Grades

- A - Superior
- B - Above Average
- C - Average
- D - Passing
- F - Failure
- I - Incomplete*
- K - Academic Dishonesty
- M - Medical Withdrawal
- N - Audit/No credit
- NP - No Pass
- P - Pass
- R - Retake/No credit
- T - Proficiency Exam
- W - Withdrawn
- WF - Withdrawn Failure

Teachers may also use + or – to report quarter grades only.

*Incompletes — A student who is absent because of a long-term illness or other legitimate, extraordinary reasons may be given a grade of incomplete. This grade indicates that the student did not make up all the required work. The make-up work should be completed as soon as possible, but no later than the end of the next semester. If the work is not completed by the end of the semester, or within a shorter period of time, a grade of "F", (failure) will be recorded. Any extenuating circumstances must be cleared through the counselor. It is imperative for seniors or students who need to send seventh semester transcripts to a college to complete all sixth semester work on time. Incomplete seventh semester grades adversely affect GPA, rank, honor roll and college admission.

GRADUATION REQUIREMENTS

Total Credits: 22 units

A minimum of 22 units of credit is required for graduation from Homewood-Flossmoor Community High School District 233. One-half unit of credit is earned upon completion of a subject that meets each day scheduled for one semester. The successful completion of a course that meets each day for an entire year is worth one unit of credit. Students are expected to take an average of 5.5 credits per year. At the end of four years, students will have earned the minimum of 22 units required for graduation. Of the 22 units of credit required for graduation, 18.5 credits

- **English: 4 units**
- **Mathematics: 3 units** — A student must be enrolled in math courses during their freshman, sophomore and junior years and must meet a minimum graduation requirement of earning credit in *Algebra I*, *Geometry* and *Algebra II/Trigonometry*.
- **Science: 3 units** — Specifically, credit must be earned in successful completion of *Biology*, *Chemistry* and *Physics*.
- **Social Science: 3.5 units** — Specifically, one unit of *World History*, one unit of *U.S. History* (pass U.S. and Illinois Constitution tests), one unit of *Economics*, and 0.5 units of *Civics*. The state's consumer education requirement is fulfilled by successfully completing *Economics*.
- **Physical Education, Health & Driver Education: 4 units** — *Physical Education*: A student must be enrolled in *Physical Education* each semester that he or she is enrolled in school. Enrollment in *Health* and *Safety/Driver Education* is considered enrollment in *Physical Education*. *Health*: The required *Health* course fulfills .5 units of the 4-unit *Physical Education* requirement. The *Health* course must be taken during the freshman or sophomore year and includes

all topics mandated by the School Code of Illinois. *Driver/Safety Education*: The classroom phase of *Driver Education* is required of all students. Safety education is a part of the instruction. *Driver Education* fulfills .5 units of the 4-unit *Physical Education* requirement. The State of Illinois requires that students have passed eight courses (four units of credit) during the previous two semesters prior to taking *Driver Education*.

Additional Requirements

1. State law requires that one unit of course work be completed from one of the following: Career & Technical Education; Fine Arts; World Language; or Performing Arts.
2. State law requires that in order to graduate, a student must pass a test on the U.S. and Illinois Constitutions, Declaration of Independence, and the proper use and display of the American flag. Successfully completing the Civics class fulfills this requirement.

On Track for Graduation

Students are making adequate yearly progress and are on track for graduation if they meet the following requirements: (*Note: These may not apply to students with an IEP [Individualized Education Plan.]*)

1. At the completion of freshman year: *Algebra 1, Biology, English 1, Health/PE* and at least 5.5 credits.
2. At the completion of sophomore year: all freshman requirements in addition to *Chemistry, Geometry, English 2, Sophomore PE/Driver's Education, World History* and at least 11 total credits.
3. At the completion of junior year: all freshman and sophomore requirements in addition to *English 3, U.S. History, Illinois and U.S. Constitution exams, Junior PE* and at least 16.5 total credits. It is strongly

recommended that a student have also completed *Algebra 2/Trig* and *Physics* by this time.

4. At the completion of senior year: all freshman, sophomore and junior requirements in addition to *English 4, Economics, Senior PE* and at least 22 credits. If *Algebra 2/Trig, Physics* or *Civics* was not completed by the end of the student's junior year, it must be completed by the end of their senior year.

Any exceptions to these procedures must be approved by the superintendent or his designee.

Transfer Students

Board of Education Procedure #6721-A

When a student transfers to District 233, a request will be made for an official transcript of all previously earned units of credit. The superintendent or designee shall evaluate the units of credit with respect to District 233 graduation requirements. The superintendent or designee shall approve any exceptions to District 233 requirements. A student having received instruction in a non-recognized or non-accredited school who enrolls in the district will be assigned to a grade level and placed in appropriate classes according to academic proficiency testing and evaluation. Academic credits will be recognized by the district if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to instruction in a non-recognized or non-accredited school will not be considered for computation in class rank or district honor awards.

PARTICIPATION IN GRADUATION

Participation in the graduation ceremony is a privilege accorded to students who have met graduation requirements promulgated by the Board of Education and have cleared all financial obligations to the school. Such verification of the eligibility must be on file with the Guidance Department no later than the end of the last day of attendance for seniors. In addition, students who violate school discipline policies may forfeit the privilege to participate in graduation at the discretion of the administration. Students who have not met the Board of Education requirements by the last day of attendance for seniors may not participate in the graduation exercise. No exceptions will be made.

DRIVER/SAFETY EDUCATION

This course provides learning experiences geared toward the safe and responsible operation of motor vehicles. The development of knowledge, attitudes, habits and skills are emphasized. The course also includes: vehicle dynamics, public safety, anger management, railroad safety, first-aid instruction and basic CPR. The course is a graduation requirement and taught for a semester, normally during the sophomore year. Students should register for the course and will be enrolled by birth dates. Students must be age 15 to enroll in the class, and there is a pre-established cut-off date based upon older students receiving first semester classes and younger students receiving second semester classes. State law requires that a student receive a passing grade in at least 8 courses the previous two semesters to be eligible. When not enrolled in the course, students will be enrolled in Physical Education classes.

Behind-the-wheel training is available. A small number of students will be chosen in the classroom by a lottery system, concurrent with the classroom. The number of students is limited due to teacher

availability. Remaining students will be eligible for first period driving program if offered. Students still needing the behind-the-wheel phase may register for the Summer School program, where the majority of students do enroll. There is a lab fee for all behind-the-wheel phase programs. Summer School is the last opportunity to enroll in the behind-the-wheel phase. Eligibility for first period driving during the school year WILL NOT carry over for the following school year, leaving a commercial driving school the last option available.

P.E. SWIMMING POOL REGULATIONS

1. Students are not allowed on the deck if there is not an instructor present. Students on deck should not enter the water without their instructor's permission. Never swim alone.
2. State law mandates that all swimmers entering a public pool must shower before entering the pool. All make-up must be washed off before entering pool.
3. Students may bring goggles for class. You must be able to go underwater each day for class.
4. All students are to wear dark, full-coverage one-piece swimsuits. Girls – no mesh or see-through suits. It is acceptable to wear an H-F issued one-piece swimsuit over your own two-piece swimsuit if necessary. Boys – dark suits with liners. No cut-offs or gym shorts allowed.
5. ABSOLUTELY NO STREET CLOTHES OR SHOES ON THE POOL DECK. If you are taking a no dress, you must be in your PE uniform or a swimsuit.
6. Students need to bring their PE uniform with them every day.
7. Report all accidents or injuries to the instructor immediately.
8. No glass containers of any kind are allowed on the deck or in the locker room areas.

PROFICIENCY EXAMS

Board of Education Procedure #7360-A

General Guidelines for Courses in the Curriculum

1. Students must be enrolled in courses totaling six units of credit to be eligible to take a proficiency exam.
2. A student may attempt a proficiency exam in a particular course no more than two times and those attempts may not occur within the same semester.
3. Not more than four units of credit may be achieved through the proficiency exam program.
4. The examination may be written, or oral, or both, or based on physical demonstration of competency.
5. A departmental examination committee shall determine standards of performance on the test that will be accepted as evidence of satisfactory completion of course requirements.
6. A student may not attempt an examination for a sequential course below the level at which the student has been or is enrolled (i.e., a student may not attempt an examination for Algebra if the student is taking or has taken Geometry).
7. A student may not attempt a proficiency examination for a course while he is enrolled in that course.
8. A student who has failed a course in a classroom situation will not be permitted to take a proficiency examination in that course, unless approved by the superintendent.
9. If a course has a prerequisite, no student may apply for a proficiency examination in that course until the prerequisite has been successfully completed, or waived, by the department chair for that department.

10. A student who has audited a course will not be allowed to take a proficiency examination in that course.
11. Teachers are not expected to tutor or assist students in their preparation for this examination. A student should be independently capable of achieving success in this process.
12. Results of the proficiency examination will be recorded on the student's permanent record as "credit" (P) or as "no credit" (NP). The credit will not count towards the student's total rank points.
13. Credits earned will be counted towards the units of credit needed for graduation.
14. Proficiency exams will not be allowed in courses dropped for absence or disciplinary reasons.
15. Examinations may only be taken between the months of October and May inclusive.

Procedure for Initiating a Proficiency Exam for Courses in our Curriculum

1. The student initiates the request with the appropriate department chair:
 - a. The student obtains the form from the department chair.
 - b. The student takes the form home for parent signature.
 - c. The student takes the form to the counselor for a signature.
 - d. The counselor sends the form to the department chair for a signature and further processing.
2. The department chair will provide a course of study that the written and/or oral examinations will cover and explain to the student any other requirements that must be met in order to gain credit.
3. The department chair, on the original request form, should record results of the examination. The original form should be

sent to the registrar who will enter the course and credit on the permanent record.

4. The results of the proficiency examination will appear on the student's grade report immediately following completion of the examination.
5. Exception: To process a waiver as permitted in paragraph 8 of the policy, file the regular form and print "EXCEPTION" at the top. It is also required that the teacher of the failed course, counselor, department chair, and principal all state their recommendation before the superintendent reviews the request. The recommendations should be attached to the form.

SCHEDULE/LEVEL CHANGES

All students will carry a minimum of six classes per semester. In the event that a student wishes to change a course or level, the following procedure will be used. All changes are dependent upon available seats in the class. The timetable for schedule changes is as follows:

- The first 10 days of the semester, you can drop a class and add another class if the class is available and doesn't require a change in the other classes.
- Days 11-20 of the semester, you can drop a class and go into a study hall.
- Day 21 through the end of the 1st quarter (for 1st semester) or day 21 through the end of 3rd Quarter (2nd semester) you can drop a class and go into study hall. The student will receive a quarter grade and final grade of W (Withdrawal) or WF (Withdrawal – Failure).

For a Class Change — The student must complete the required form available in the Guidance Office. The parent/guardian must sign the form. Course changes will only be made for the following reasons:

- Student receives a D or F in a class after selecting the next course in the sequence and does not wish to continue in the course sequence.
- Student visits a college and in order to be accepted, the college requires a course that was not selected.
- Student requests a class in Summer School, but the course was not offered or the student did not enroll in it.

For Level Changes — Before requesting a level change, students must be in the class for the first five days of the semester, unless they are moving up a level. The teacher initiates most level changes; however, if the student is requesting the change, the required form, obtained in the Guidance Office, must be completed. Approval must be secured from the teacher, department chair and the parent before the form is returned to the counselor. Level changes are always contingent upon availability in class. Overloading classes to accommodate a change will not be approved. Level changes may be made through Sept. 23, 2022, for a first-semester class. For a second semester "only" class, level changes may be made through Feb. 10, 2023. However, the level change for a year-long class must be made by Jan. 20, 2023.

Withdrawing from a Class

To initiate a withdrawal from a class, a student must make an appointment with their counselor. When a student withdraws from a course, the following conditions prevail:

- Student may withdraw from a semester course within the first 10 days of the semester and enter another class.
- From day 11 through the last day of the first quarter or from day 11 through the last day of the third quarter, a student who withdraws from a class will be placed in a study hall.

- After the end of the first or third quarter a student must remain in his/her class until that current semester ends.
- A student who withdraws from a course after 20 school days will be given a WF or W depending on the student's performance at the time the class is removed from the schedule. This includes pass/fail courses. The student will then be assigned to study hall.
- Until the counselor makes the change, the student must attend the original class.

COURSE RETAKE

Board of Education Procedure #7315

Students may retake a course to replace any grade lower than an A. The repeated course may be taken at any level with the corresponding replacement grade weight figured into the student's grade point average. Only the retake (or higher) grade, which demonstrates the student's level of mastery of the content, will appear on the student's transcript and be figured into the student's grade point average. In order to repeat a course, a formal retake application must be submitted to the Guidance Department and approved on or before the tenth day of the course.

INTERIM PROGRESS REPORTS

Progress reports inform parents of how well students are performing in classes. To discuss the reports, parents should call the teacher whose name is on the report. IPR mailing dates can be found in the Parent Portal School Bulletin page.

SEMESTER EXAMINATIONS

Semester exams provide a culminating experience that reviews and synthesizes the major concepts and skills presented during the courses.

1. Semester examination will not be given early unless an administrator or department chairperson determines an exception is warranted.
2. In the case of an excused absence, make-up examinations must be completed within 12 days of the end of the grading period during which the examination was missed. In the case of spring finals, this means 12 days into the summer break. The associate principal must clear exceptions, due to long-term illness or emergency.
3. Make-up examinations not completed by the prescribed deadline, and for which no arrangements for an extension have been made, will result in a failing grade on the exam.
4. A student who fails to take the final examination for a course for any reason other than an excused absence will receive a failing grade for the exam.
5. Performance portions of an exam may be given during the last days of class.
6. Examinations range in value from 1/5 to 1/3 of the semester grade at the discretion of the teacher. Teachers must inform their students at the beginning of the course of the weight which will be attached to the examination.

ENROLLMENT

All students are required to verify residency at the time of registration each school year (mid-August). This must be done in person; no documentation will be accepted by mail or fax. Students, or their parents/guardians must bring ONE of the following: a current lease (with the landlord's name, address, and phone number), or a current mortgage statement, or the declaration page of the current homeowner's insurance policy and TWO separate, different and current (within 30 days) utility bills (one must be either NiCor or ComEd) are also required. All documentation must be originals; copies will be made and the originals will be returned to you. Enrollment for the next school year will not be processed until residency is verified. Complete information will be mailed to the parents/guardians during the summer. Information will also be posted on our website: hfhighschool.org.

RESIDENCY

Homewood-Flossmoor recognizes and fully embraces its responsibilities to educate students who are legitimate residents of the district. Any student who transfers into H-F and is credit deficient may be assigned to Ombudsman or a similar alternative school. The assignment of the student to such school will be determined by the principal or designee. A student must attend H-F for a minimum of one academic year in order to be eligible to receive an H-F diploma. The principal must approve any exception.

SUMMER SCHOOL

Summer school is an educational opportunity provided for district students by the Board of Education. This program is provided for students who seek additional learning opportunities, as well as to allow remediation in key academic areas. It is the intent of the Board that the summer program is self-supporting; therefore, tuition charges have been established.

TRANSFER OF CREDITS FROM OUTSIDE SOURCES

Board of Education Policy #6735

Credits for courses taken to be applied toward graduation will be accepted if the sending institution meets any of the following criteria:

1. Accredited by the North Central Association or similar regional branch, or
2. Approved by the Illinois State Board of Education or its counterpart in another state.

Resident students who enroll, but have attended a high school that does not qualify under any of the criteria listed above, and wish to earn credits toward graduation, must earn course credits under Policy #7360, Procedure A Proficiency Exam. In these cases, Sections 3, 8, 9, 10, 14 and 15 will not apply. Only courses listed on Administrative Regulation 7360-A.3, will be available for credit.

Alternative Credit

Board of Education Procedure #6736

A student may enroll in a maximum of two (2) alternative units of credit that may be counted toward the requirements for graduation from Homewood-Flossmoor High School as recommended by the superintendent or designee. A student enrolled in recommended online courses, correspondence courses, college courses and courses delivered from other high schools may receive high school credit toward graduation for work completed, provided:

1. The student is enrolled in District 233 or is a high-school aged resident of District 233;
2. The course is accredited by the North Central Association of Schools or a related accrediting association;
3. Generally, the student must have received prior approval to register in the course by the guidance chair;
4. The student assumes all responsibility for the payment of fees;

5. A transcript indicating successful course completion is forwarded to the guidance chair/registrar;
6. The guidance chair may determine if course credit should be applied toward graduation. The exact amount of credit granted will be passed upon an assessment relative to academic integrity of the course as indicated in part by the time necessary to complete the course and the quality of the course work that has been completed. The guidance chair, prior to enrollment in the course, will complete the assessment. The guidance chair will also determine if the course is to be taken for a grade or a pass-fail basis. Alternative credit will not apply to grade point average or class rank;
7. A student may be required to pass a District 233 final examination at the end of an alternative credit course if the guidance chair believes that such an examination is necessary to validate the academic integrity of the work completed;
8. A high school student who is a resident of 233 who wishes to enroll in an Illinois Virtual High School course must meet the same criteria outlined above. The Illinois Virtual High School courses are generally available for enhancement or enrichment purposes, not to make up deficits. In addition, however, the student must formally request that the guidance chair serve as the Illinois Virtual High School building registrar and be provided an Illinois Virtual High School (IVHS) technology support contact and an Illinois Virtual High School (IVHS) student services contact. The guidance chair is responsible for ensuring that the necessary guidelines to sustain a student in an IVHS course are maintained. Generally, students who wish to take advantage of Illinois Virtual High School courses or AP Examination reviews may do so after school.

9. The provision is not intended to enable students to duplicate or replace a District 233 course.

Board of Education 5/7/02; 2/17/09

WITHDRAWAL FROM SCHOOL

The parent/guardian of a student who will be transferring out must see the registrar to begin the process. The student will be removed from all classes by the registrar once the process is complete; all necessary documentation will be forwarded to the receiving school upon written request.

STUDENT SERVICES

CAMPUS STORE/CASHIER

Students may purchase school supplies (including course workbooks and gym uniforms) at the Campus Store in the student cafeteria in the South Building. Other items that can be purchased include H-F apparel and certain dance tickets. In addition, a limited supply of yearbooks for previous years may be available for purchase. Students may also pay fees or fines on their account at the Campus Store. The Campus Store is open on regular student attendance days. Hours: 7:30-8:30 a.m.; 10 a.m.-1:30 p.m. & 3-3:30 p.m.

COUNSELOR ASSIGNMENTS & SERVICES

Students are alphabetically assigned to a counselor by their last name and have the same counselor for four years. However, students are free to confer with any counselor.

Counselors: Dawn Edwards, Ashley Keca, Lindsey Levenson, Lorrie Maul, John McCarthy, Danielle Mitchell, Dr. Karen Olson, Dana Palermo, Melissa Sauder, Tiphnee Staples & Roberto Suarez

College Consultants: Kevin Coy & Brad Kain

Psychologists: Carla Boyd, Marina Brennan, Anna Pignatiello & Kofi Shuck

Social Workers: Myrna Cavazos, Jocelyn Cowan, Dani Glickley-VanVliet, Heithon Hurdle, Greg Jones & Lauren White

The counselor meets each of his/her students at least twice a year. A student may make a counselor appointment in the Guidance Office. During busy times, the student may not get an appointment for several days because of the high numbers of requests for appointments. In most

cases, however, counselors see students within one or two days. If an emergency arises, a student should explain the emergency to the receptionist in the Guidance Office who will talk to the counselor to try to work out an appointment. Counselors discuss the following with students: grades and academic progress; the best courses and levels in which to enroll; future career plans; test scores; college test dates; college selection and application; financial aid; use of the college and career resource center; attendance and/or behavioral problems; personal problems; and other concerns students may have. Parents should contact the Guidance secretary to make an appointment to meet with their student's counselor: 708-335-5612.

DISTINGUISHED SCHOLARS

The superintendent is authorized to establish an award granted by the Board of Education to students achieving a weighted grade point average of 5.0 or greater for each semester, which is the value of the Honors "B" in Board Policy 6730; each student shall be presented a certificate entitled a "Distinguished Scholar Award."

GOOD DRIVER DISCOUNT

All good driver discount forms are obtained from the insurance company and must be completed by the counselor. If the insurance company requests a grade-point average, the student's grade-point average will be calculated on a non-weighted 4.0 scale.

HEALTH SERVICES

The school health program protects and promotes the health of its students. This is a cooperative process, which involves family, the community, the school, and other professional personnel.

Accident Insurance

1. Illinois Law mandates that an accident insurance policy must be offered to students at the beginning of the school year at a nominal premium. H-F has opted to purchase the basic accident insurance plan for all students attending our school. It is the responsibility of the student to report all injuries, immediately, to the teacher, sponsor, or coach. An accident form will be filled out and forwarded to one of the nurse's office, or the athletic office for sports related injuries. Claim forms will be sent out to the parent/guardian, based on the filled-out accident form. This claim is to be filed by the student's parent or guardian. The school does not file insurance claims.
2. Additional policies are available to all students. The cost of the premiums for the plans vary, and payment and claims are made directly to the insurance company.

Care of Illness or Injury

1. Students who become ill or are injured at school will receive basic first aid. Except in cases of medical emergencies (i.e. respiratory distress, uncontrolled bleeding, blood glucose issues), students must report to class before coming to the Nurse's Office and obtain a pass from his/her teacher when it is necessary for him/her to see one of the nurses.
2. The North or South Building nurse will notify the parent or their designee whenever it is necessary for a student to leave school because of illness or injury. The student should not call his/her parents for

health-related pick up without the nurse's knowledge. The student must report to one of the nurses before they leave school. Failure to comply with these regulations will result in an unexcused absence from school.

3. The school is not responsible for prescribing or administering medications. Medical diagnosis and treatment are the responsibility of the parent through the services of that parent's chosen physician.

Administration of Medication to Students

Board of Education Policy #6512

The administration of medication to students during regular school hours and during school-related activities is allowed only when necessary for the health and wellbeing of the student. Under the provisions of the Illinois School Code Section 10-22.21b., teachers or other non-administrative school employees shall not be required to administer medication to students. The law does permit districts to make exceptions and to adopt guidelines for administration of medication to students. To offer this option, the superintendent shall establish a procedure for Board approval for administration of medication to students.

The nurses will not dispense any over-the-counter medication. Prescription medications that need to be taken during school hours, must be stored in the Nurse's Office. This includes medications for the treatment of ADHD, psychotropics, pain medication, etc. Students with Asthma, Diabetes, Epilepsy, and Severe Allergies/Anaphylaxis must carry their RESCUE MEDICATION with them at all times in a labeled container. Any student required to take a daily medication during school hours or carry a rescue medication must have the Self Administration of Medication Form completed and signed by their parent/physician. Any student under a physician's care for Asthma, Diabetes, Epilepsy or Anaphylaxis, must have an Action Plan completed and signed by their parent/physician.

Health Appraisal of Students

The state requires physical exams, proof of immunization and proof of a dental examination (dated within 18 months of May 15) for all 9th Graders and students transferring to an Illinois school for the first time. These examinations must be done within 365 days of the student's date of entry in the fall. This must be recorded on the State of Illinois Certificate of Child Health Exam. This can also serve as the freshman student's sports physical; however, only if the physician indicated on the form that the student can participate in interscholastic sports. The certificate is good for one year from the date of exam. Please call the nurse with any specific questions. Non-compliance with the State law will result in delayed student admission or student suspension. All students who participate in the extracurricular athletic program must have an annual physical to participate. Students may be referred by teachers and counselors to receive vision and hearing screenings. If there should be any indication of a need for further examination, parents will be notified and advised to consult their family physician.

All immunizations must be up to date. IDPH 2019 Minimum Immunization Requirements mandates every 9th Grader must have:

- Three or more DTP/DTap or Td vaccines, with the last being after age 4 (Tdap should have been received at age 11-12 when entering 6th Grade.)
- Three or more doses of Polio with the last dose being after the 4th birthday
- Two doses of MMR (Measles, Mumps, Rubella) vaccine with the 1st dose after age 1 and the 2nd dose no less than four weeks later
- Three doses of Hepatitis B vaccine at recommended intervals OR two doses of the Adult Recombivax-HB vaccine for ages 11-15

- Two doses of Varicella (Chicken Pox)
- IDPH 2019 also requires the first of two meningitis vaccinations, on or after the 11th birthday. Therefore, freshmen should show proof of their first meningitis vaccination. Every 12 Grader must show a history of either: two meningitis vaccines or one meningitis vaccine after the age of 16.
- A **TB** skin test for tuberculosis is recommended.

Communicable Diseases — Communicable diseases acquired by the student during the school year should be reported by the parent to the Health Services Coordinator as soon as the diagnosis is made. Any unexplainable rash, or illness lasting more than three days should also be reported. Students showing symptoms of shortness of breath, fever, chills, cough or muscle pain should seek immediate attention and remain home until resolved. Students with fevers must remain home until 24 hours after the fever has gone away without the use of medication.

Medical Excuses for Physical Education — If a student is not going to be able to participate in *Physical Education* they must provide a written note from a parent or a physician. A parent may only excuse a student for two days after which time a doctor's note must be provided.

Paramedic Service — If necessary, emergency paramedic service is available to students at the high school through the Village of Flossmoor.

THE SCHOOL LIBRARY

The School Library provides reference, research and reading support through a variety of print and electronic resources. To access the library online resources, visit the Library homepage at: hfhighschool.org/academics/library.

Procedures

- Students who want to use the library before, during or after school must have their physical or virtual student ID to be admitted.
- Students must sign in and out each time they enter and exit the library.
- Students visiting the library during class time must present a pass from a teacher indicating the work to be completed.
- Students wishing to use the library during the lunch period must arrive on time and stay until their lunch period is over. Students coming to the library during the lunch period after the period has already started must have a pass to enter.
- Food and drink are not permitted.
- Students need a pass from staff or a coach if entering the library after 3:15 p.m.
- All school policies apply within the school library at all times such as dress code, behavioral expectations and IDs.

Circulation Policies

- Physical or virtual student ID cards are required to check out library books. Students can check out up to 10 books at a time.
- The loan period for library books is three weeks, but books can be renewed upon request provided there is no hold placed on the book.
- The library does not charge fines for overdue books; however, students are expected to pay the replacement costs for lost or damaged materials.
- Any materials overdue for more than a semester or damaged beyond use/repair

will be marked as "lost" and the replacement cost will be added to the student's account. Students will not be allowed to check out new materials until the fees are paid.

THE TEXTBOOK CENTER

The following practices will be followed for items distributed by the Textbook Center (textbooks, paperbacks, workbooks, goggles).

- Students are responsible for maintaining the custody and condition of each item issued to them. Each item is bar-coded with a unique serial number. Barcode labels are affixed securely to each item; therefore, the labels do not fall off accidentally. A student whose item is returned missing its barcode label will receive NO CREDIT for that item, and that student will be responsible for payment of the item's full replacement cost. It is not possible to determine which student was originally issued an item returned without a barcode, but the item remains school property and it must be returned. Such items are withheld from inventory for a period of one school year after return.
- Students must return all items issued to them according to instructions distributed by the Textbook Center. Each item must be returned by the last day of attendance in the applicable course. Items not returned are charged to the student's account. All freshmen- through junior-year textbook charges must be paid prior to, or at the time of, registration for the following school year. Seniors' textbook charges must be paid prior to graduation, per instructions distributed. Items not returned on time and as instructed are subject to a \$5 late fee per item.
- Replacement cost plus a \$5 late fee will be charged to a student's account for each item:

- Returned after the last day of course attendance;
- Found anywhere on school grounds (lockers, classrooms or elsewhere);
- Left outside the Textbook Center instead of the student waiting in line to return the item as instructed;
- Returned by a teacher after being abandoned in a classroom. *Note: Late fees will not be waived or removed when replacement cost is paid for a lost or unreturned item: Replacement fees cover item replacement only, and late fees cover costs of additional tasks and staffing made necessary when items are not returned at the proper time, as instructed.*
- LATE item returns will be accepted only until the last business day in June (of the same school year for which the item was issued). After that date, unreturned items will be yours to keep, and full replacement cost must be paid.
- After the June deadline has passed, at your option, you may leave items in the Textbook Center for possible half-credit to your account at a later date. We will only accept items that are not obsolete for use at H-F. Items that subsequently become obsolete will be discarded. If you have paid for an item and not received half-credit, you may reclaim it at any time before it becomes obsolete, but you will not be notified in advance if your item is discarded due to obsolescence.
- Summer School or Summer Academy items are due for return no later than the last day of attendance in the applicable course. Replacement cost plus a \$5 late fee will be assessed for each item not returned as instructed. Items will not be issued for the fall term until summer items are returned.

Please return LATE summer items BEFORE you pay enrollment fees when registering for the school year, so your balance can be adjusted. Summer items must be returned before school-year items are issued. *NOTE: Lost Summer items (if otherwise undamaged) will be credited for full replacement cost if found and returned by the last business day in June of the following summer.*

- A student who obtains a schedule change must immediately return any textbooks or other items issued to him/her for the dropped course(s) before obtaining item(s) for the added course(s).
- If a student is issued a replacement item, he/she will be billed for the full replacement cost of the lost item at the end of the semester. Students are allowed only one unpaid replacement copy at a time (i.e., a student may not receive a replacement item while he/she has another replacement copy checked out, until the previously lost copy is returned or paid).
- If a previously lost item is found and returned no later than the last business day in June (of the same school year for which the item was issued), the student's account will be credited in full, less any late fee(s) applicable.
- Non-faculty, private tutors of H-F students may rent textbooks for a deposit of \$50 each, to be returned by the end of the current semester or school year. Of the deposit, \$45 will be reimbursed upon return of each item to the Textbook Center when due. Reimbursement will be reduced by \$5 for each item returned later than the last business day in June of each school year, and items returned late that are no longer used in the school's curriculum will not be returnable for reimbursement.

LOCKERS

Students are assigned an individual locker and private combination. Locker combinations should not be given to other students. Students are encouraged to use it and keep it free of trash. Lockers are school property, district-owned and, therefore, they may be examined at any time by authorized personnel.

LOST & FOUND

The Campus Store is the center for turning in lost articles or reclaiming such articles. Textbooks are forwarded to the Textbook Center.

MEDIA RELEASE POLICY

Each year, there are many opportunities to feature students and their accomplishments in both internal and external publications. Whether it is attending an event, participating in a class project, for a scholastic award, or an athletic or club accomplishment, Homewood-Flossmoor students frequently get their names and pictures in the newspapers, on video, and on the internet. H-F representatives and employees exercise discretion and care in the use of students' names and likenesses. Therefore, unless you notify us in writing not to use the name or likeness of your student(s), H-F will assume we have your permission. If you elect not to allow H-F to use your student's information, please contact Associate Principal Craig Fantin (708-335-5593).

MESSAGES FOR STUDENTS

Every effort is made to avoid disturbing classes unless a true emergency exists. Therefore, only in extreme emergencies will messages from parents/guardians be delivered. In the event of an emergency, please contact the Deans' Office.

NATIONAL TESTS & DATES

Assessment programs offer national exams that are usually required for colleges and other post high school education. Students are also required to take these national exams to be eligible for some scholarship programs. Counselors are actively involved in helping students identify appropriate tests. College-bound juniors should take the American College Test (ACT) and the Scholastic Aptitude Test (SAT) during the spring of their junior year. Students should check with their counselors to find out which exams are required by the schools of their choice. Students are encouraged to take the SAT and ACT more than once. All testing dates are posted in the Guidance Office. For ACT dates, visit ACT.org; for SAT dates, visit CollegeBoard.org. The code number for H-F is 142-307 for both the ACT and College Board testing programs. Students may pick up registration forms and obtain more information in the Guidance Office. The April Test Day is held on the official PSAT/NMSQT date: April 12, 2023. The SAT will be administered to all juniors. The PSAT will be administered to all Grade 9 & 10 students.

Advanced Placement Exams

Students are offered an opportunity to receive college credit for high school courses through the Advanced Placement Exam in the selected course. For further information, see the College Board's website at collegeboard.com. AP Exams are scheduled for two weeks in May. There is a morning exam and an afternoon exam. Specific test dates are available online.

Test Accommodations

Accommodations for national and other tests (PSAT, SAT, ACT, etc.) are available for students eligible for Section 504 Educational Plans due to a disability and Special Education students who have an Individualized Education Plan (IEP). Specific needs that require adjustments in testing delivery or format would be detailed on the IEP or 504

educational plan. The accommodation plan must be currently implemented on a regular basis within the school setting. Accommodations are determined at the student's IEP or 504 meeting, but are approved by the College Board and ACT accordingly. If applying for national testing on a Saturday, eligible students should contact their school counselor far ahead of the registration deadline to arrange for such accommodations via application to that particular national testing program. School counselors will then contact the Special Education test accommodation coordinator for additional application forms. Students will be notified of all school test dates and special accommodation forms that need to be signed for submission to the College Board and ACT. There will be no individual letters or contacts made to students and parents to remind them of this process.

SPECIAL EDUCATION

Homewood-Flossmoor High School offers a full continuum of special education services. Special Education is instruction and related services provided by special education personnel or by a general education program that has been supported through the use of special education support, supplementary aids or other programming. Homewood-Flossmoor High School follows state and federal laws that establish criteria for special education eligibility. The federal government recognizes 13 categories under which students may qualify for special education. These disabilities include: autism, deaf-blindness, deafness, emotional disability, hearing impaired, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment. An Individual Education Plan for students with special education services will be reviewed annually. Students with disabilities who do not qualify for an individualized education

program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child: (i) has a physical or mental impairment that substantially limits one or more major life activities; (ii) has a record of a physical or mental impairment; or (iii) is regarded as having a physical or mental impairment.

STUDENT RECORDS

Board of Education Policy #6120

The following shall govern access to and release of information from the records of students. All students are considered to be dependents, which means their parents or guardians are providing more than one-half of their financial support. As long as this relationship continues, the parents retain their rights of access to their son's or daughter's records. Once a student has reached the age of 18, the student may exclude the parents' or guardians' access to his/her records if appropriate forms are filed in the Guidance Department, which stipulates, "Parents or guardians and student agree he/she is no longer a dependent." Divorced parents both have access to a student's information unless the school receives a copy of a court order prohibiting release to a parent. The non-custodial parent must submit a request in writing to the assistant/associate principal or guidance department chairman requesting copies of student information.

STUDENT PERMANENT RECORD

Student permanent record shall consist of: (A) basic identifying information, including students' and parents' names and addresses, birth date and place, and gender; (B) academic transcript, including grades, class rank, graduation date, grade, and scores on college entrance examinations; (C) attendance records; accident reports and health records; and record of release of

permanent record information. The record may also consist of: honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student's permanent record. Student permanent records and the information contained therein shall be maintained for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

RECORDS

The Family Education Rights and Privacy Act give the parent or guardian the right to:

- Inspect and review his/her child's educational records;
- The school is not required to provide copies of records unless reasons such as great distance, or it is impossible for parents or eligible students to review the records (school may charge a fee for copies);
- Have the right to request that a school correct records which they believe to be inaccurate or misleading;
- If the school does not amend the record, the parent or eligible student then has the right to a formal hearing;
- After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement about the contested information in the file.

STUDENT TEMPORARY RECORD

A student temporary file shall include a record of release of temporary file information, and all information not required to be in the student permanent record, which may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores

- Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interviews
- Elementary and secondary achievement level test result
- Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Disciplinary information
- Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape-recordings relating to special education placement hearings and appeals
- Any verified reports or information from non-educational persons, agencies or organizations
- Other verified information of clear relevance to the education of the student.

The district shall maintain student temporary records and the information contained in those records for not less than five years after the student has transferred, graduated or otherwise withdrawn from the school.

TRANSCRIPTS

A transcript is a student's high school academic record. It also includes the name and level of each subject taken and the corresponding semester grades, the number of credits earned, the grade point average and the class rank. Identifying information includes the student's name, home address, birthplace, name of parent or guardian, home telephone number, date of entrance and withdrawal or graduation. Only official transcripts carrying the school seal and the signature of an authorized school official are sent to colleges and employers. No official transcript may be sent

without a Release of Information Consent Form signed by a parent or by the student if the student is age 18+. There is a varying, non-refundable fee for each transcript ordered. Transcripts will not be released at the request of colleges or employers. It must be requested by the student/parents themselves. Transcripts are ordered online. For instructions on how to order, please refer to H-F's website:

www.hfhighschool.org/resources/transcripts.

Questions regarding student records should be directed to the counselor.

STUDENT DIRECTORY

Homewood-Flossmoor High School maintains student records in accord with state and federal law. Parents/guardians have the right to inspect and receive copies of the school records of their minor children. As a parent/guardian, you also have the right to challenge the accuracy, relevance or propriety of any entry in school records regarding your minor children exclusive of academic grades and references to suspensions or expulsions. Student record information is confidential and is not released except as allowed by law. The school has designated certain information as "directory" information. Directory information is information generally not considered harmful or an invasion of privacy if released, such as a student's name, grade level, photo/video, participation in plays, athletics, or other school activities, and honors or awards received. Unless a parent/guardian notifies the school otherwise, directory information may be published by the school and/or released. If you have any questions or wish any information regarding the records of your child, please feel free to contact the Assistant/Associate Principal's Office.

CHANGE OF PERSONAL INFORMATION

A change of personal information (phone number, address, or family situation) must be reported with the proper documentation to Associate Principal Craig Fantin (708-335-5593). Failure to do this in a timely manner may jeopardize the student's enrollment.

WORK PERMITS

Any person residing within H-F's district, whose employer requires an official work permit, can obtain one in the Guidance Office. To obtain a permit, the following documents are required:

1. Letter of parent approval
2. Birth Certificate copy
3. Social Security Number
4. Letter of intent from the employer, with the employer's address and phone number (preferably on the employer's letterhead), stating the SPECIFIC nature of the occupation in which he intends to employ such minor, i.e., the EXACT number of hours to be worked, the number of hours per day to be worked, and days per week during which the minor will be working.
5. Statement of physical fitness signed by a public health or public school physician who has examined the minor, certifying that the minor is physically fit to be employed.
6. Statement from your school principal, if employment is during the school year (this requirement is for NON-H-F students only).

Once all of these documents are obtained, the parent and student must be present to sign the work permit. For an appointment to obtain the work permit, please call the Guidance Office at 708-335-5613. During the summer, when school is not in session, please call the Guidance Office at 708-335-5612, to set up an appointment to obtain a work permit.

ATTENDANCE

ATTENDANCE EXPECTATIONS

Students must attend all scheduled classes. Any absences will be classified as either excused or unexcused. Absences must be excused within 48 hours or they become unexcused. Excessive absences or tardiness, whether excused or unexcused, may result in the removal of the student from the class.

ATTENDANCE POLICY

Students are allowed a total of 8 absences (excused or unexcused) per class, per semester. Students who exceed 8 absences to any class may be dropped from the class. When a student has been dropped from a class, a grade of W/F (if the student was failing the class at the time of the drop) or a grade of W (if the student was passing the class at the time of the drop) will be recorded on the permanent record.

REPORTING OF ABSENCES

To report a student absent, a parent/guardian should call the Attendance Office at 708-335-5601 or 335-5602. An attendant can accept a call as early as 7:30 a.m. or a voicemail can be left. If a call is not made, a signed note by the parent is required within 48 hours of the absence. This note should be brought to the Attendance Office. The note must explain the reason for the absence and must contain the student's full name, student's ID#, the date of the absence(s), and a parent signature. If an absence is not excused within 48 hours, it is considered unexcused.

GUIDELINE FOR EXCUSED ABSENCES

Nothing replaces classroom instruction. With this in mind, Illinois requires a minimum number of contact hours to award course credit. However, in the event of an unavoidable absence, verification that the absence meets the guidelines to be excused is required. If requirements for an excused absence are not met, make-up work privileges will not be granted. Attendance is mandatory to award credit for completed coursework. In compliance with the Illinois School Code 105ILCS 5/26-2, excused absences will be allowed as detailed below:

- Illness
- Observance of religious holidays
- Death in the immediate family
- Family emergencies
- Prearranged Absences
- College days for seniors only - Limited to two per school year
- Medical appointments

The deans may require verification that each absence meets a guideline to be excused. Failure to follow these specific procedures will result in an appropriate consequence.

EXCESSIVE ABSENCES

Students are allowed 8 excused and/or unexcused absences per class per semester. Any student with 5 or more absences:

- May receive a referral to the Deans' Office.
- Parent will be notified by letter, phone and/or conference.
- Student will be placed on an attendance contract.

Failure to comply with this policy may result in:

- Being dropped from the course with no credit and placed in a study hall for the duration of the semester.
- Being placed on Social Probation which temporarily prohibits students from attending school functions including, but not limited to, dances, sporting events and after-school activities.

SIGNING IN & OUT FOR EXCUSED ABSENCES

A student who arrives or leaves school other than at the regular scheduled times must sign-in or out with the Deans' Office. No student will be excused if they leave school early without a parent note or phone call prior to dismissal.

MEDICAL APPOINTMENTS /COURT APPEARANCES

Medical appointments should be scheduled after school hours or on weekends. When this is not possible, the student should:

1. Make every effort to arrive at school as soon as possible if the appointment or court time is early in the day. A note from a parent/guardian must be presented at the Deans' Office when the student arrives. If the appointment or court time is later in the day, the student must bring the appointment card as well as a note from a parent/guardian to the Deans' Office before signing out. Students are expected to be in attendance prior to a later appointment. This procedure ensures that partial day absences will be correctly excused.
2. Medical absences, i.e., those cleared through a doctor will receive special consideration from the Deans' Office.
3. The Deans' Office reserves the right to confirm appointments or court appearances. Students leaving early without a parent note, phone call or without signing in/out of the Deans' Office will receive an appropriate consequence at the discretion of the dean.

LONG-TERM ILLNESS

During a long-term illness (five or more school days), parents should notify the Attendance Office only on the first day of the absence and give the expected return date. Thereafter, a weekly report to the Attendance Office will suffice. Parents should email teachers directly to receive a copy of their child's homework assignments. If email is unavailable, please contact the Guidance Office secretary at 708-335-5613. Teachers will have 48 hours from the time of notification to respond to homework requests. Absences due to illness of five days or more may require a doctor's verification when the student returns.

RELIGIOUS OBSERVANCES

Board of Education Policy #6815

Religious observances shall be a valid reason for absence from school. Students shall not be academically or behaviorally penalized for such observances/absences. It shall be the responsibility of the teaching staff to assist students who wish to make up work missed because of a religious observance. No assignments, papers or tests shall be required of students the day after their return from such an observance nor shall assignments, papers, or tests be required prior to the absence should the due date fall on the date of the religious observance. When students fulfill other religious obligations outside the school day, they shall be required to request an exception in advance of the absence. Students shall be excused from classes only for the time necessary to fulfill their religious obligation and travel time back to school. Attendance is required by the beginning of the next period unless a parent or guardian specifically requests a modification in advance.

PREARRANGED ABSENCES

When students are absent due to a prearranged absence, schoolwork may be made up. However, it is the responsibility of the student to request makeup work and to seek assistance from the teacher if necessary. To prearrange an absence, a student must follow the steps below:

1. Obtain the "Prearranged Absence Form" from the Deans' Office.
2. Have form filled out by a parent/guardian.
3. Obtain a teacher signature from each class.
4. Turn in the completed form to the Deans' Office (prior to the prearranged absence).

MAKE-UP WORK

Make-up work is allowed only for excused absences. Upon returning to school, two days are allowed to make up work for each excused day of absence. This two-day period begins on the day the student returns to school. It is the student's responsibility to make up the work missed during an excused absence.

UNEXCUSED ABSENCE - CUT

An unexcused absence is defined as:

- An absence that does not meet the guidelines of an excused absence.
- An absence that has not been cleared through the Deans' Office within 48 hours.
- A total or partial absence to class without permission.

Make up work will not be allowed for an unexcused absence or cut. An accumulation of two unexcused absences in any course may result in a drop from that course for the duration of the semester. In replacement of the dropped course, the student will be enrolled in a study hall for the remainder of the semester. When a student has been dropped from a class, a grade of W/F (if the student was failing the class at the time of the drop) or a grade of W (if the student was passing the class at the time of the drop) will be recorded on the permanent record.

TARDY POLICY

A tardy is when the student arrives to class after the bell has rung to begin the period. Any student who arrives more than 5 minutes late to any class may be referred to the Deans' Office by the teacher. Repeated tardiness may result in being dropped from the class for the duration of the semester.

- 1st Tardy - Teacher informs student of the tardy and gives verbal warning.
- 2nd Tardy - Teacher informs student of the 2nd tardy and emails a referral to the dean. A letter home or a phone call to the parent is made by the dean.
- 3rd Tardy - Teacher sends the student and referral to the dean. The dean assigns a 1-hour deans' detention. A letter is sent home and a phone call to parent is made by the dean.
- 4th Tardy - Teacher sends the student and referral to the dean. The dean assigns a 3-hour deans' detention. A letter is sent home and a phone call to parent is made by the dean.
- 5th Tardy - Teacher sends the student and the referral to the dean. The dean assigns a 5-hour Saturday detention. A letter is sent home and a phone call to parent is made by the dean.
- 6th Tardy - Teacher sends the student and the referral to the dean. The dean will give additional consequences or the student may be dropped from the class.

STUDY HALL ATTENDANCE

Attendance policies apply to students who are registered for a study hall period. Students are not allowed to sign-in late or sign-out and miss study hall without a dean-approved reason. Students who do not wish to go to study hall should register for an academic class. Students will not be allowed to accumulate excessive absences or tardies to study hall. Appropriate consequences will result for refusal to maintain an acceptable attendance record.

STUDENT CONDUCT CODE

DEANS' OFFICE PROGRAM GOAL

To provide an optimal learning environment by building relationships with students, staff, and parents through supportive interventions.

PROGRAM OBJECTIVES

In order to ensure students, parents, and school staff a school environment that focuses on teaching and learning, the Deans' Office works within the school community to:

- Provide assistance and support in maintaining a positive school climate.
- Provide a safe and secure school/community environment.
- Enforce the student conduct code as described in this handbook.
- Oversee all aspects of student attendance and serve as a liaison among teachers, parents and students.
- Provide supervision on campus during the school day and at selected after-school activities.

CIVILITY

Civility is defined as the capacity to function as a citizen in ways that benefit both the individual and society. H-F High School is committed to the enhancement of the civility on the part of every person who is in this school. Therefore, students are expected to conduct themselves in a civil manner at all times. Failure to act in a civil manner at any time is considered a violation of this expectation and will result in a proper consequence as determined by the dean of students.

EXPECTATIONS

The behavioral goals of H-F are to develop positive, constructive behavior, and to help students develop self-discipline and a strong sense of responsibility toward themselves and others. All students are expected to:

1. Attend school daily, be on time, and be prepared for all classes,
2. Observe all school regulations,
3. Respect the authority of teachers and other staff personnel at all times, and to
4. Respect the rights and privacy of others.

STUDENT ID. CARDS

Students are required to present their physical ID or digital ID to any staff member upon request. ID cards are required to board the 3 p.m., 4 p.m. and 6 p.m. buses; admission to the library after school; to purchase lunch; for ticket purchases for social events; and for entrance into games and dances. Students also need a signed pass to board the 4 p.m. and 6 p.m. bus. A student may purchase a new ID in the Campus Store for \$5. Cost for a replacement lanyard or card holder is \$1 per item.

DISCIPLINE PROCEDURES

Any person who provides a related service for or with respect to a student has a statutory duty to maintain discipline in school, on school grounds, at extracurricular events, and with respect to all school programs. It is the responsibility of teachers to establish an atmosphere that is conducive to learning. Whenever a student disrupts the learning environment he/she may be referred to a dean. Misbehaving students may also be referred from study hall, the library, cafeteria, hallways, when outside the building on campus, or at an off-campus activity when representing the school. It is impermissible for any student through the use of social media or by any electronic transmission to target another student, staff member or school team or activity using any vulgar, threatening or abusive language regardless of where or when

posted if such communication is directed to other students or can be viewed by other students and staff. The following guidelines apply if a student is referred for an inappropriate or uncivil behavior:

- The student will be given ample opportunity to explain the situation that caused the referral.
- Dean initiates contact with the parent / guardian by phone or letter, so that all ramifications of the problem may be discussed. The referring teacher may be included in the conference.
- The disposition goes into the student's discipline file and to the student's counselor and issuing teacher. Any student signature on accompanying discipline documentation indicates receipt and/or acknowledgement of the verbiage therein. Student refusal to sign a document or contract does not negate the document/contract; it will be documented that student refused to sign.
- If a pattern of referrals develops for a student, a thorough attempt is made to determine the causes contributing to the unacceptable behavior. The dean contacts the student's counselor for the purpose of communication and sharing of background information. Contact with the parent is initiated by phone, letter or conference.
- If, after a reasonable period of time, no apparent behavior change results, a conference may be held with any of the following: the student, parents, the deans, counselor and teacher. Behavioral expectations will be discussed, and consequences for continued misbehavior will be articulated. Continuing disruptive and insubordinate behavior may lead to removal from class, suspension from school and activities, or possible expulsion from school. Parents will be notified should this action be necessary.

HALLWAY EXPECTATIONS

Appropriate behavior in our hallways is expected. There will be no horseplay, yelling, running, profanity, or other behavior that is not conducive to the educational environment. Inappropriate behavior may result in a hallway referral and a detention assigned by the dean.

- All headgear must be removed before entering the building. (Except for approved medical or religious reasons).
- Due to the high volume of student traffic in the hallways, students who are standing and socializing in the hall are expected to stay to the side of the hallway to alleviate congestion.

ELECTRONIC DEVICES & ACCESSORIES

Cell phones are permitted to be used in the following areas during the school day: cafeteria, hallways during passing periods & on the path. Use of electronic devices for educational purposes within the classroom setting will be at the sole discretion of each classroom teacher. Failure to follow the directives of the classroom teacher will result in disciplinary action. Personal laptops and other mobile devices can be used for educational or school-related purposes, but only in the library, TLC, cafeteria, and classrooms with the permission of the teacher, and in the hallways before school. When using electronic devices, failure to adhere to the following guidelines will result in disciplinary action:

- Students must be viewing material that is appropriate for minors in a school setting and in accordance with the Acceptable Use & Internet Safety Policy.
- Students must turn off, put away or relinquish any device when requested by any District 233 staff member.
- Phone ringers will remain off or on silent at all times. Vibrate mode is not permissible.
- This policy prohibits the use of electronic devices in all restrooms, locker rooms and

any other locations where students and staff have a reasonable expectation of privacy.

- The video and/or audio recording of other people without permission is unlawful and therefore prohibited on school grounds.
- No vulgar, abusive, threatening, insulting or belittling language directed to another student or staff member (by name or clear implication) is to be posted on social media or transmitted by electronic means regardless of the device used or when or where the post or transmission is made. A violation of this rule will result in appropriate discipline.

Earbuds/Headphones

- Students may wear earbuds/headphones in the cafeteria, hallways during passing periods and on the path between buildings.
- Before entering any office, locker room or classroom, students must completely remove earbuds/headphones from both ears and put it away or place it securely around his/her neck
- When wearing earbuds/headphones, the volume must be at a level where students can respond to staff's request(s)
- When speaking with a staff member, students must completely remove earbuds/headphones from both ears.
- Earbuds/headphones may not be used in any manner that disrupts the educational environment or violates the rights of others.
- Consequences for misuse of electronic devices and accessories will result in an appropriate disciplinary action. Electronic devices are especially vulnerable to loss and theft. H-F accepts no responsibility for the loss or theft of personal property brought onto campus by students.

NUMERICALLY LOGGED DISCIPLINE SYSTEM

Students earn demerit points for violations of the Code of Conduct. Demerits vary in value from 1 point for minor offenses to 75 points for expellable offenses. H-F uses a demerit point system to:

- Standardize the misconduct infractions list.
- Establish a signal-and-response mechanism that would initiate student problem intervention.
- Provide a basis for which periods of positive student behavior will be recognized and indicated in the overall measuring system.

Typical levels of intervention may include, but are not limited to, the following actions:

- **25 points:** A student, parent and dean conference will be held by phone or in person. The student's disciplinary record and remediation techniques are discussed.
- **50 points:** A student, parent, dean and/or administrator's conference will be held. A behavior contract is established as a means of assistance to the student. The student may also be put on social probation and/or be given another appropriate consequence.
- **75 points:** Student's disciplinary history is reviewed and a recommendation for expulsion may be forwarded to the superintendent.

This system has been established as a progressive, proactive, humanistic approach to student behavior.

DETENTION

When a teacher or dean assigns an after-school detention, the student will be provided with a bus pass if needed. Students can take either the 4:15 or 6 p.m. bus, depending on the length of their detention. If a student fails to serve their detention, they will be assigned to an in-school detention (ISD).

SATURDAY DETENTIONS

Saturday detentions may be assigned and run from 8 a.m.-1 p.m. The number of hours assigned is based upon the nature of the violation. If a student fails to serve their Saturday detention, they will be assigned two days of in-school detention.

SOCIAL PROBATION

Board of Education Policy #6700

The board finds that social probation is an effective disciplinary intervention that may be used as either an alternative to out-of-school suspension or in conjunction with an out-of-school suspension. Social probation is the exclusion of the student from participation in non-curricular school activities such as dances, athletic/sporting events, clubs, and other non-curricular school activities for a defined period of time for up to 180 school days. The superintendent, principal, assistant/associate principals, and deans of students are authorized to place students on social probation for misconduct for an appropriate period of time of up to 180 school days. When a student is placed on social probation, the student's parent/guardian shall be advised of the reasons for the action and the length of the probation. The student's parent/guardian may request a review of the social probation decision by the principal or designee at any time. The request is to be made to the principal. The school administration shall automatically review any social suspension in excess of 90 school days on or about the 90th day of the probation. If the principal receives a request for the review of a social probation, a review meeting will be promptly scheduled. The meeting will be conducted with the student's parent/guardian by the principal or designee. At the meeting the parent/guardian may present information regarding the social probation. Subsequent to the review meeting, the principal or designee is to communicate the decision to the parent/guardian in writing. The decision shall be final.

Bullying Procedure & Reporting

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Bullying is contrary to State law and the policy of Homewood-Flossmoor Community High School District 233. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Students who engage in bullying behavior will be subject to serious discipline up to suspension or expulsion from school. When deemed appropriate by the district administration, restorative measures rather than exclusionary discipline may be taken to address bullying behavior. The Board of Education believes in early identification of students who are at risk for aggressive behavior so that it may better be prevented. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, immigration 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:

- During any school-sponsored education program activity.
- 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

- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Reporting Procedure

Students are encouraged to immediately report bullying. A report may be made by:

- Completing the online bullying form found on the H-F website.

- Picking up and completing the hard-copy bullying form found in the Guidance Office, Administrative Office or Deans' Offices.
- Telling a guidance counselor, dean, assistant principal, associate principal, principal or a teacher who will help you through the reporting process.

Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to any staff member. Anonymous reports are also accepted by phone call or in writing. The school will make a reasonable effort to complete the investigation within 10 school days after the date the report of the incident of bullying was received, while taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Interventions to address bullying include — but are not limited to — school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, community-based counseling and/or disciplinary consequences as deemed appropriate by the deans or administration.

SUSPENSIONS / EXPULSIONS

This district's authority to regulate student conduct on or off school grounds is limited to the conduct as it relates to the administration of the educational process. In determining whether this district will consequence for inappropriate misconduct would be based on whether the behavior was school related. When deemed appropriate by the district and building administration, MTSS, rather than exclusionary discipline, may be used to address inappropriate or aggressive behaviors.

Alternatives to exclusionary discipline are:

A. Behavioral Intervention Program (B.I.P.) — This program consists of three, evening sessions where students who have engaged in suspendable offenses voluntarily attend to reduce their out-of-school and in-school suspension days. H-F Instructors facilitate the workshops, which include leading discussions with students to address inappropriate behavior, social-emotional development, conflict-resolution, and behavior self-management techniques. During the last session of the program, students are required to have a parent, guardian, family member, or significant person in their lives to participate in the program and demonstrate their learning.

B. Classroom Behavior Contract — Contracts put in place from the Dean of Students Office regarding repeated (2nd) classroom behavioral referrals. Parents are given the opportunity to meet with classroom teacher, dean and student to address behavioral concerns and academic expectations.

C. Behavioral Improvement Contract — At the conclusion of an administrator, parent, and student meeting, the student and parent are asked to review and sign a B.I.C. form that shows that recent and current behavioral concerns, academics, interventions and preventative strategies were discussed.

D. Peace Circles — A restorative justice model used to address conflict holistically. It emphasizes healing and learning through a collective group process, aiming to repair harm done and assign responsibility by talking through the problem. Participants include the offender, victim, and any other individuals that may have been impacted by the harm caused.

E. Community-Building Classroom Conferences — Upon teacher request, a dean leads a restorative conference with student participants in the classroom setting. Conference and classroom norms are considered and discussed as well as an overall concept of creating and maintaining a sense of community within the class.

F. Peer Mediation — Trained peer mediators lead the peer mediation process, which is facilitated through our Guidance Office. Mediation is a skill that involves good communication, problem solving, and critical thinking. Members meet weekly to receive training and discuss strategies. Mediation is a conflict-resolution approach in which disputants have the chance to sit and talk, uninterrupted, so each side of the dispute is heard. After the problem is defined, solutions are created and then evaluated. The mediator does not take sides and keeps all information confidential.

G. Dean Mediation — Conflict resolution strategy implemented by a dean where disputants have a chance to sit and talk individually and collectively, uninterrupted, so each side of the dispute can be heard. After the problem is identified, solutions are created and an agreement is forged for all future interactions.

H. Formal Conferences — Per request or need, student, parent, teacher*, dean, administrator(s), school counselors, and/or social workers meet to discuss pertinent information that may impact students' behavioral or academic performance. Information that is shared is used to create an action plan to assist students and families in improving recognized concerns. **Teachers participate in conferences for specific purposes only.*

GROSS ACTS OF MISCONDUCT/BEHAVIOR

When a student's behavior interferes with, disrupts, or adversely affects the school environment, school operations, or an education function — whether during the school day, in school-related activity, on or off campus, or on school-provided transportation — it becomes necessary to deny them certain privileges, suspend them temporarily, or recommend expulsion from the school environment. The purpose of the suspension is:

- To foster a positive change in the student's behavior.
- To separate a student from classes and social activities at school where their behavior has not been acceptable.
- To protect the rights of other students to an education which is free of distraction.

A dean or administrator may suspend or recommend a student for expulsion to the Board of Education as a result of acts or participating in acts of gross disobedience and/or gross misconduct including:

1. Possession, use, transmission, sale, distribution or being under the influence of any narcotic, drug, cannabis, inhalant, hallucinogenic drug, amphetamine intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, human growth hormones, anabolic steroids, abused prescription or non-prescription drugs, medical marijuana or chemicals of any kind.
2. Possession, use, discharge, distribution or sale of dangerous weapons, or items used as weapons, and or/look-a-like weapons (e.g. BB guns, pellet guns, water guns, etc.), explosives, fireworks, or any object (mace spray, pepper spray, tasers, etc.) that creates a substantial disruption to the educational setting, is used, and/or is intended to be used to inflict bodily harm or death.

3. Defiance of faculty and staff authority, such as but not limited to, insolence, disrespect and insubordination.
4. Threats, or implied threats, to a person or property, assault, extortion, intimidation, bullying, harassment, cyber bullying, cyber harassment or sexual harassment.
5. Intent to cause or do bodily harm, fight, incite a fight, mob action or a battery. Striking back in self-defense or retaliation is considered fighting. According to Flossmoor Village Ordinance - Fighting 23.006: "It shall be unlawful for any person to knowingly start a fight, to fight, or to commit any assault or battery in any public place in the village."
6. Committing a second act of gross disobedience and/or gross misconduct during a student's enrollment at H-F — including but not limited to — fighting, battery, mob action, physical altercations, verbal altercations, use of drugs, possession of drugs and distribution of drugs may result in recommendation for expulsion.
7. Causing false fire alarms or tampering with or setting off the security systems.
8. Theft, including, but not limited to, examinations and tests. Theft includes possession of property that does not belong to you. If you find something that is not yours, immediately give it to a staff member. If you are found in the possession of someone else's property, it is considered a theft.
9. Vandalism of school property or personal property of other students or school employees.
10. Vulgarity, profanity, obscenity, reference to sexual identity, the use of racial or ethnic slurs through gestures, statements, or wearing apparel which conveys any of the above.
11. Failure to identify oneself, turn over I.D., or walking away from a staff member.

12. Displaying any behavior, which is disruptive, illegal, and/or detrimental to the educational environment.
13. Refusal or repeated refusal to attend class, study hall, detentions or Saturday detention.
14. Using computers or other school property without prior authorization.
15. Participation in any gang or gang-related activity or organization/group that disrupts the culture of the learning environment.
16. Distribution or sale of student-authored or student-published materials which are not school authorized.
17. Distribution or sale of merchandise on or off campus by a student while purporting to raise money for high school activities without being authorized by the Director of Student Activities.
18. Planning, encouraging or engaging in hazing.
19. Interfering and/or impeding an investigation by school officials.
20. Committing arson, bombing and/or the threat of such.
21. Sexual misconduct
22. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms, or bathrooms, cheat, or otherwise violate student conduct rules.
23. Sexting: sending sexually explicit messages or images through an electronic device. It is illegal for anyone to possess, create, and/or distribute images of a minor. If this inappropriate behavior causes a disruption on campus, an appropriate consequence will result. All sexting activities involving a minor are illegal and will be subject to police involvement.

24. Attacks against school personnel.
25. Failure to report immediately to the Deans' Office on a referral and actually speak with a dean.
26. Failure to comply with a reasonable request of a staff member.
27. Student behavior that occurs off campus in the community that has an impact on the educational environment will be dealt with by the school and will result in consequences that may include expulsion.
28. Failure to comply with the policies and procedures of the DELTA program may (as described in the DELTA Handbook) result in expulsion.

In addition to a suspension or an expulsion, a police referral may be made for violation of the law, a village ordinance, or a state statute.

SUSPENSION - MAKE-UP WORK

When a student has been assigned an out-of-school suspension, it is the student's responsibility to make up all work missed. While students have the right to make up missed assignments during the time of suspension for equivalent credit, teachers are not required to re-teach material that was presented during the time of suspension. Teachers may substitute work assignments acceptable for the time of suspension and provide such material in a timeframe appropriate to the teacher's workload. All daily assignments, homework, worksheets, etc., that were supplied during the suspension are due upon return from suspension. Other types of daily credit make-up or performance type make-up are to be arranged with the teacher. Any long-term assignments (papers, projects, compositions, etc.) that are due on one of the days of suspension need to be delivered to the Assistant/Associate Principal's Office on or before the due date. This delivery may be made by the parent/guardian only. A suspended student is not allowed on campus during the time of suspension. Missed

quizzes or tests need to be taken within five days following the last day of suspension. During the suspension, the student shall not be on campus and shall not participate/attend any school activity.

IN-SCHOOL DETENTION

Students assigned to an in-school detention should report to the North Building ISD Room at the start of their first class and bring a lunch. Students must complete all assigned work while in in-school detention or they will be required to return the following day(s) until the work is complete. Students absent from school on the day of an ISD will be required to serve the ISD on the day they return to school. (Student should attend their 1st period class if they are assigned to ISD for the day). A student assigned to in-school detention is expected to show an improvement in the behavior for which the in-school detention was assigned.

BOARD OF EDUCATION PROCEDURE #6240

Suspensions: Out-of-school suspensions are governed by the provisions of Board Policy 6240. In accordance with the policy, the superintendent, principal, associate/assistant principal and dean are authorized to suspend students from school or from riding the school bus for up to 10 days. An out-of-school suspension carries with it exclusion from school property and all school activities. The superintendent or principal may, upon review, increase any suspension of less than 10 days to a ten-day suspension with a recommendation for possible expulsion. The suspending authority shall document the reasons for the suspension, and for suspensions of longer than three days whether other behavior interventions have occurred or that it was determined that there were no other appropriate and available interventions. Students who are suspended shall be given the opportunity to make up academic work. Students suspended for more than four days shall be provided with support services deemed appropriate and available by school authorities.

Right to a Review

In accordance with the Illinois School Code, Section 10-22.6, a written notice of suspension containing the information required by the law shall be sent to the parent, guardian or duly appointed counsel of each student suspended. This notice shall be sent by the end of the school day following the suspension. The notice shall contain information that a review of the suspension may be requested by a parent, guardian or duly appointed counsel, and that such a request must be in writing and delivered to the superintendent within 10 days from the effective date of the suspension. A copy of the suspension notice will be sent to the Board President.

Out-of-School Suspensions Procedure

1. Prior to issuing the suspension, the suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official. School officials shall then inform the student whether or not the suspension is to be imposed.
3. The student's parents must be notified immediately by the dean, associate/assistant principal or principal of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of suspension, and the right to appeal the suspension to the Board of Education through its hearing officer.
4. At the hearing, the student has the right to legal counsel at their own expense, the right to question the person who made the decision to suspend and the right to make a statement on his/her own behalf.

5. If requested by the student, the parent, or their representative, a transcript may be kept of the proceedings. Any use of a court reporter shall be at the expense of the party requesting the court reporter.
6. Upon conclusion of the hearing, the hearing officer shall transmit a report of the proceedings to the superintendent. The superintendent shall then either overrule the suspension based upon the evidence gathered and reported by the hearing officer or recommend to the Board that the suspension be upheld in which case the hearing officer's report shall be provided to the Board for review. The Board will take action at a regularly scheduled meeting within 45 days of the hearing. The report shall contain a written summary of the evidence heard at the review. If the superintendent overrules the suspension and so advises the parent/guardian, the parent or guardian may request the Board to review the suspension.
7. If the suspension decision is reversed by the superintendent or Board, all references to the suspension in the student records shall be removed and the school shall afford what assistance is necessary to the student to make up schoolwork missed.
8. If the Board upholds the suspension, it shall issue a written decision. The written suspension decision shall set forth the specific act of gross disobedience or misconduct resulting in the decision to suspend and it will include a rationale as to the specific duration of the suspension.

EXPULSIONS

The Board of Education acknowledges that expulsions and out-of-school suspensions are serious. Therefore, it is the policy of the Board that the number and duration of expulsions and out-of-school suspensions are to be limited to the

greatest extent practicable. All expulsions shall be in accordance with the provisions of the Illinois School Code, as set forth in Section 10-22.6. Expulsions may not exceed a period of two (2) calendar years. The superintendent and principal are hereby authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience, gross misconduct, or gross disregard of rules including misconduct perpetuated by electronic means. Any such recommendation shall be accompanied by a statement or other appropriate and available behavioral and disciplinary interventions that were attempted and exhausted or that it was determined that there were or are no such appropriate and available services. Expulsion may result only if it is determined by school officials, on a case by case basis, that the student's continuing presence in school would either: (1) pose a threat to the safety of other students, staff, or members of the school community or (2) substantially disrupt, impede, or interfere with the operation of the school.

Prior to any expulsion, the student's parents will be requested to appear at a meeting of the Board or before a hearing officer appointed by the Board to discuss their child's gross disobedience or misconduct. Such a request shall be made by the superintendent by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board acts to expel a student, the written decision will state the specific reasons why removing the student from the learning environment is in the best interest of the school. The decision shall also include a rationale as to the specific duration of the expulsion or removal. It shall also document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

Prior to meeting with the Board the student, parent, guardian, or duly appointed counsel of the student, upon written request to the superintendent, shall be permitted at reasonable times, places, and under reasonable conditions to examine any school records that would enable the student to prepare for the hearing. Any request to review records is to be made promptly for a continuance of a scheduled hearing will not normally be granted.

Following the action of the Board, the superintendent shall immediately notify the parents in writing of the action taken by the Board. The Board shall prepare a written decision that will set forth the specific act(s) of gross disobedience or misconduct, the reasons why removing the student from the school is in the best interest of the school, and include a rationale as to the specific length of the expulsion. The decision shall be sent to the parents by certified mail, return receipt requested. The superintendent shall establish a procedure for hearings before the Board. The superintendent shall establish procedures to facilitate the re-engagement of students who have been expelled.

Board of Education Expulsion Hearing Procedure #6241

- A. The student and the parents shall be provided with a copy of the rules and regulations allegedly violated.
- B. At the hearing, the student has the right to legal counsel or other representation at his/her own expense, the right to question the person who made the recommendation to expel, the right to question and present witnesses or other evidence, and the right to make a statement on his/her own behalf. If a student is going to have an attorney present, the superintendent must be notified forty-eight hours (48) in advance of the start time of the hearing.
- C. The school administration shall proceed first to present information and evidence regarding the

alleged gross disobedience or misconduct and shall present to the Board its statement of other appropriate and available behavioral and disciplinary interventions that were attempted and exhausted or that it was determined that there are not such appropriate and available services.

D. When the school administration completes its presentation, the student's parent may present information and evidence on behalf of the student.

E. Each side, the administration and the student, will have a maximum time of one hour to present their case. This includes cross-examination.

F. The Board will hear each case and issue its written decision in accord with Policy 6241 which may be signed by the superintendent on behalf of the Board.

G. The Board reserves the right to appoint a hearing officer to preside over an expulsion hearing. The hearing officer will prepare a written report of the expulsion proceeding, a copy of which will be provided to the parent, student, and Board when completed. The Board will take action on the report at its next regularly scheduled meeting or at a special meeting called by the Board.

ASSIGNMENT TO ALTERNATIVE SCHOOL

The Board of Education believes that it cannot provide the students of the district with the education they deserve unless the school environment is conducive to learning. The school environment must be safe and conducive to learning so that all students, teachers, visitors, and staff are respected and free from violence, threats, harassment, intimidation, and inappropriate behaviors that disrupt the educational process. In the sole discretion of the administration, a student may be offered the option of transferring to an alternative school placement instead of a long term out of school suspension or expulsion consistent with Articles 13A and 13B of the School Code. Accordingly, in lieu of suspension or a

recommendation to the Board of Education for possible expulsion from school, the Board authorizes the administration to offer to the parent/guardian of a student who the administration has found has engaged in gross disobedience or misconduct the option to transfer and be assigned to an alternative school recommended in the discretion of the administration. Alternative schools included, but are not necessarily limited to, the district's Delta Program, Ombudsman and RISE. The terms, conditions and procedures for the administrative transfer and assignment of a student to an alternative school shall be as established by the superintendent.

A student's parent / guardian has the option to accept or reject an alternative school placement recommendation. This right becomes the student's at age 18. If accepted, the parent / guardian and / or student will sign a form provided by the administration agreeing to an alternative school placement. If rejected, a hearing will be scheduled for the student consistent with the expulsion hearing process described above.

ACADEMIC HONESTY

Homewood-Flossmoor students are expected to use genuine, sincere and fair means for the completion of tests, tasks, or projects from which evaluations of progress shall be determined. An atmosphere that actively fosters academic honesty shall be maintained. This requires the active support of parents, students and staff. Therefore, it is the responsibility of each individual to promote academic honesty. Examples of academic dishonesty are:

- Plagiarism: submitting another person's writing or ideas as one's own. (Policy #7610)
- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.

- Copying from another student's test or knowingly permitting another student to copy during a test.
- Using materials that are not permitted during a test, including the use of electronic devices that have not been approved by the teacher.
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test for which credit is earned.
- Permitting another student to copy or write another student's homework, project, report, paper, classroom test or take-home test.
- Any other action intended to earn credit for work not one's own.

Responsibilities of Staff Concerning Academic Dishonesty

- Teachers who discover an act of academic dishonesty by one of their students shall assign the student a zero grade for the assignment involved in the infraction, note "academic dishonesty" on the assignment and where possible, retain the assignment for future reference. The dean will be notified and the student's disciplinary record will notate the offense. The teacher and/or dean will contact the parent/guardian of the student.
- In cases involving egregious or repeated offenses the department chair will review the incident with the dean and counselor. Finding the charges to be valid, the teacher and/or dean will contact the parent/guardian of the student. The student will be assigned one or more of the following actions:
 - 0 grade on the assignment.
 - "F" grade for the quarter.
 - "F" grade for the semester.

- Removal of academic honors and privileges such as eligibility/membership in the National Honor Society.
- Recommendation to the principal that a "K" grade be placed on the permanent record.

The department chairman will file a written report of the incident and the penalty with the principal, counselor and dean.

"K" GRADE

A "K" grade on a transcript denotes academic dishonesty. The following examples of dishonesty are considered egregious and may result in an assignment of a "K" grade to the permanent record for the course.

- Entering cabinets, files, desks or personal possessions of teachers for the purpose of obtaining class materials or evaluation instruments.
- Possession, theft, sale or distribution of any evaluation instruments, including, but not limited to, exams, tests or quizzes, prior to the use of the materials or after use if the teacher's materials are used in other classes or years.
- Changing/falsifying one's grade or grades in teacher's grade book, on the computer, or on any written document used to record grades.

Should a student be found guilty of two flagrant violations, he/she may be recommended for expulsion from H-F High School.

Review Procedure for Academic Dishonesty

1. Should the parents of the student desire to appeal a decision by the student's teacher, they must submit to the department chair a request in writing within three school days following the receipt of notice of the teacher's decision. The appeal may contain a request to the department chair to

suspend the penalty pending the resolution of the appeal.

2. Should the parents or the student desire to appeal a decision by the department chair, they must submit to the principal a request in writing within three school days following the receipt of notice of the administrator's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
3. Should the parents or the student desire to appeal the decision by the principal to the superintendent, they should submit a request in writing within five school days following the receipt of the principal's decision. The superintendent shall review the findings of the principal and affirm, amend or reject the decision.
4. The final resolution of any step in the appeal process shall be put in writing and filed with the student's counselor and the principal.

STUDENT DRIVING & PARKING

Driving to school and parking on campus is a privilege, which is afforded to a limited number of students at Homewood-Flossmoor High School.

There are well over a thousand students in attendance at H-F who have the ability to drive to school, but only about 250 students will actually be able to drive and park on H-F school property due to limited student parking spaces.

No vehicle may be parked on campus without a valid parking permit. Violators will be ticketed and/or towed.

Criteria for Issuing Student Parking Permits:

- Parking permits will be available to rising seniors on a first-come, first-served basis. Rising seniors will be the only students able to purchase a parking permit online beginning July 1 of the current fiscal school year

- Beginning on Aug. 1 of the current fiscal year, rising juniors will be able to purchase a parking permit online (pending availability)
- Rising sophomores will be able to purchase a parking permit at the discretion of the dean and at the start of quarter two of the current fiscal school year (pending availability)
- Permits are \$100/year and must be purchased online, with a credit or debit card, at permitsales.net/hfhighschool.
- Permit purchases are non-refundable.

Criteria for Temporary Parking Permits:

- Daily permits are issued to juniors or seniors who need to park on H-F property temporarily.
- Daily permits are \$3 a day
- To obtain a daily parking permit, students need to register their vehicle in the South Dean's Office by 9 a.m. on the day that they drive. Students must have the following information available in order to register their vehicle: car make, car model, car color and license plate number.

Please note - No permit will be issued to students with chronic attendance problems or severe disciplinary problems.

- Chronic attendance problems are defined as having more than 8 excused or unexcused absences for two consecutive semesters or for having more than three unexcused absences for two consecutive semesters.
- Severe disciplinary problems are defined as accumulating 50 or more demerits for two separate school years.

The parking lot is patrolled by an attendant. Any student who parks in the lot after the first two weeks of each semester without a valid permit will receive a \$5 ticket. If a second offense is committed the

student will be issued a ticket for \$50 and the parents will be notified of the parking violation. If a third offense is committed the student's vehicle will be towed to Suburban Towing in Hazel Crest at the owner's expense.

PARKING RULES & REGULATIONS

The following rules and regulations have been set forth for the student's own safety, and it is very important that these rules are read and understood thoroughly. These rules are set forth for the students who have been approved and have any valid parking permit issued by the school.

1. An infraction of any one of the following rules and regulations will result in the revocation of the student's parking permit. If a student's permit is revoked a refund for the permit will NOT be issued. Once 1st period ends a student is not allowed to operate his/her vehicle under any circumstances during the school day unless authorized by a dean or administrator. This includes driving in between buildings during the passing periods, driving to the ice rink, transporting other students in between buildings and leaving campus. A first offense of this rule will result in the immediate revocation of the permit for the entire school year. **Do not operate your vehicle during the school day or you will lose your privilege to park on campus.**

2. Fraudulence — Fraudulent use of a parking permit will result in the revocation of the permit for the entire school year. Fraudulent use includes selling or loaning your parking permit to another student. The parking permit only applies to the student whose name is on the application

3. Excessive Absences — If a student is placed on an attendance contract for excessive absences or being chronically late to school, then his/her parking permit will be suspended for three weeks. During the suspension of a parking permit the student is not allowed to drive to school and park

on H-F property. If the terms of the attendance contract are not abided by then the student's parking permit will be revoked for the remainder of the school year.

4. Disciplinary Problems — If a student acquires 25 demerits his/her parking permit will be suspended for three weeks. During the suspension of a parking permit the student is not allowed to drive to school and park on H-F property. If the student reaches 50 demerits his/her parking sticker will be revoked for the remainder of the school year.

5. Insubordination — If you drive and park on H-F property, it is expected that you leave campus at 3:15 p.m., unless you are in a club, a sport or attending a school-related event. If a staff member has to ask you to leave campus and you ignore the request, then your permit will be revoked for the remainder of the school year.

6. Parking Tickets — Parking tickets and/or permit suspensions may be issued to students if any of the following violations occur:

- Parking in a faculty/staff parking space (students may only park in the white-lined spaces);
- Parking in a visitor's parking spot;
- Parking in a handicapped parking spot without a valid handicap permit;
- Parking in a reserved spot;
- Double parking – taking up two parking spaces with one's vehicle;
- Backing into a parking space so that the parking permit is not clearly displayed;
- Parking permit is improperly displayed. The parking permit needs to be affixed to the rear window on the driver's side (left side), inside of the vehicle;
- Noise violation — radios/sound systems must be turned down while in the parking lot;
- Inappropriate/reckless driving – in order to assure the safety of other students, staff and

community members, any student who is observed driving recklessly will automatically lose the privilege to drive and park on school grounds;

- Unpaid parking tickets/fees/fines prevent students from purchasing dance tickets and/or receipt of official transcripts from the district.

If any of these are violated by the student driver then the following consequences will occur:

1. 1st offense – a warning sticker
2. 2nd offense – 1-week loss of parking privileges
3. 3rd offense – 4-week loss of parking privileges
4. 4th offense - loss of parking privileges for the remainder of the school year
5. 5th offense -- Towed at owner's expense

VEHICLE SEARCH POLICY

All students and drivers are subject to the rules and regulations of the Village of Flossmoor. In the event it is believed that a violation of local or state laws may have occurred, the school reserves the right to involve local law enforcement officials as necessary. Vehicles parked on school property may be subject to search.

DRUG & ALCOHOL POLICY

Philosophy

H-F believes that it is in the best interests of the students and the community to promote, enhance, and maintain a drug-free school system. Along with the parents and other stakeholders of the community, the school has a role to play in helping students remain drug free. The district regards alcohol/other drug dependency as it does any other illness or chronic behavioral/medical problem. Although there are consequences for such use, we must deal with the underlying problems. The abuse of alcohol and other drugs

often precedes the development of other problems, therefore students need education, assistance, and support because of their own drug use or because of drug-related problems of others. The school strives to work cooperatively with parents and community resources to help students remain drug- and alcohol- free.

Statement of Procedures: Alcohol/Drug Use

The possession, use, transmission, sale, distribution, or being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-alike drug, designer drug, alcoholic beverage, drug paraphernalia, abused prescription or non-prescription drugs, medical marijuana, or chemicals of any kind are not permitted in school at any time or at school-sponsored activities. In all situations two basic beliefs are supported:

1. Our primary purpose is to help the student and promote teaching and learning in the school community.
2. Care is taken to respect basic rights and principles of due process.

Any or all of the following may result if students are found under the influence, or in possession of, any of the above listed substances:

1. Emergency first aid and medical assistance, if appropriate.
2. An out-of-school suspension of up to 10 days and possible recommendation for expulsion.
 - a. In certain circumstances when deemed appropriate by the dean, the suspension may be reduced if the parent and student attend a school-sanctioned prevention/ intervention program.
 - b. If a student receives a suspension for an alcohol/drug infraction and chooses to take the maximum time out, **the parent/guardian and student need to meet with the**

Student Assistance Coordinator before the student will be allowed to attend class.

3. Confiscation of the material/substance, which will be turned over to the Flossmoor Police.
 - a. In the event it is believed that a violation of local or state laws may have occurred, the school reserves the right to involve local law enforcement officials as necessary.
4. Penalties imposed by the Athletic Code of Conduct (see index).
5. Penalties imposed by the Activities Code of Conduct (see index).
6. Referral to the Student Assistance Coordinator who is a resource person for students, faculty and parents.

The Student Assistance Program is made possible through the team effort of school personnel in partnership with community service providers. A holistic Student Assistance Program consists of education, prevention, intervention, aftercare, and support. Development of a comprehensive Student Assistance Program is an ongoing process to foster community wellness. The following are functioning programs at H-F: Operation Snowball, Snowflake, Snowflurry, Project Graduation, Peer Helpers, Peer Mediators, Ambassadors, and Friends of Rachel. Other supports offered are groups for chemical dependency (not tobacco), grief & loss, concerned persons, divorce, aftercare, and anger management. When necessary, other support groups are formed.

SMOKING REGULATION

Smoking of any kind — including the use of e-cigarettes, vaping devices or smokeless tobacco products — is prohibited on the campus, on buses or during any school activity. Any student who violates this regulation will receive appropriate disciplinary consequences.

INTERNET/COMPUTER ACCEPTABLE USE &

INTERNET SAFETY POLICY

Homewood-Flossmoor High School District 233 provides computer and internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and learning. All use of the network must be consistent with this purpose and be in accordance with this policy. The purpose of this policy is to ensure that those using the information resources will do so with respect for the public trust and in accordance with Homewood-Flossmoor High School's mission and educational goals and the policy and regulations established from time to time by state and/or federal agencies, and to comply with the Children's Internet Protection Act (CIPA). The internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. Sites accessible via the Internet may contain material that is objectionable, adult-oriented or otherwise inappropriate. The user is responsible for his/her actions and may not access, download, or print from these sites. Access to the network is a privilege which requires that each user adhere to the responsibility of acceptable use. Violation of this policy, abuse of the network and/or illegal conduct such as, but not limited to, any form of vandalism to equipment or information, including uploading or creation of computer viruses, will result in disciplinary action including possible expulsion from school, suspension or revocation of access privileges, and/or appropriate legal action. Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for commercial activities, product advertisement, or

political lobbying is prohibited. Use of the network for any illegal activities is prohibited.

Internet Safety:

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Homewood-Flossmoor High School online computer network(s) when using the school's network(s). Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision & Monitoring

It shall be the responsibility of all members of the Homewood-Flossmoor High School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of H-F's Information Services Department or designated representatives.

Access to Student Social Networking

Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Homewood-Flossmoor High School will provide the resources necessary to educate students regarding appropriate online behavior including interaction with other individuals on social network sites and regarding cyber-bullying awareness and response.

Guidelines for Acceptable Use:

- Computers and technology in the district are for academic purposes only.
- Do not store music, games, videos or any other non-academic items in your network storage area.
- Never share your passwords with any other person.
- Do not use vulgar, profane, offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Do not reveal your (or other's) personal information including address, phone number or credit card information.
- Do not misrepresent yourself or your age.
- Do not use the network in such a way as to disrupt use of the network by others or abuse access time.
- Do not harass anyone by sending uninvited communication.
- Do not send electronic information from accounts that do not belong to you without the owner's authorization.
- Do not access unauthorized or inappropriate areas on the network and do

not change or interfere with information found on the network.

- Do not make unauthorized copies of software or information.
- Bypassing network filters and security by the use of proxy servers or any other means is prohibited.

Homewood-Flossmoor High School makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Homewood-Flossmoor High School reserves the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. An online version will be made available to all users on the Homewood-Flossmoor home page. Teachers and /or administrators will determine what is inappropriate use.

Personal Use Policy — Users of personal electronic devices in the school setting must adhere to the guidelines described in "Guidelines for Acceptable Use."

BICYCLES/SKATEBOARDS

Students are encouraged to ride bicycles to school; therefore, racks are conveniently located throughout the campus. Bikes should be properly secured. Homewood-Flossmoor High School is not responsible for any loss or damage to student's property. Bicycles, skateboards, or other personal transportation devices must not be used for transportation between buildings. Skateboards or other personal transportation devices are prohibited for recreational use at all times.

BUS PASSES FOR ACTIVITIES

Students may ride the 4:15 p.m. activity buses with authorization (via a special pass) from a teacher, sponsor, or coach with whom the student has worked after school. Activity buses are also available at 6 p.m. for athletic/activity participants. Students must obtain a pass from the Athletic Office or the sponsor of their activity.

BUS REGULATIONS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions may be approved in advance by an administrator. While students are on the bus, they are under the supervision of the bus driver and are expected to follow all school rules. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Students need a valid H-F I.D. card to ride the bus. Students shall present their I.D. card when they board the bus. Any I.D. mutilated or defaced so that information thereon is not clear must be replaced at the expense of the student. I.D. cards are not transferable. A student must surrender his I.D. card upon request of a driver.
2. Students must load/unload the bus at the stop designated for their area and show respect for private property in the area.
3. Students are to be at the bus stop on time. If for some reason a bus does not come or if a student misses the bus, it is the responsibility of the student to get to school.

4. At dismissal time, students are responsible for being on their bus at the designated departure time.
5. Smoking, striking of matches, use of cigarette lighters, littering (in or out of the bus), using profane or abusive language, or bringing pets or objects which may prove hazardous are not permitted.
6. Bus drivers are in charge of the buses; students are to comply with their requests. Failure to do so may result in a referral to the Deans' Office.
7. Verbal or physical altercations are not permitted.
8. Damages caused by students to buses must be paid for by the students involved. Transcripts and graduation may be contingent on receipt of payment.
9. Students should not put their heads or arms out of bus windows or throw objects from bus windows. No windows shall be lowered below the safety mark indicated on the bus.
10. All students must be seated and are not permitted to change seats while the bus is in motion or to aggravate, annoy, or bother other riders on the bus.
11. Students are not to push or crowd when loading or unloading; they are to be courteous to fellow passengers, allowing front-row students to disembark first.
12. Students are to exit only by the front door. The rear door is for emergency use only.

Violations of these expectations may result in the suspension of bus transportation or suspension or expulsion from school.

CLASSROOM PARTIES

Teaching and learning in the classroom is of primary importance and interruptions of any kind are kept to a minimum. Therefore, special requests for classroom parties must be submitted to the principal's office.

CLOSED CAMPUS

No student is permitted to leave school during the school day, except when approved by a dean or an administrator.

CONSUMPTION OF FOOD ON CAMPUS

Consumption of all food and beverages shall take place only in the cafeteria. Keeping the building and campus free of litter is the responsibility of every student.

DELIVERIES

No commercial deliveries (i.e., flowers, food, balloons, etc.) will be accepted during the normal school day. Balloons or other large items are not to be carried by students during the school day. They will be taken and placed in the Deans' Office until the end of the day. Students ordering food via commercial deliveries will be subject to appropriate disciplinary action.

STUDENT NEWSPAPERS

All student newspapers, including the Voyager, the official student newspaper of the school, may be distributed during lunch in the cafeterias.

STUDENT DRESS CODE

Homewood-Flossmoor High School believes that the primary purpose of school is to cultivate academic achievement, develop civil responsibility, and foster personal growth within a diverse community. With the cooperation of students, staff, parents and guardians, H-F encourages students to dress in a manner that demonstrates their individuality and self-expression, while also upholding regard for the educational setting. Any outlined restrictions are necessary to support the overall educational goals of the school. The primary responsibility for a student's attire choices resides with the student and parents/guardians. The district is responsible for seeing that the dress code is equitably enforced without reinforcing or increasing marginalization or oppression of any group, that student attire does

not interfere with the health or safety of any student, and that attire does not contribute to a hostile or intimidating atmosphere for any student.

Dress Code Philosophy

Homewood-Flossmoor High School's student dress code policy is written to value all individuals and recognize diverse backgrounds and social-cultural identities (e.g. race/ethnicity, gender expression, social class/socioeconomic status, sexual orientation, dis/abilities, religion/religious beliefs, etc.). To ensure effective and equitable enforcement, school staff shall enforce the dress code consistently and in a manner that supports an inclusive environment where all students feel a sense of belonging and safety. The responsibility for the dress and grooming of a student rests primarily with the student and their parents/guardians.

We believe in:

AFFIRMATION AND ACCEPTANCE

- All individuals should be able to dress comfortably for school in a manner that affirms their identity and self expression without fear of body shaming or ridicule.

EQUITY

- Instances of conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

COMMUNICATION

- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.

COLLABORATION

- Students, staff, parents and caregivers work collaboratively to establish policies that meet the needs of all stakeholders.

RESPONSIBILITY TO SELF AND OTHERS

- Enforcement of the dress code will encourage learning and collaboration and should not result in unnecessary barriers to attendance for students and uncomfortable burdens (due to enforcement) for staff.

MANIFESTING CHARACTER

- All students and staff should adapt to evolving circumstances, embrace and lead change while demonstrating respect and empathy for one another.

1. **Basic Principle: *Certain body parts must be covered for all students at all times.*** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, stomach, sides, back and chest area are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. **Students must wear, while following the basic principle of Section 1:**

- a. Shirt with fabric in the front, back and on the sides under the arms that extends to the waistband
- b. Bottom: pants/sweatpants/shorts/skirt/dress/leggings that are worn at mid-hip level and extend to mid-thigh
- c. Shoes must be worn for safety purposes

3. **Students may wear, as long as these items do not violate Section 1:**

- a. Students may wear religious headwear and scarves
- b. Fitted pants, including leggings, yoga pants and skinny jeans
- c. Ripped jeans as long as undergarments and buttocks are not exposed
- d. Tank tops and other tops that cover the student's stomach, sides, back and chest area
- e. Athletic attire that meets dress code requirements

4. **Students cannot wear:**

- a. Images or language that creates a hostile or intimidating environment (hate speech, profanity, pornography, obscenities)

- b. Images or language depicting drugs, alcohol (or any illegal item or activity)
- c. Any clothing that reveals underwear or undergarments
- d. Shirts that reveal a student's stomach, sides, back or chest area
- e. Swimsuits (except as required in class or athletic practice)
- f. Accessories that could be considered a safety hazard or could be used as a weapon
- g. Hats, hoods or other headwear cannot be worn in the building. (Religious headwear and scarves are permitted.)

Dress Code Enforcement of Violations

1. The student will be discreetly referred to the Deans' Office as soon as possible.
2. The dean or administrator will explain the dress code violation.
3. The student will be allowed to change into their own alternative clothing, if available.
4. A second violation of the dress code will result in an appropriate consequence.
5. Subsequent violations of the dress code will result in increasing consequences.
6. Students should not be shamed or required to display their body in front of others (students, parents or staff) in school. “Shaming” includes, but is not limited to:
 - a. asking students to account for their attire in the classroom or in hallways in front of others;
 - b. calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
 - c. accusing students of “distracting” other students with their clothing or being “unprofessionally” dressed.

★ *Application of enforcement must ensure minimal loss of instructional time.*

FIELD TRIPS

A field trip is an extension of the school program, and student behavior is governed by the same guidelines as during the regular school day on campus. Students must:

- Be pre-approved by the teacher for acceptance on the field trip.
- Complete a "field trip consent and clearance" form and have it signed by a parent/guardian.
- Make arrangements to make up work for classes missed while on the field trip.
- Carry the H-F ID card at all times on the trip.
- Ride on school provided transportation at all times.
- Remain under staff supervision and with the field trip group.
- Comply with H-F rules and regulations. Disciplinary action will be taken on any reported offenses.
- Pay to participate in a trip, as trips are self-supporting.
- Students not attending the field trip scheduled for their class are in regular attendance at school.

FRATERNITIES - SORORITIES

Article 31. The School Code of Illinois/1981 defines a public school fraternity, sorority, or secret society as one "which seeks to perpetuate itself by taking in additional members...on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization." The article further states that such organizations are inimical to the public good, that members, pledges, and solicitors may be suspended or expelled by the public school's governing body, and that it is unlawful – and therefore subject to fine – for anyone enrolled in any public school of Illinois to solicit any pupil for membership. Initiations and other activities are not allowed on school premises.

GANG POLICY

"Gangs" as used in this policy shall mean individuals who associate with each other for criminal, disruptive, and/or activities prohibited by law, and/or by the district's rules and regulations. Gangs or gang activities can cause a substantial disruption of or material interference with school and school activities. H-F staff will take a proactive stance in educating students, parents and staff about violence and gangs, promoting preventive and positive alternative activities, and intervening whenever associated signs or behaviors are observed within the school environment. A primary goal of the Board of Education Policy 6300 is to maintain the educational environment as a community free of violence and the threat of gangs. Through this policy, the Board of Education acts to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities of which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation. No student on or about school property, or at any school activity, or at any school-sponsored event wherever held:

- Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, gang graffiti on clothing, sign or other things, in one's locker, book bag or other school or personal item which may be viewed as evidence of membership in, affiliation with, or promotion of any gang or unauthorized school group.
- Shall commit any act or mission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang or commonly associated with membership or affiliation.
- Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:

- Soliciting others for membership in any gangs.
- Requesting any person to pay for protection or otherwise intimidating or threatening any person.
- Committing any other illegal act or other violation of school district policies.
- Inciting other students to act with physical violence upon any other person.

HAZING

No student, either by independent action or by representation or affiliation with a school organization, is to engage in any form of hazing activity. Such action is a violation of school policy and of student rights. Any student engaging in the hazing of another student will be subject to strong disciplinary action. Whether acting alone, with others, or with the assistance of electronic devices or social media, hazing is defined as the following acts:

- Performing an intentional or reckless act directed against a student that endangers the mental or physical health or the safety of a student.
- Coercing, compelling or instructing a student to perform any act that endangers any student's mental or physical health or safety.
- Such actions previously listed may not be used for the purpose of:
 - Initiation into membership.
 - Initiation into an office.
 - Maintaining membership.
 - Condition of membership into any student organization, fraternity, sorority, gang or other secret society while on this campus.

HALL PASSES

Other than passing periods, students are not permitted in the halls unless they are in possession of a properly authorized pass. Teachers are not to give passes out of class except for emergencies or to honor a dean or counselor pass.

LOITERING

Unless students are under the direct supervision of an adult staff member, they must leave campus by 3:15 p.m.

"GOOD NIGHT" RULE

There is a designated arrival time for each major dance or other social function. That time will be announced prior to each event. Students arriving after said time will not be admitted. Once a student has come to an evening activity, he/she is not permitted to leave and re-enter the event.

OFF LIMITS

Students not in their designated class area or the supervised area of the building or campus, including the parking lot during school hours, are "off limits." During the lunch periods, students may use the cafeteria, the washrooms by the gym, the hallway between the cafeteria and gym, and the cafeteria courtyards. Students found off limits will be referred to the Deans' Office.

LATE-START WEDNESDAYS

In order to provide additional professional development for faculty and staff, Wednesdays will be Late-Start Days. There will be no Period 1; Period 7 classes will start at 8:44 a.m. Students are asked to not arrive prior to 8:15 a.m., as supervision will be limited until that time. *Subject to change*

POSTERS / ADVERTISING / FUNDRAISING /

SOLICITATION

Only school-related organizations may solicit, advertise and/or sell on school property. All posters, advertising and fund-raising activities must be approved by the Activities Office prior to being posted. All others are subject to confiscation. Solicitation by out-of-school organizations or businesses will be permitted only through school publications. Solicitations from students on our campus by individuals representing non-profit organizations not officially affiliated with the high school shall be prohibited. Students shall not solicit monetary contributions on our campus on behalf of organizations nor shall they sell merchandise for individual profit.

SCHOOL PROPERTY

Students who damage school property will be charged the cost of the repair or replacement and disciplinary action may result.

STOLEN OR DAMAGED ITEMS

Personal items stolen or damaged in school should be reported to the deans' office. The student may also wish to notify the police if the item is of significant value. The school district is not liable for items lost or stolen from lockers or personal possessions (book bags, jackets, etc.) whether during the school day or afterwards. All items should be secured in lockers with a lock.

TRESPASSING

School facilities and grounds are only to be used by individuals with official school business. Anyone on school grounds during the regular school day is required to check in at the security desk located near the building entrance. Individuals on school grounds without proper authorization, or who are on school grounds outside the regular school day for non-school related purposes, may be charged with trespassing and may be arrested.

VISITORS

As required by Illinois Law, all visitors must report directly to the Security Desk upon entry. Only those persons with legitimate reasons will be allowed in the building. All visitors, including parents, must check in at the security desk and go directly to their destination. Failure to comply will be considered trespassing and violators may be prosecuted. No student will be allowed to bring a visitor (including family, friends or relatives) to school and no visitors are allowed to visit classrooms during instructional time or after-school activities.

EXTRACURRICULAR

H-F Mascot: Victor Viking

Male sports teams are the VIKINGS. Female sports teams are the LADY VIKINGS.

*Fight on you Vikings, fight,
For Homewood-Flossmoor High.
Our banner Red and White
Will fly proud and high in victory.
Our team will claim the fame
Of champions strong and free.
Fight on, you Vikings,
You fearless Vikings,
Fight on to Victory.*

SOUTHWEST SUBURBAN CONFERENCE

Andrew H.S. • Bradley-Bourbonnais H.S.
Bolingbrook H.S. • Homewood-Flossmoor H.S.
Lincoln-Way Central H.S. • Lincoln-Way East H.S. •
Lincoln-Way West H.S. • Lockport H.S.
Sandburg H.S. • Stagg H.S.

INTERSCHOLASTIC EXTRACURRICULARS THAT FALL UNDER THE TRAINING REGULATIONS:

ACTIVITIES

Band • Chess • Choir • Contest Play • Debate •
DECA • EDDA (Literary Magazine) • Fencing •
Group Interpretation • Mock Trial • National Honor
Society • Odin (Yearbook) • Scholastic Bowl •
Science Olympiad • Speech • Steppers • Student
Council • Visual Arts • Voyager (Newspaper)

FALL ATHLETICS

Football • Girls Cross Country • Boys Cross Country
Field Hockey • Boys Golf • Girls Golf • Boys Soccer
Girls Swimming • Girls Tennis • Girls Volleyball •
Cheerleading • Dance

WINTER ATHLETICS

Boys Basketball • Girls Basketball • Girls Gymnastics
• Ice Hockey • Wrestling • Boys Swimming
Cheerleading • Dance

SPRING ATHLETICS

Badminton • Baseball • Boys Gymnastics Lacrosse •
Girls Soccer • Softball • Boys Tennis • Boys Track •
Girls Track • Boys Volleyball • Boys Water Polo • Girls
Water Polo

INTERSCHOLASTIC ELIGIBILITY

To be eligible for participation in interscholastic contests or activities, a student must have earned 2.5 credits during the previous semester. Up to 1.0 credits of earned summer school credits may be applied to the prior spring semester total to qualify for first semester eligibility following the summer session. Application of credits earned in summer school may not be duplicated. Correspondence classes may not be used towards eligibility. Per the IHSA, a student is required to complete his or her eligibility within four years of enrolling in 9th Grade.

WEEKLY ELIGIBILITY CHECK

- Ineligibility period begins the next Monday and covers one week.
- Participants must earn 2.5 credits weekly.

SCHOLASTIC ENCOURAGEMENT

The coach/sponsor should:

- Keep informed of the scholastic standing of squad members and encourage them to improve academically.
- Check the ineligibility list each semester.
- Drop all non-participants and/or ineligibles immediately and add all new eligibles promptly.

H-F TRAINING REGULATIONS

Philosophy

Administration, coaches and sponsors believe all students should conduct themselves as responsible representatives of Homewood-Flossmoor High School. Students who conduct themselves inappropriately will be subject to disciplinary consequences. In an effort to maintain a common standard for all our athletics and activities, the administration has established this philosophy and code by which Homewood-Flossmoor High School students should abide.

Training Code

All coaches and sponsors are required to implement the course of action set forth in these procedures to establish uniformity in dealing with training code violations.

1. Each coach/sponsor may establish additional rules for participation for that sport/activity. These rules and regulations will be discussed with team members after the final selection for the season. Each student will receive a written copy and a copy will also be placed on file in the Athletic or Activities Office. Items which might be included in the section of the rules are:
 - a. Promptness
 - b. Regularity
 - c. Worth ethic
 - d. Attitude
 - e. Academic achievement
 - f. School citizenship
 - g. Curfew hours
 - h. Eating habits
2. Participants are expected to respect the law as students, athletic/activity members and citizens. Students will receive an Athletic/Activity Training Regulations form, which must be signed by the student and his/her parent(s)/guardian(s). It will be turned into and kept on file in the Athletics

or Activities Office. The Training Regulations will be in effect for one calendar year, whether or not the student is actively engaged in their sport/activity at the time of the violation. The coach and/or Athletic Director or sponsor and/or Activity Director will investigate any alleged violation of the code. Full cooperation is expected in any investigation. Violations that will affect the student's participation with regards to student gatherings without parental supervision include, but are not limited to:

- a. Hazing or theft
- b. Being in the presence of, possession, use, distribution, or sale of drugs, look-a-like drugs, paraphernalia or controlled substances
- c. Being in the presence of, possession, use, distribution or sale of alcoholic beverages
- d. Being in the presence of, possession, use, distribution or sale of tobacco in any form

If a violation is determined to have occurred, the following procedures will be implemented.

A. First Violation

1. In Season:
 - a. Suspension from meetings, practice and contests for two calendar weeks.
 - b. A serious violation of this section of the code could result in expulsion from the team.
2. Out of Season:
 - a. The minimum penalty will be suspension from meetings, practice, and contests for two calendar weeks of the next sport season in which the student participates.
 - b. A serious violation of this section of the code could result in expulsion from the team.

3. If applicable, the student and parent(s)/guardian(s) will be referred to the Student Assistant Coordinator and the suspension may be reduced to one calendar week if the student attends and completes a school-sanctioned intervention/ prevention program paid for by the parent(s)/guardian(s).

B. Second Violation

1. In Season:
 - a. Suspension from meetings, practice and contests for four calendar weeks.
 - b. A serious violation of this section of the code could result in expulsion from the team.
2. Out of Season:
 - a. The minimum penalty will be suspension from meetings, practice and contests for four calendar weeks of the next season in which the student participates.
 - b. A serious violation of this section of the code could result in expulsion from the team.
3. If applicable, the student and parent(s)/guardian(s) will be referred to the Student Assistance Coordinator and the suspension may be reduced to two calendar weeks if the student attends and completes a school-sanctioned intervention /prevention program paid for by the parent(s)/guardian(s) and completes 20 hours of approved community service.

C. Third and Subsequent Violations

1. Expulsion from athletics/activities for one calendar year
2. If applicable, student and parent(s)/guardian(s) will be referred to the Student Assistance Coordinator and the suspension may be reduced to six months if the student

attends and completes a school-sanctioned intervention program paid for by the parent(s)/guardian(s) and completes 40 hours of approved community service.

D. Voluntary Admission

1. The admission regarding substance abuse will be treated as a first offense and will not result in a two-week suspension.
2. In such cases, contact with the Student Assistance Coordinator is mandatory.
3. The purpose of this provision is to allow a student to seek help.
4. A student may NOT use this voluntary admission if the violation is already public knowledge.
5. A student may only use this provision once.

E. Reinstatement

1. Parent(s)/guardian(s) will be notified in writing of all violations, suspension dates, and of the procedure required for reinstatement of athletic/activities eligibility.
2. The student who has been suspended must meet with the Athletic or Activities Director for reinstatement of eligibility, indicating an understanding of the violation & expressing a desire to continue participating at H-F.
3. Prior to reinstatement:
 - a. A first violation offender must meet with the Student Assistance Coordinator to arrange a mandatory evaluation by an outside agency.
 - b. A second subsequent violation offender may have to engage in counseling sessions with one of the district's social workers and attend a mandatory evaluation by an outside agency.

The purpose of this procedure is to promote a positive avenue of dealing with a potentially serious problem. The suspension will continue until a letter is submitted.

ATHLETICS

PHILOSOPHY

Homewood-Flossmoor High School seeks to provide a broad and varied program of interscholastic athletics that will meet the needs and interests of students. The administration and the coaching staff are primarily concerned with assisting students in acquiring the educational values inherent in a fine athletic program. Athletic participation at Homewood-Flossmoor serves as an integral part of a student's educational experience. This athletic experience contributes greatly to the knowledge, skills, and emotion patterns possessed by the student. It is our belief that athletics provides each student the potential to become a better person and citizen. Participation in athletics is a privilege, not a right, and carries with it responsibilities to the school, team, student body, community, and the athletes themselves. In play and in conduct, athletes represent all of these groups. Therefore, athletes are encouraged and motivated to strive to be a winner and to excel with the principles of good sportsmanship and fair play. The athletic program is administered under the guidelines and jurisdiction of the National Federation of the State High School Associations, the Illinois High School Association, the Southwest Suburban Conference, and ultimately by the Homewood-Flossmoor District 233 Board of Education.

OBJECTIVES

1. To select activities which are appropriate for the age, sex, and physical capacity of the participants and which meet their current needs and interest.
2. To provide skilled instruction (coaching) in all sports by competent, professionally educated teachers, and leaders.
3. To place the welfare of the participants above any and all other considerations.

4. To provide proper medical supervision for all facets of the sport program.
5. To provide properly fitted equipment that is specifically designed for the particular sport and which affords maximum protection and the greatest freedom of movement.
6. To provide facilities that are official and which provide the optimum health and safety standards.
7. To provide a continuous program of school-community relations which emphasize the values of athletics as an integral part of the total educational curriculum.
8. To complement and supplement the goals of general education and those of Homewood-Flossmoor High School.
9. To provide equitable competition in a broad variety of interscholastic athletics.
10. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of each participant.
11. To encourage students to become participants and to participate in a variety of sports within the programs.

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)

Key Provisions Regarding IHSA Rules

IHSA — Eligibility

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

represent our school in interscholastic competition. Any question concerning your eligibility should be referred to the athletic director, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA executive director is authorized to make formal rulings on eligibility, so if you have questions contact the H-F AD. Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact the H-F AD. ***The complete set of IHSA by-laws and policies is available at www.ihsa.org.***

IHSA — School Team Sports Season

- Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin to practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - A school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

- Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

IHSA — Age — You will be ineligible on the date you become 20 years of age, unless your 20th birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your 20th birthday occurs.

IHSA — Physical Examination — You must annually have placed on file with your athletic director or school nurse a certificate of physical fitness, signed and stamped by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam. The physician's report must be on file with your high school athletic director or school nurse.

IHSA — Attendance

- You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- If you attend school for 10 or more days during any one semester, it will count as one of the eight semesters of high school attendance during which you may possibly have eligibility.
- If you have a lapse in school connection for 10 or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the executive director to determine if it is "lapse in school connection" or not.

IHSA — Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court or court-appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- You attend the public high school in the district in which you live full time with both of your parents, custodial parent, or court-appointed guardian; or
- You have paid tuition to attend a public school for a minimum of 7th and 8th Grades in a district other than the one where you live with your parents, custodial parent or court-appointed guardian and you continue to pay tuition as a high school student in that same district; or
- You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th Grades, or for any four grades from Kindergarten through 8th Grades; or
- You attend the private/parochial high school which one or both of your parents attended; or
- You attend a private/parochial high school located within a 30-mile radius of the residence where you live with your parents, custodial parent or court-appointed guardian.

IHSA — Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA

office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.

2. If you transfer after classes begin for the current school term, you will definitely be ineligible for 30 days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the season has started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court-appointed guardian from one public school district to a different public school district;
 - b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court-appointed guardian change residence to the district attendance area for the school to which you transfer;
 - c. The IHSA removes the automatic eligibility provision for the first-time transfers from a private school to a home public school, or from a private school to another private school, and requires in the case of any transfer not accompanied by a change in residence to another high

school attendance area that the transfer be necessitated by (a) the student is enrolling for the first time in the student's home public member high school high school with boundaries (b) a change in the family's financial position or (c) extenuating circumstances documented by the sending school.

- d. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA office.
5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA executive director.
7. In all other transfer situations, a ruling by the IHSA executive director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

IHSA — Playing in Non-School Competition

- During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA office prior to any such participation.
- You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

IHSA — All-Star Participation

- After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:
 - The high school season in that sport has been completed.
 - You may lose your eligibility for other interscholastic sports if you play in

all-star competition in any of these sports under any other conditions.

- You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

IHSA — Amateur Status

- If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
- For participating in competition in an interscholastic sport that wins an IHSA State Championship, you may receive any type of award (except cash, check or legal tender) that does not exceed \$200 fair market value. There is no limitation on the value of your school letter for athletic honors or recognition in that sport.
- The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the executive director before you may compete again.

IHSA — Recruiting of Athletes

- The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- You will lose your eligibility if you receive special benefits or privileges as a

prospective student-athlete, which are not uniformly made available to all students who attend your school.

- You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
- It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school.
- It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
- Note: If you are interested in finding out more information about a school, contact the principal or an administrator at the school, not a member of the coaching staff.

IHSA — Coaching Schools

- A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring

and the opening of school in the fall) within the following criteria:

- You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar.
- You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

IHSA — Misbehavior During Contests

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

STUDENT-ATHLETE PROVISIONS

Athletic Tryouts

- All potential athletes must go to the Homewood-Flossmoor Dashboard at <https://hf.8to18.com/accounts/login> to register for tryouts. Click on "Create an Account" and enter your own email and create a password. Please remember this password as you will use this for the years to come for all of your children.
- All physicals are only good for 395 days from the signed date. The freshman physical required for enrollment is used as the freshman sports physical. All other athletes must use the IHSA physical form and get a new physical every year. Physicals must be turned into the Athletic Office prior to tryouts. Tryouts refer to cut and non-cut sports.

- All athletes and a parent/guardian must sign off on the following informational documents through the 8to18 Dashboard:
 - IHSA Performance Enhancing Substance and Concussions
 - Sudden Cardiac Arrest/Eating Disorders/Heat Illness
 - Athletic Trainers Treatment Consent
 - Hazing
- All freshmen, first-time H-F athletes and transfer students must attend the Athletic Training Rules/Code of Conduct meeting scheduled at the beginning of his/her first athletic season. All athletes and a parent or guardian must sign off on the information through the 8to18 Dashboard.

Injuries

- All student athletes are expected to report all injuries to the coaches and athletic trainers for evaluation.
- If a student needs medical care, a coach or athletic trainer will:
 - Notify the parents and make arrangements through them for hospital or medical care.
 - Fill out an accident report form.
 - Have the student obtain an insurance form from the Athletic Department secretary when he/she returns to school if he/she has been to a physician or to the hospital.

Head Injuries — Any student who sustains a head injury that results in a concussion will be subject to H-F Concussion Protocol. This protocol contains aspects of both return-to-academics and return-to-physical/athletic activity progressions. The student will be monitored through these progressions by the student's physician and the school's Concussion Oversight Committee. These progressions are in line with recommendations from the IHSA, NFHS and the CDC.

Return to Academics

- Step 1: Rest at home.
- Step 2: Return to school part time.
- Step 3: Full day of school attendance.
- Step 4: Full academic participation.

Return to Physical/Athletic Activity

- Step 1: Light aerobic activity/modified Physical Education participation.
- Step 2: Increased aerobic activity/modified Physical Education participation.
- Step 3: Non-contact athletic activity related to a specific sport or skill/modified Physical Education participation.
- Step 4: Full-contact athletic activity and Physical Education participation (physician clearance required).
- Step 5: Return to interscholastic competition.

CONCUSSION POLICY

Board of Education Policy #6521

Any student who is suspected of having suffered a concussion or head injury during a physical education class or any recreational athletic activity of the school shall be removed from the activity and referred to the school nurse or other certified emergency medical personnel. The school nurse or other certified medical personnel or designated school personnel shall notify the student's parent/guardian and take such further action as deemed necessary. A "student athlete" is any student who tries out for or participates on any athletic team sponsored by the District. Any student athlete who is suspected of sustaining a concussion or head injury shall be removed from participation or competition at that time. When so removed from an interscholastic or other competition including any practice session, a student athlete may not return to the contest or the practice unless cleared by a physician licensed in Illinois to practice medicine in all of its branches or a certified athletic trainer. If not so cleared to return to that contest or practice, a student athlete cannot return to play or practice until the student has provided the school

with a written clearance from a physician licensed in Illinois to practice medicine in all of its branches or a certified athletic trainer working in conjunction with a physician licensed in Illinois to practice medicine in all of its branches. Information regarding this policy and concussion information shall be made available to student athletes and their parents/guardians before the student athlete is allowed to participate in any interscholastic athlete activity or practice for any athletic team. The athletic director shall take such steps as are necessary and establish a procedure to assure that student athletes and their parents/ guardians have signed for the receipt of information regarding this policy and concussions. The athletic director shall provide educational materials made available by the IHSA to educate coaches, student athletes, parents/ guardians of student athletes and all P.E. teachers about the nature and risks of concussions and head injuries including the consequences of continuing to play after a concussion or head injury.

—Board of Education, 9/20/11

Performance-Enhancing Substance Testing Policy

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

MEDICAL RELEASE

Nationally certified and state-licensed athletic trainers are employed throughout the fall, winter, and spring athletic seasons to prevent, assess, treat and rehabilitate injuries. If your child consults a

physician, with or without a referral from the athletic trainers, he/she cannot return to practice or competition unless a medical release from the physician allowing them to participate has been submitted to one of the athletic trainers or the Athletic Department.

TRANSFER STUDENTS

A transfer student is anyone who has attended another high school or an incoming freshman who transferred into H-F after the first attendance day of the new school year. In both cases, the transfer student must be cleared by the Athletic Office and the IHSA before he/she will be allowed to participate in athletics.

PARTICIPATION PHILOSOPHY

At H-F the goals of the interscholastic athletics program are to provide participation opportunities when facilities and staffing can sustain those opportunities and to promote both positive sportsmanship and the value of competition. H-F strives to promote the development of team and individual skill, while providing an exemplary overall experience that fosters an emotional, physical and intellectual foundation for growth and well-being. Spirit, loyalty, confidence, self-esteem and enjoyment of the sport are noticeable components of a positive experience.

TEAM SELECTION

H-F recognizes that safety, facility availability, sport culture, competition opportunities and coaching staff size as well as the specific nature of some sports may require team/roster size limitations be imposed on some sports in order to conduct a safe and educationally viable program. When team/roster size limitations occur, a competitive tryout will be conducted to determine the make-up of the team. Each level of a program will be responsible to establish and to announce guidelines for their own team's tryout procedures to the prospective squad members prior to the tryout

period. Coaches will evaluate student-athletes using a pre-approved rubric throughout the tryout process. The results of the tryout will be announced in a timely manner, and student-athletes have the right to request their individual tryout rubric. Various SWSC rules may affect selection to teams. Because the necessity to restrict team/roster sizes in any sport may vary from year to year, students and parents may contact the head coach in any program to receive current information on team/roster sizes and the selection process in advance of tryouts.

FRESHMAN — It is the goal of the coaching staff at the freshman level to provide an opportunity for student-athletes to participate in each contest provided they are exhibiting positive behaviors (on and off the field/court) in addition to putting forth daily effort. An emphasis on fundamentals will be stressed, while at the time implementing program beliefs and philosophy. Playing time is not a right, rather a privilege. Student-athletes EARN the privilege to play increasing amounts of time. At the discretion of the coach, student-athletes who have not attended practice consistently or whose efforts in practice do not enhance the team dynamic may not receive playing time.

SOPHOMORE/JV — Once again student-athletes earn the privilege to play in each contest. Skill development is more specifically linked to playing time at this level since one objective of participation at these levels is to prepare the student-athletes for the Varsity level. Team membership includes the opportunity to learn and improve in the sport through attendance and participation in practice, but does not guarantee more than limited game time.

VARSITY — Varsity membership is based on overall conditioning (both in strength and fitness), ability, attitude, consistent effort, knowledge of fundamentals and commitment to the program. Again student-athletes EARN the privilege to make

the team and play. The best student-athletes, at the coach's discretion, play as much as required in an attempt to achieve competitive excellence and win the contest.

At the discretion of the level coach, student-athletes who have not attended practice consistently or whose effort in practice do not enhance the team may not receive playing time. At all levels, an important outcome of participation for H-F student-athletes should be the enjoyment of team membership and a positive relationship with teammates and coaches.

ATTENDANCE AT PRACTICE

- Attendance at every practice is essential and excused/unexcused absences will be noted. If a coach is unable to resolve the nature of an absence through discussion with a student-athlete, the athletic director will be asked to assist in determining the status of the absence.
- Consequences for an unexcused absence may include reduced or no playing time in a subsequent contest. Recurring unexcused absences will require a conference between student-athlete & coach with the result to be an appropriate consequence for the unexcused absence and a commitment by the student-athlete for future appropriate practice attendance. Dismissal from a team may also occur under these circumstances.
- Student-athletes who experience academic conflicts or require additional contact with a teacher may honor those commitments or seek assistance without disciplinary penalty. The student-athlete is obligated to reach a member of his/her coaching staff (preferably the head coach) in advance when unable to attend practice for academic reasons. Coaches will use their prerogative to determine the impact on

playing time of these absences. Recurring absences for academic reasons may result in a recommendation for the student-athlete to not continue with his/her sport in order to meet the demands of the school's academic program.

DUAL PARTICIPATION

- No athlete shall be permitted to participate simultaneously in two or more sports during the same sport season unless both coaches agree.
- Athletes shall be encouraged (not discouraged) to participate in a variety of the interscholastic sport offerings.

CHANGING SPORTS

- No athlete removed from or who removes himself from an athletic team will be permitted to begin practice in another sport until the season of the sport in which he/she was involved has been completed.
- A season is "completed" after the team has played its final interscholastic contest.
- An athlete may be permitted waiver of this policy by agreement of the head coaches involved (the one he/she left and the one he/she is going to) and final approval by athletic administration.
- Under no circumstances should a change of sport occur without first carrying out the above process.

ATHLETES ABSENT FROM SCHOOL

- A student athlete absent from school on the day of an athletic contest cannot participate in a contest on that day.
- If the student had previous permission from the administration to be absent, he/she may participate and/or practice.
- A student absent on Friday may participate in Saturday practices and/or contests.

- If a student is absent for one-half day only, he/she may participate in a contest or may practice on that day providing the absence was an excused one.
 - At least three periods on a 50-minute day
 - At least two periods on a block day
- It is the responsibility of all coaches to check the absentee and suspension lists and not let students practice or participate in a contest on the day(s) they are absent or suspended. Attendance records should be kept accurately.

ATHLETES & PHYSICAL EDUCATION

- If a student drops or is dropped from a varsity squad, the student's schedule for physical education will remain the same, unless schedule change possibilities are available.
- Varsity team members may be excused from participation in physical education on the day of an athletic contest. This determination is the sole responsibility of the student's physical education instructor.
- A physical education exemption is allowed while participating in a sport. Athletes should see their counselor for the petition form.

DRESS CODE & TRAVELING

- Team members always dress appropriately when traveling or attending special banquets.
- Athletes requesting not to ride the bus to/from a contest must submit an email to and receive approval from the Athletic Office at least 24 hours in advance.

POST-SEASON EQUIPMENT

At the conclusion of each season, each participant is expected to attend a prearranged meeting with their coach to return uniforms/equipment and to remove any remaining personal items from their

locker. Please make arrangements with a teammate, coach, or parent if you are unable to attend the meeting. A fee will be assessed for unreturned items and charged to the student-athlete's school account.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY DRUG TESTING

Board of Education Policy #6525

The Board of Education believes that the use of alcohol or drugs by students who participate in interscholastic athletics presents a particular hazard to the health, safety and welfare of the student athlete and to those who compete with the student. The Board encourages students to participate in interscholastic athletics, but believes the opportunity to try-out and participate in school sponsored interscholastic athletics is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to try-out for, or to participate in, any school-sponsored interscholastic athletic program, students must agree to submit to testing for the use of drugs, if selected, in accordance with this policy. The purpose of this policy is to protect the health, welfare and safety of students engaged in inter-scholastic athletics. It is better to assure the student athlete's health and physical fitness to participate in athletics and not to provide a means which the district may use to punish a student athlete other than by disqualification from participation in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for, participate in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for, participate in interscholastic athletics and for no other disciplinary purpose. The superintendent shall establish a procedure for Board Approval for drug testing of students participating in interscholastic athletic competition. — Approved 9/19/89

H-F ATHLETIC USER FEE

In 1996, the Board of Education policy regarding Athletic User Fees went into effect. If you have any questions, call 708-799-3000, ext. 5004.

Q: Which athletic activities are required to pay the fee?

A: Any participant in a program offered during the school year under the direction of the Athletic Department. These activities include: Badminton, Lacrosse, Baseball, Dance, Basketball (Boys & Girls), Soccer (Boys & Girls), Cheerleading, Softball, Cross Country (Boys & Girls), Swimming (Boys & Girls), Field Hockey, Tennis (Boys & Girls), Football, Track (Boys & Girls), Golf (Boys & Girls), Volleyball (Boys & Girls), Gymnastics (Boys & Girls), Water Polo (Boys & Girls), Ice Hockey and Wrestling.

Q: How much is the fee?

A: Every athlete pays \$50 per sport. However, there will be no charge for the third sport in the same school year.

Q: Are there any individuals who do not have to pay the fee?

A: Yes, an athlete on the Free Lunch Program will be granted a waiver. Also, any student who fulfills the student assistance positions as managers, scorekeepers, statisticians or trainers will also be granted a waiver.

Q: When & where are the fees to be paid?

A: After receiving the email stating your student has made a team, log on to hf.8to18.com to pay the Athletic User Fee. An athlete will no longer be permitted to practice or compete if payment is not received in two weeks.

Q: Are fees refundable?

A: Only under special circumstances and with approval of the athletic director.

Q: Does paying the fee guarantee playing time?

A: No. Playing time is at the discretion of the coach.

GENERAL ATHLETIC AWARDS

No athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and coach shall participate in the athletic award ceremonies or receive an award. The officially encouraged award apparel for display is the white or red sweater or a white or red sleeved letterman's jacket. The awards are identified as follows:

- Freshman: -inch red chenille class numerals for year of graduation.
- Sophomore: -inch red chenille block H-F.
- Junior-Varsity: -inch red chenille script H-F.
- 1st-Year Varsity: -inch white chenille script H-F with sport insignia.
- 2nd-Year Varsity: -inch chevron with sport insignia.
- 3rd-Year Varsity: Small plaque with name, sport and year.
- 4th-Year Varsity: Large plaque with name, sport and year.

Additional guidelines:

- An athlete will receive only one letter at the lower levels during his/her high school career.
- An athlete will receive only one varsity letter with insignia per sport during his/her high school career.
- An athlete who is a three-sport team member will be awarded a white star-shaped chenille patch with the words "All-Around" in the center.
- Any varsity team winning a state series team championship or placing 4th or higher at the State Meet will receive a 7-inch chenille State of Illinois patch. The color of the patch will be white with red letters.

ACTIVITIES

The Activities Programs are administered under the guidelines and jurisdiction of the National Federation of State High School Associations, the Illinois High School Association, the Southwest Suburban Conference, Activity Specific Associations, and ultimately by the District 233 Board of Education. Participation in activities at H-F serves as an integral part of a student's educational experience, reinforcing the belief in the fundamental worth and dignity of all individuals, recognition of diversity of backgrounds, abilities, interests and aspirations, and learning to respect the rights of others. The Activities Department strives to provide a variety of lifelong learning opportunities through extracurricular/co-curricular programs to strengthen academic aptitudes, promote community service, develop social skills, learn effective coping mechanisms for emotional responses and relationships, cultivate leadership and governance, compete in interscholastic activities, appreciate artistic performances, inspire creativity and ingenuity, chronicle accomplishments and stories, and develop communication skills. The Activities Department is responsible for the following programs, events, and services:

ACTIVITIES

- Honor Societies – *Recognize commitment to academic success & service*
- Peer Services – *Provide academic and social assistance*
- Student Government – *Governmental procedures, New Club Petitions, Homecoming Pep Assembly, Bon Voyage*
- Competitive Activities – *SWSC, IHSA and Activities State/National Associations*
- Performance Groups – *Music, Dance & Theatre*
- Special Interest Groups – *Student-initiated clubs*

- Media – *Provide school-wide, athletic and club announcements & highlights*

DANCES • EVENTS

Freshman Orientation • 8th Grade Day • Voyage to Excellence

DANCE EXPECTATIONS, RULES & DRESS CODE

Homecoming, Turnabout & Prom

- Only one guest is allowed at a dance with a ticket purchased in advance.
- Guests must be in high school or under the age of 21. Guests must present a current student ID, State Drivers License, or State-Issued ID.
- You must check in by 9 p.m. No one will be admitted into the dance after that time.
- Good Night Rule - Once you enter and sign in at the door, you are not permitted to leave and return again.
- Smoking and smoking devices are not permitted on campus or at any school-sponsored event.
- No one is permitted into the event that is under the influence of drugs or alcohol.
- Possession and/or distribution are also prohibited.
- Searches of individuals will be conducted if there is reasonable suspicion that he/she has alcohol or drugs in possession.
- If it has been determined by the deans that an individual has abused or is in the possession of alcohol/drugs, appropriate actions will be taken.
- No backpacks or bags permitted.
- Civility towards staff, students and other guests is expected.
- Guests are to adhere to the H-F Dress Code.
- Please be advised that inappropriate dress will be dealt with by the deans.

Suggested/Acceptable Attire

- The length of the dress and all slits should not be any higher than the mid-thigh.
- The neckline should not plunge below the breast and the sides of the breasts need to be covered.
- Back exposure is permitted as long as the dress does not plummet below the hip line.
- Tuxedo, suit, pantsuit, sport coat and dress pants, dress shirt and tie (optional)
- Pants may not be worn below the hip line.
- Keep it classy and appropriate.
- If there are any doubts, feel free to bring a picture of your outfit to the Deans' Office prior to the event to receive preapproval.

Those with inappropriate attire, as decided upon by the deans or chaperones, may be excused from the dance without a refund. **Guest forms are due to the South Deans' Office by 3:15 p.m. on the Tuesday before each dance or 11 days prior to prom. No guest tickets will be sold without preapproval of the guest form. No exceptions! Dance tickets are non-refundable.**

JOSTENS

Jostens is the official provider for memorabilia of Homewood-Flossmoor High School. To pre-order class rings/tags, graduation products and yearbooks, visit:

www.jostens.com/apps/store/customer/1075190/Homewood-Flossmoor-High-School/

Graduation Caps & Gowns

- Measurements for seniors will be collected during registration in August.
- Cap & gowns will be distributed after the graduation rehearsal in May.
- Cap and gown package that was included in your H-F registration in August already

includes a tassel for the ceremony and for you to keep.

- The Status Tassel, available for purchase online, is just an additional keepsake option.

Rings & Graduation Products

- Order class rings/tags or graduation products, keepsakes and apparel online.
- Graduation announcements/invitations must be ordered by March 1.
- Purchases will be mailed directly to the home.

Yearbooks & Senior Recognition Ads

- The annual *Odin* Yearbook is 256 pages of full-color memories.
 - When ordering online, you can pay with PayPal, debit card, credit card or electronic check. You will have the option to pay for the book in monthly installments if you use a credit card.
 - Yearbooks will be mailed home directly from Jostens in the fall of the next school year.
 - Yearbook ads are a great way to celebrate the successes and milestones of your graduating senior, and to reflect on the person he/she has become. Show your pride and support your school at the same time. Create your ad online.
-

VISUAL IMAGE PHOTOGRAPHY

Visual Image Photography (VIP) is the official photographer of Homewood-Flossmoor High School. All purchases will be mailed directly to the home. To order portraits, view and purchase event candids and game coverage candids, visit:

www.vipis.com/group/1ccc922a/homewood-flossmoor-high-school

Yearbook Photos

All students are expected to adhere to the H-F Dress Code by wearing appropriate attire for their school yearbook picture. This includes messages, graphics and proper body coverage. The senior portrait attire is more formal than Grade 9-11 yearbook pictures. Seniors should wear a dressy or professional shirt (dresses, vests, jackets and ties are optional).

Freshmen-Juniors

- Pictures are taken the first Monday of school in the Fieldhouse and South Gym during PE, Driver's Education, and Health classes.
- All new students or students with academic, graduation, PE and sports waivers should report to any of the locations when convenient in their schedule.
- Please bring the original pictures mailed to the home when arriving for your retake picture.

Senior Portraits

- In order to appear in the yearbook, all seniors must have their photo taken by VIP. Photographs submitted from other studios will NOT be accepted into the yearbook.
- VIP will be at H-F to take senior portraits in the evening during the school year during his/her senior year. To make appointments for your senior portraits, please sign up at <http://studio.il.vipis.com/senior-portraits/scheduling> or call 888-975-4676.
- Yearbook Deadline: Your photo selection must be taken by VIP by March 15, 2023,, in order to appear in your school's yearbook. Due to the yearbook printing contract, no exceptions will be made. If you do not select an image, one will be selected for you by VIP.

VIP types of sessions for senior portraits (prices are subject to change):

1. Traditional Head and Shoulders Session:
These are the photos that you will choose from for your yearbook. There is no sitting fee for this session and you will have 7-10 images on the yearbook background to view.
2. Traditional Head and Shoulders Session with Cap and Gown: This session includes the traditional head and shoulders images, as well as additional images in your school's cap and gown. The sitting fee is \$15 and you will have 10-20 images to view.
3. Premier Session: This session includes the traditional head and shoulders images, along with additional poses and backdrops in the same outfit. Personalize this session with props or buddy shots with friends for no extra charge! The sitting fee is \$35 and you will have 25-30 images to view. Cap & Gown photo is included.
4. Paramount Session: This session includes the traditional head and shoulders images, along with additional poses and backdrops in your yearbook outfit, plus one change of clothes. Personalize this session with props or buddy shots with friends for no extra charge! The sitting fee is \$45 and you will have 40-45 images to view. Cap & Gown photo is included.

Proofs will be available online, and photos can be ordered from any of the four types of sessions. Package and pricing information will be provided after your photo session.

Proof Books: VIP provides free online viewing for all photographed seniors. You may also purchase a proof book for \$50. The proof book is an 8.5-x-11-in. spiral bound book containing all of the images from your senior's session, along with coupons to be used towards your print order. *NOTE: Proof book and*

online images will be watermarked and have not yet been color corrected, retouched or cropped.

Graduation Candids

VIP will be at graduation to take candid photos throughout the day. Photos will be available for purchase in the “After School Events” gallery on the website.

Athletic Team & Individual Pictures

Athletes can take team/individual pictures on the assigned sports’ season picture day. Athletes will fill out an identification form prior to being photographed for online purchases. Buddy pictures – the names of all the buddies in the photo need to be listed for ordering reference.

Athletic Candids & Specialty Products

- VIP will be at various athletic competitions to take game coverage candid photos throughout the year.
- Photos will be available for purchase in its appropriate sports “Season” gallery on the website.
- IHSA State Athletic game coverage candid photos are also available for purchase.

Prom Portraits

VIP will be on site to take portraits. Photos will be available for purchase in the “After School events” gallery on the website.

Activities & Performances Candids

VIP will be at various event/performances to take candid photos throughout the year. Photos will be available for purchase in the “School Day,” “Performances” and “After School Events” galleries on the website.

Senior Portraits — Library Wall

In addition to appearing in the H-F *Odin* yearbook, seniors also have an opportunity to be featured on the graduation wall at the school, which is typically

posted at the end of the school year on the library windows. This wall includes the seniors’ photos taken for the H-F *Odin* yearbook, provided by VIP. If a student chooses not to have a photo taken by VIP, he or she can submit an appropriate headshot to the H-F Public Relations Office (hfinfo@hf233.org) by the May deadline to be included on the graduation wall. The photo cannot be a “selfie” and must be school appropriate. In early May, there are also opportunities to have a headshot taken by the H-F PR Office, specifically for use on the graduation wall. Due to contractual agreements and printing deadlines, submitted photos and those photos taken by the H-F PR Office cannot be used in the H-F *Odin* yearbook.

CLUBS & ACTIVITIES

H-F staff encourages all students to be involved in an extracurricular activity, whether it is sports or other IHSA competitive activities, or one or more of the following activities. Activities are announced on VTV and information is available in the Activities Office. Should a student have a desire to begin a new club, information can be picked up in the Activities Office.

BUS PASSES

Students may ride the 4 p.m. activity buses with authorization via a special pass from the sponsor of the club in which the student belongs.

POSTERS

Only school-related organizations may solicit, advertise and/or sell on school property. All posters for meetings, advertising and fundraising activities must be approved by the Activities Office prior to being posted. All others are subject to confiscation. For out-of-school organizations, refer to the Posters-Advertising-Fundraising-Solicitation of the Student Conduct Code section.

H-F ACTIVITIES & CLUBS

Anime Club

Anime Club is for students who have an interest or curiosity about Japanese animation. Each meeting we watch a theme-related anime show/movie that has been chosen by the club officers or participate in an activity related to anime. We also have monthly trivia days, drawing workshops, anime discussions, holiday parties and more. We participate in school-wide activities including Voyage to Excellence, yearbook photos and working the concession stands. Anime Club is a positive and safe place for students to hang out with others who share a similar passion for anime and be able to enjoy themselves. The club meets weekly until 4 p.m. and once a month until 6 p.m.

Athletic Training Aides (ATA) Club

This club gives real-world experience to those interested in pursuing a career in healthcare. H-F students participating in this club are given the opportunity to participate in the healthcare of H-F's student-athletes under the supervision of certified and licensed Athletic Trainers. Athletic Training Aides get the unique experience of being able to be present on the sidelines of all of H-F home athletic events while being taught the concepts of injury management, assessment and rehabilitation. ATAs must meet requirements in observing and working in the training room set by the certified Athletic Trainers. Applicants are encouraged to participate in the summer camp and the *Sports Medicine* class offered at the honors level.

Auto Club

Auto Club is a place where you can learn a variety of skills in addition to assist the club with its main goal of training, maintenance, repair and upgrading of the only school-sponsored drag race car in the state. The Vikings Race Team placed 1st at the Byron Track Championship in 2019 and 6th

Place in 2018. Races take place on weekends April through October. The following are some things you will learn about or train for: job skills, teaching, business management, team-building skills, other performance applications, public relations, fundraising, life finance, and sales. Anyone can join, as long as they can abide by all the safety rules.

Band / Non-Competitive SWSC

Band Club is a combination of all bands at H-F, including Symphonic Band, Wind Ensemble, Concert Band and Percussion Ensemble. All of the bands have elected officers and as the larger Band Club, take part in fundraisers during the year to help generate funds for supplies not normally covered by the school budget. Band members also participate in the SWSC Band Festival.

Chess / Competitive SWSC

The H-F Chess team competes in a variety of competitions throughout the year in dual meets against our conference schools, school invitationals and in the state tournament. Competitors at every skill level are welcome, including novices desiring to learn the game.

Children's Play

Annually, around 40 students are involved in the cast and crew of the Children's Play. Auditions are held in August and the play is presented in early fall. Area schools are invited to attend a special school performance. Our Children's Play has received much recognition from the Illinois Theatre Association. Several of our productions have been invited to perform at the annual TheatreFest. This is a great honor, since very few productions in the state are granted an opportunity to perform. Recent productions include *A Year with Frog and Toad*, *Jackie & Me*, *Akeelah & the Bee*, and *The Last Stop on Market Street*.

Chinese Club

The club promotes the study of China, the people, the culture and the Chinese language. Enrichment activities include history and current events, cuisine, martial arts (Taiji), paper cutting for the Chinese New Year decorations, popular games and sports, and TV shows and movies. Through these activities, students will be able to dispel stereotypes and develop a new perspective regarding China and its culture. Club membership appeals to students in the *Mandarin Chinese* classes, but is open to any student interested in Chinese language and culture.

Choir / Non-Competitive SWSC

This club is a combination of all the students involved in the choral program at H-F. Members participate in activities sponsored by their individual choir and general fundraising activities. After auditioning for Choir Chimes, Handbells and Viking Ensemble, students rehearse twice a week for their respective group. These musicians perform at concerts throughout the year and participate in the SWSC Choir Festival.

Christian Leaders Unity Board (C.L.U.B.)

C.L.U.B. provides an inclusive space for Christians to grow in unity, love and leadership. This positive atmosphere allows students to make friends through spiritual discussions. Discussions are led by students. Members participate in team-building activities. Members lead in community-outreach opportunities to make a difference. All students are encouraged to join.

Computer Club

Computer Club provides an atmosphere in which students interested in computers and computer science can share their ideas, knowledge and proficiency with other like-minded students. The Computer Club meets weekly in the Computer

Users Center, which has a wide variety of equipment and software. Sample topics include PC design, repair and gaming. Towards the end of each quarter, the club sponsors a lock-in where students have the opportunity to play a variety of computer games, watch movies and listen to audio recordings.

Contest Play / Competitive SWSC

This is a 40-min. version of a play that is performed with full-stage costumes, makeup, scenery, properties, sound effects and lighting. Actors and technicians rehearse and construct scenery throughout the 3rd quarter and participate in competitive performances at IHSA State in March, as well as participate in the SWSC Workshop. Recent productions include *33 Variations*, *Ernest and the Pale Moon*, and *Burn*.

Debate / Competitive SWSC

The Debate Team strives to be competitively successful, effective, socially conscious and intellectually engaged. We compete locally, regionally, and nationally. Students compete in Lincoln Douglas Value Debate, Public Forum Debate and Student Congressional Legislative Debate. No debater is required to attend all competitions. Competitions include school invitationals, SWSC Championship, IHSA State finals, and several other state and national organizational invitationals. Practices are held 2-3 days a week. First-year students are encouraged to enroll in *Introduction to Debate* and *Debate Seminar* in subsequent years for additional training in the skills of debating.

Distributive Education Club of America

DECA is a business club that is a student-centered organization, designed specifically for students interested in management, business ownership, or in majoring in business administration in college. Activities include field trips, career workshops and conventions, which are held locally, within the state and nationally. DECA members compete at the regional, state and national levels. Competitions include: role plays; economics principles and tests in various industries; written events, such as creating a business plan; and virtual stock market games. If you like business, DECA has an event for you. DECA looks great on a college resume and has many college scholarships available for members. It begins in August with meetings every Thursday. Competitions start in January and end in May.

Economics Club

Economics Club is a way for students to meet and discuss economics topics and learn more about the subject. Students meet to analyze economic trends, interpret the effect of the consumption of goods and services with respect to the allocation of resources, discuss the role of government in the interaction of international, national, state, and local policies, and to apply economic reasoning to their daily lives as citizens. Each year the group will make decisions about what it wants to accomplish, which may include service opportunities.

Environmental Vikings

The mission of the club is to strengthen the bond between students and their natural environment through education, awareness, experience and green activities. Students are provided experiential learning opportunities about environmental topics, issues and concepts through mini classes. The club generally meets twice per month. Club members are also engaged in field-based research projects and conservation projects on the H-F campus and nearby natural areas. Members also develop a stewardship for local flora, fauna and habitats by managing the H-F Organic Garden. Students serve

as liaisons between students and faculty by being Environmental Ambassadors.

eSports Club

Our goal for the Competitive Gaming Club is to have a place for students to enjoy playing games competitively on a team. We aim to increase their competitive gaming skills through forming strategy, learning from other players, effective practice, and playing well as a team. We believe these skills apply not only to competitive games, but also many other aspects of life.

Family, Career and Community Leaders of America (FCCLA)

This student-led group focuses on applying skills and foundations of Family and Consumer Science courses to leadership, service learning and competitive events. Students are expected to be representative of the nature of the discipline of family and consumer sciences. This student-centered club relies on the members to plan, execute and lead service learning with guidance from an advisor. Skill building and competitive events will include all content areas of FCS: early childhood, fashion, apparel, culinary, interior design and leadership.

Fencing Club

This co-ed club practices and competes in tournaments from November through February. Fencers compete in foil, epee and sabre events at the JV and varsity level. Competition is with other high schools in the Chicagoland area as part of the Midwest Fencing Conference. Fencers also compete in the annual H-F Fencing Invite in December. Prior experience in fencing is not required. Instruction and coaching is given to all members. For hygiene reasons, fencers are required to purchase their own mask and fencing glove. The club provides all the rest of the equipment needed to participate.

French Club

French Club is open to all interested students. The club organizes fundraising activities to help pay for trips to French restaurants, such as Mon Ami Gabi and regularly participates in Homecoming festivities. Members engage in various French-related activities, including petanque, a Mardi Gras celebration, and the annual cookie-decorating contest. The club also enjoys French films and holds elections for officers

French Cuisine & Conversation Club

The Club de Cuisine et Conversation allows students to practice speaking French with each other in a relaxed environment while sampling various French foods. Crepes, fondue and Belgian waffles are among the foods served.

French National Honor Society (FNHS)

The establishment of a chapter of the Societe Honoraire de Francais offers several potential benefits to a secondary French program. First, it provides an opportunity to recognize outstanding scholarship in the study of French language through selection for membership. Second, the chapter provides a vehicle for focusing activities around French language and literature and also for encouraging member participation in yearly contests. Additionally, there are opportunities for students to experience leadership by serving as officers, directing the initiation ceremony, or leading other chapter events. Members are required to complete two French-related activities during the school year. Members also tutor an average of two times per week.

Friends of the Library Advisory Board

The mission of this club is to offer students a platform to share their love of reading with others, provide leadership opportunities by including students in the selection of books and materials for the library, plan

school-wide events and activities, and sponsor and raise funds for an annual scholarship. This organization is open to all students. In addition to giving students a voice in what goes on in the library, Friends also gives members a sense of ownership, responsibility and appreciation of literacy. Participants will also feel a sense of teamwork, friendship, cooperation and fun!

Friends of Rachel (FOR)

The group was formed after a presentation called Rachel's Challenge. The club is based on an essay entitled *My Ethics, My Codes of Life* written by Rachel Joy Scott, the first student killed at Columbine High School on April 20, 1999. Rachel's message was one of kindness and compassion towards everyone. Rachel's life has inspired students at H-F to begin a Friends of Rachel chapter. This group focuses on empowering youth to be positive role models not only with their friends and in school, but also in the community. Students participate in activities that keep Rachel's hope alive for a better world so that no child is left behind because of fear and violence in their school.

Group Interpretation (GI) / Competitive SWSC

This is a 30-min. version of any type of literature which is then performed with a uniform costume on a minimalistic set. Sound effects are permitted but no lighting, specific costuming, properties or makeup is allowed. Actors and technicians rehearse and construct scenery throughout the 3rd quarter and participate in competitive performances at IHSA State in March, as well as participate in the SWSC Workshop. Recent productions include *Better Nate Than Ever*, *A Head Full of Dreams: The Life of John Merrick*, and *From Dreams to Drama: Remembering Lorraine*.

High School Play

H-F puts on an annual play in May that entertains audiences for three days. In 1999, students dazzled audiences with *A Midsummer Night's Dream* - complete with a waterfall and outdoor garden placed inside onstage. Recent productions include *Eurydice*, *The Laramie Project*, *She Kills Monsters*, and *Into the Woods*.

Inspirational Voices (IV)

Inspirational Voices is a service organization whose goal is the enrichment and encouragement of its members, the H-F community, and the Greater Chicago community through the performance of Gospel, contemporary Christian and inspirational secular music. All students are encouraged to join. The choir rehearses weekly to prepare for special events and concerts.

Intramural Sports

Intramural opportunities are open to all students in the high school, regardless of his/her abilities. The program promotes the enjoyment of participation against fair and equal competition within our institution. There are several leagues and tournaments played during the various sessions. Intramural activities are co-ed and include touch football, basketball and ultimate frisbee.

Jazz Band

After auditioning for one of the two Jazz Ensembles, students practice weekly and attend workshops October through May. In addition to their winter and spring concerts, these musicians perform at special events, the Pass the Baton concert at James Hart and Prairie State College Jazz Days. Members perform and audition at the IMEA Jazz Festival, where they can earn college scholarships.

Just Like You Club (JLYC)

This club helps to raise awareness and increase understanding and acceptance of people who are living with disabilities. JLYC allows students to

support a culture of inclusion, where all children regardless of ability or specialized needs are accepted and celebrated. This club is open to everyone in the H-F community. It gives students a chance to interact with other students that they might not meet otherwise. The club also gives students from the Life Skills program a chance to experience high school in a more fulfilling way. Throughout the year, we do various service activities (i.e., Respect Week, The R Word Campaign, Holiday Angels and social activities, including lock-ins, dances, Fans in the Stands, and going to Chicago Bulls' games).

Key Club

Key Club is a student-led organization that provides its members with opportunities to perform service, build character and develop leadership. Key Club International is the oldest and largest community service program for high school students. Members of the Kiwanis International family help Key Club members build themselves as they build the schools and communities. Key Club works with local organizations in the community to provide easy access for service hours, which is required by most colleges. A minimum of 30 service hours is expected annually. The club meets weekly to review community service presentations and sign up for service hours.

Leaders In Theatre Ensemble (L.I.T.E.)

This is an intensive, condensed co-curricular course, which provides theatre students with an ensemble experience similar to that of a professional theater. Within the three weeks before the school year begins, students work collaboratively as actors, designers and technicians to plan, rehearse and perform a production. Through their L.I.T.E. experience, students develop their leadership skills and theatrical artistry.

Literary Magazine (EDDA) / Non-Competitive SWSC

This club designs and produces our annual art and literary magazine. Members will critique student submissions of writing and visual art (blind process) and edit pieces, when necessary. Members also create and judge contests, as well as host reading events to inspire and to engage the general student population. Members also have the opportunity to participate in the SWSC Literary Magazine workshop. In May, the collection of writings and drawings is published and sold. The pieces are performed by the *Advanced Theatre Production* students at the annual EDDA Showcase.

Marching & Pep Band

After attending a week-long Band Camp in August to prepare for the year, students practice twice a week from August through October. Members of the Marching Vikings Band perform at football games, the Homecoming Pep Assembly, Flossmoor Fest and the Homewood Memorial Day Parade. James Hart and Parker Band members are invited to perform with the Marching Vikings at the Youth Night football game. Students are paired up with H-F students within their instrument section. The bands rehearse and eat together prior to the game to get the full experience. Select Marching Vikings also perform at the Freshmen Orientation and Freshman Parent Orientation. Members of the Vikings Pep Band perform at the basketball games.

Mathletes / Competitive SWSC

Mathletes' purpose is to recognize mathematical ability, encourage independent study, stimulate interest in mathematics, and provide an opportunity to meet other students who enjoy mathematics. Mathletes is intended for students with a strong interest and ability in mathematics. Mathletes practices once a week for five SWSC competitions from September through February. The fifth competition is our conference meet. In late February we compete at our annual Regional Competition; if students qualify, they compete at IHSA State in May.

Mock Trial

Mock Trial combines the artistic skills of public speaking, debating and acting into one competitive activity. The Mock Trial team prepares a case and competes against other schools to simulate a real trial. Tryouts are in October with a Saturday competitive season from January through March, culminating with the state championship. Practices are twice a week. The Illinois State Bar Association releases a case in November for state schools to use for the season. The case alternates between a civil and a criminal case. Teams must prepare both sides of the case (prosecution/plaintiff and defense) for every competition. Students prepare either as an attorney, witness or both. Team members develop case theories, practice speeches, prepare examinations and develop witness characters. Competitions consist of 2-4 rounds, with several sitting judges evaluating each team's performance.

Model United Nations

This club provides students with education and training in the field of international politics and communication. Students meet to debate, discuss and explore international topics, such as the environment, peace treaties and food security. Our club participates in conferences in which we meet with other schools to roleplay diplomats in a simulated U.N. session. The students are assigned a country to represent; they become experts on their country, as well as in various current issues (nuclear proliferation, human trafficking, water rights, and many others). At the conference, our students' purpose is to effectively represent their assigned country's agenda as they work with students representing other nations to find a solution to global problems. Students practice negotiation, team building, networking skills and the parliamentary process.

Mu Alpha Theta

Mu Alpha Theta was formed in 1957 at the U. of Oklahoma. The society is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students. Students with all As and Bs in Honors or an A average (no Cs) over 5 semesters of College Prep math and a GPA of 4.5/6.0 are eligible for the society. New members are inducted into the H-F chapter each spring. Members provide math tutoring to fellow high school students throughout the school year. The group meets bimonthly and holds the annual Math Appreciation Breakfast for the Mathematics Department and the Pi Day fundraiser.

Musical

Full scale Musical Theatre production began at H-F in 1968. Since that time, H-F has produced a major musical each year. Cast sizes vary depending on the requirements of the production. Auditions are open to all students. Anyone who is interested may work on crews. Rehearsals are held after school and in the evenings with a performance scheduled for November. The musical is one of the highlights of each school year and participation in it is an unforgettable experience. Recent productions include *The Addams Family*, *Sister Act*, *Chicago (High School Edition)*, and *Mama Mia*.

National Honor Society (NHS) / Non-Competitive SWSC

National Honor Society is the nation's premier organization to recognize outstanding high school students, honoring those who demonstrate excellence in scholarship leadership, service and character. After participating in the NHS induction in May of the previous school year, members meet monthly throughout the year. Members service a variety of special projects, provide help to both community and school organizations, and organize/promote the annual Day of Service.

National Art Honor Society (NAHS)

NAHS recognizes students who have shown outstanding ability in art. Students are eligible after completing 3 semesters of art. Members must maintain a 3.0 GPA/4.0 scale in their art classes. After becoming a member, students meet twice a month to finish projects, make work and prepare pieces to be displayed. Artwork is displayed at school and presented at the annual NAHS Art Show where students are judged by a secret panel. NAHS magnifies the innovation, skills and scholarship opportunities that our art program brings to our school and community. Opportunities for national recognition, scholarships and connectivity are available exclusively for our members. NAHS helps the importance of visual arts become even more visible in our school and in our community.

New Faces Play

This production is for students who are new to the theatrical world and are looking for an opportunity to play a role in a show that excludes seasoned actors/actresses from auditioning. This activity allows students to challenge their abilities and develop their skills in leading roles. This production is intended to give performers dramatic experience for future auditions. This opportunity is currently alternating with Contest Play.

Newspaper (The Voyager) / Non-Competitive SWSC

Anyone who likes to write may want to enroll in *Journalism I* or *Journalism Seminar* to become a part of the newspaper staff. *The Voyager* is the official student newspaper and is the product of duly authorized academic classes held during the school day and two nights per week throughout the academic year. *The Voyager* distributes a special Senior Edition in May as a tribute to graduating seniors. Members also attend the annual SWSC workshop, where students have the opportunity to submit work to be reviewed and judged by current local journalists. Students also share ideas and exchange newspapers with conference schools.

Operation Snowball

Offered at H-F since 1981, Operation Snowball is a weekend experience provided for teens to build confidence, help them be a positive influence on each other, share accurate information for decisions about their lives, and “help healthy kids stay healthy.” Peer leadership is emphasized. A portion of the program always includes information about use, misuses and abuse of alcohol and drugs. Many other topics of current concerns to students are discussed.

Operation Snowflake

Operation Snowflake is the junior high equivalent of Operation Snowball. This 1-day event for 7th & 8th Graders from Brookwood Junior High School, Infant Jesus of Prague, James Hart School, and Parker Junior High School is a program focusing on prevention through educational growth by promoting personal social development. Students and adults benefit through sharing feelings and thoughts with each other in large group sessions, mini workshops, and small groups in which feelings and concerns may be openly discussed in a confidential atmosphere. The staff includes teens from H-F who have been to Operation Snowball and adults from the junior high schools.

Operation Snowflurries

Operation Snowflurries is a 1-day event for 5th & 6th Graders. The emphasis is on improving self-esteem, responsible decision making, alcohol and drugs, and positive peer influence. Students and adults benefit by sharing feelings and thoughts with each other in large and small group sessions. The staff includes teens from H-F who have been to Operation Snowball and/or Operation Snowflake.

Orchestra Club - Symphonic Strings

This club is open to students in Sinfonia and Viking Orchestra. Other participants need approval by Mr. Engrav. Symphonic Strings offers students the opportunity to perform at a higher level and to improve their performance skills. The club develops initiative, leadership ability and good citizen practices. In addition to concerts, the musicians perform at assemblies at Hart and Parker, the Welcome to Success Event, Cancer Society Benefit and Honors Convocation.

Peer Mediation

Conflicts between students are a part of daily life in schools. Mediation is a conflict-resolution approach in which disputants have the chance to sit face-to-face and talk uninterrupted, so each side of the dispute is heard. After the problem is defined, solutions are created then evaluated. Trained peer mediators lead this process. The mediator does not take sides and keeps all information confidential. Mediation is a skill that involves good communication, problem solving and critical thinking. Members meet weekly to receive training and discuss strategies. Peer mediators develop and promote a conflict prevention campaign, conduct trainings at Parker and Hart, and mediate athletes and activity members after school to preserve the team concept.

Poetic Expressions

This club provides a safe space for students to explore spoken-word poetry. A typical meeting includes warm-up exercises and open-mic opportunities. In addition to the club itself, there are two competitive teams: Louder than a Bomb and Battle of the Bard. While all H-F students are welcome to join and attend weekly meetings, auditions are held for the competitive teams.

Robotics Club

This club offers students a project-based learning opportunity through an engineering design process. The club will meet twice a week after school from October to the end of April to research, design and construct a VEX robot, and ROV underwater robot (Remote Operated Vehicle), and/or one of six projects to compete at Southworks Engineering & Robotics Competition in April. H-F Robotics began with partnerships with the Shedd Aquarium and the H-F Foundation and is currently sponsored by the Whiting Corporation.

Scholastic Bowl / Competitive SWSC

Scholastic Bowl is an IHSA interscholastic competitive activity, where two schools compete to answer questions involving factual knowledge, quick recall, intuitive guessing and many other types of questions. The format is two teams of 5 individuals who compete both to see what individual can answer a question the quickest, as well as conferring with all teammates on multi-part questions. This fast-paced competition has students buzz in to give their answers on a *Jeopardy*-style electronic system. Members practice once a week to compete in SWSC competitions from August to March. Members compete in school invitationals and the annual H-F Scholastic Bowl Invitational. In March, they compete in IHSA Sectionals; if the team qualifies, they advance to IHSA State.

Science Olympiad

Science Olympiad is a team activity designed to promote and inspire students' interest in science. The goal is for students to develop teamwork and utilize problem solving skills in science. Members meet weekly to discuss concepts, techniques, strategies and projects. Students review the scientific concepts and conduct science labs to prepare for competitions. They participate in school invitationals, the SWSC Science Festival, Regional, State and National competitions.

Science / SWSC

The SWSC Science event is designed to create an interest in co-curricular science activity through participation in a competition between all SWSC schools. Each school develops an event, rules, grading scale and tie breaker for their competition. Each event is identified as an individual event or two-person team event and with the number of entries permitted per school.

SkillsUSA

SkillsUSA is an organization that prepares students to be leaders in technical, skill-based and hands-on careers, while ensuring America has a skilled workforce of responsible citizens. Members have the opportunity to participate in more than 100 individual and team competitions, including welding, manufacturing, automotive, service small engine repair, robotics and woodworking. SkillsUSA competitions are offered at the regional, state and national levels. Members study and prepare hands-on activities to improve their personal skill-level and ability; enrolling in Career & Technical Education courses helps in preparing members for their selected contests.

Spanish National Honor Society (SNHS)

The purpose of this organization is to recognize high achievement in *Spanish* by high school students and to promote a continuity of interest in Hispanic studies. Sophomores, juniors and seniors are eligible for membership based on academic achievement and teacher recommendation, after completing three semesters of high school *Spanish*. The initiation ceremony takes place in May. Students attend monthly meetings, tutor their peers an average of twice a week, and sponsor an annual blood drive.

Special Olympics (SPOLY)

This program is governed by Special Olympics Illinois and IHSA to provide traditional and unified competitive opportunities for our student-athletes. We offer competition in soccer, basketball and track. Each sport has guidelines and team roster criteria. Student-athletes must meet the team criteria; partners must complete the application and tryout process. Current sports physicals are required. Partners are required to have passed 5 classes from the previous semester to be eligible, pass 5 classes on a weekly basis, and pass 5 classes at the semester to maintain eligibility.

Speech / SWSC

The H-F Speech program offers a unique opportunity for students to express their individual speaking and dramatic talents in a competitive atmosphere. Participating in this activity can benefit your future, but is especially popular among students interested in business, communication, marketing, education, law, politics, and theatre. Speech is an excellent way to improve public speaking skills, for those students who are shy or nervous in front of an audience. Students compete against other schools in individual events at invitationals held throughout the season. The Speech Team competes in the regional, sectional and state levels of IHSA, as well as participates in the SWSC Workshop. This includes competition in public speaking, limited preparation and dramatic performance events (Performance in the Round).

Steppers

The H-F Steppers provide a different and unique way to demonstrate school spirit through hand clapping. The routines are synchronized dance steps designed to energize the audience. Students audition for membership. New participants attend a membership ceremony after making the team. The group rehearses three days per week and perform at basketball games and compete in various competitions.

STUDENT GOVERNMENT — Non-Competitive SWSC

• **Executive Board**— This is the representative agent for the student body and is composed of the Executive Board and the representative body. Officers must be members of their representative class at H-F. The Executive Board consists of a President, Vice-President, Secretary and Treasurer elected by the student body, whereas the Activities Chairperson is an appointed position. The representative body consists of the members from Student Government: Senior Class, Junior Class, Sophomore Class and Freshmen Class. Potential candidates for the Executive Board are required to have one year of active service as a Student Government representative or class officer. Elections occur in the spring of the preceding year. They are responsible for the Homecoming Pep Assembly and the SWSC Convention.

• **Senior Class** — The senior class is responsible for the Homecoming Dance, Vikingfest and Bon Voyage. The election of officers occurs in the spring of the preceding year. Students wishing to be considered a representative must submit petitions at this time. The four elected officers and an unlimited number of representatives also belong to the representative body of the Executive Board. There are also bimonthly large-group meetings run by the Executive Board.

• **Junior Class** — The junior class assists with the Homecoming Assembly, attends the SWSC Convention and sponsors Prom. The election of the junior class officers occurs in the spring of the preceding year. Students wishing to be considered a representative must submit petitions at this time. The four elected officers and an unlimited number of representatives also belong to the representative body of the Executive Board. There are also bimonthly large-group meetings run by the Executive Board.

•**Sophomore Class** — The sophomore class assists with the Homecoming Assembly, attends the SWSC Convention, and sponsors the Turnabout Dance. The election of the sophomore class officers occurs in the spring of the preceding year. Students wishing to be considered a representative must submit petitions at this time. The four elected officers and an unlimited number of representatives also belong to the representative body of the Executive Board. There are also bimonthly large-group meetings run by the Executive Board.

•**Freshmen Class** — The freshmen class assists with the Homecoming Assembly, attends the SWSC Convention, sponsors a food drive, and assists with Freshmen Orientation. Freshmen learn about the election process and prepare to run for office for their sophomore year. The Freshmen Class members also belong to the representative body of the Executive Board. There are also bimonthly large-group meetings run by the Executive Board.

Summer Theatre

This co-curricular production gives students from Grades 2-12 acting and play production experience. The students will learn theatre games, warm-ups, blocking, songs and dances to prepare for future theatre experiences and for the program's culminating matinee and evening performances. Depending on the enrollment numbers and selected show, all students will be involved with at least two of the performances. Current productions include *Madagascar, Jr.*, *Big, Mary Poppins, Jr.*, and *Peace, Love & Cupcakes*.

Technical Crew

If you like the theatre but are not interested in acting, we would love to have you involved in tech! Technical Crew assists with costumes and makeup, constructs and paints scenery, hangs and focuses lighting, creates sound effects, and runs backstage

for each of the seven theatre productions at H-F. We work mostly in the H-F Auditorium, Performing Arts Center and adjoining scene shops. Students do not have to work on every show. Members can choose the productions that work within the schedules of their other activities. Production run crews are selected through an application process. Proficiency, commitment and leadership are criteria contributing to run crew assignments backstage during performances. Hours spent doing technical work enables you to become a member of the H-F Thespian Troupe.

Thespians

This organization promotes theatre quality at H-F. Students who are involved in H-F productions of the Children's Play, Contest Play, Group Interpretation, High School Play, Leaders in Theatre Ensemble, Musical, New Faces and Reader's Theatre are awarded points. Once a student has 25 points, he/she is eligible for membership and participates in the annual Thespians Troup Induction in May. Activities of the group include monthly meetings, improving the theatre, attending plays and participating in Theatrefest.

Tri-M Music Honor Society

This is an international music honor society for secondary school students that motivates and recognizes musical achievement and service. Tri-M was originally founded in 1936 at Maine Township H.S. in Park Ridge under the name Maine Music Masters. In 1952, the idea was developed into an international organization and named Modern Music Masters. Members meet once a month, attend the overnight retreat at Camp Manitouqua, and participate in the Tri-M Music Induction Ceremony. Members are required to obtain 10 service credits in music-related activities throughout the year.

Viking Broadcasting Company (VBC)

The broadcasting program includes WHFH Radio (88.5 FM) and the VTV Studio. Students enrolled in the radio and television courses fill student staff positions. All students may try out for positions as music, news, sports and VTV announcers. Students also come in to use the equipment, work on the radio or do a live broadcast outside of class. The VBC also covers home athletic contests and special events.

Visual Arts Club (VAC)

This club is open to any H-F student who has taken or is currently in an art course and offers opportunities for students to enjoy and learn about the arts prior to joining the National Art Honor Society. The club has monthly art labs, designed to provide unique art-based projects and assist in creating pieces for the various art shows. Members also participate in the South Shore, Congressional, Prairie State and IHSAE events.

Visual Arts — Non-Competitive SWSC

The SWSC Visual Arts festival provides an opportunity for visual arts students and faculty sponsors to meet and exchange ideas regarding the arts and related fields, to learn from and network with their peers, to showcase student talents, and to increase their exposure to the visual arts and the wealth of valuable art resources in Chicago. The annual festival is designed to allow students to display their artwork in a gallery-like setting, view artwork from and collaborate with their peers from neighboring schools, hear and see professional artists and their work, and have their own work recognized and critiqued by experts in the field.

Yearbook (*Odin*) / Non-Competitive SWSC

Members must be enrolled in *Yearbook* and attend meetings outside of class to work on production of the publication. Students will analyze trends in media, such as magazines, websites and other published materials. They will combine their observations with ideas they have gathered from yearbooks around the country to develop a theme and create graphic elements that will tie the book design and content together. In the process they will learn basic graphic design language and become familiar with using digital cameras, scanning and using programs such as Adobe InDesign and Photoshop. Together, *Odin* staff members create a book that reflects what our school is/does in order to preserve memories for years to come.

ZooBot

ZooBot is open to all H-F students who are interested in the study and care of animals. Students provide daily animal care and have opportunities to care for these animals at home during the weekend and/or during school breaks. Money raised from fundraisers — such as dog bathing or the sale of candy and cookie dough — help members care for the H-F animals. Students also visit the South Suburban Humane Society, the Brookfield Zoo and the Shedd Aquarium. Members participate in the local Bark Walks. Members also attend the annual SkyZone Trampoline event. When available, the Reptile Guy visits the campus with snakes and lizards to give the students the opportunity to learn about non-traditional pets. Members also provide daily plant care and sponsor an annual plant, herb and vegetable sale, and winter storage program.

Pilot Programs

Black Student Union (BSU)

The Black Student Union will work to provide a platform for Black students attending H-F to express their concerns and address issues within the immediate community, as well as the national community of Black Americans, through highlighting mental health, fostering open conversation and vulnerability through dialogue and establishing pridefulness in being Black. The Black Student Union will host monthly panels open to the student body, in order to discuss precedent issues within the Black community.

Digital Arts Club (DAC)

The club will focus on activities, discussions and projects related to both darkroom and digital photography and graphic arts. Club members will be introduced to the darkroom, as well as computer editing programs, such as Adobe Photoshop, Adobe Bridge and Adobe Illustrator. Students will have the opportunity to participate in monthly photography and graphic design challenges. There is an annual Digital Arts Exhibition in which students will have the opportunity to participate. Digital Arts Club is open to all H-F students, regardless of whether or not they have been enrolled in *Photography* or *Graphic Design*.

STUDENT SUPPORTS & RESOURCES

Once in a while, we all need a hand. From a one-time individual visit to longer-term group support, the H-F Social Workers are here to meet your social-emotional needs. Whether you are having issues with peers, your emotions, family structure, limited resources or previous traumas, we have ways to support you. Support groups currently running in our Social Work Office include:

Anxiety • Motivation • Organization • Depression • Problem Solving • Social Skills

Art Therapy • Military Families • Grief & Loss • LGBTQ + • Coping Skills • Trauma

[Click here to request help from a social worker](#) or call **708-335-5612.**

We will get back to you as soon as possible.

If you are in danger (from yourself or another person), please call **911.**

IMPORTANT RESOURCES

- Virtual Calming Room — [click here](#)
 - Suicide & Crisis Hotline: **988**
 - National Suicide Prevention Lifeline – For youth and adults: **(800) 273-TALK (8255)**
 - National Runaway Safeline: **800-RUN-AWAY**
 - National Center for Missing & Exploited Children: **800-843-5678**
 - National Institute on Drug Abuse Hotline: **800-662-4357**
 - National Domestic Violence Hotline: **800-799-7233**
 - Rape, Sexual Assault, Abuse, and Incest National Network: **800-656-HOPE**
 - DCFS: **800-25ABUSE**
-

2022-2023 BELL SCHEDULE — H-F HIGH SCHOOL

MONDAYS

Periods 1-7

TUESDAYS

Periods 1-2-3-5-4
ADVISORY DAY

WEDNESDAYS

Periods 7-6-5-4
LATE-START DAY

THURSDAYS

Periods 1-2-3-6-7
ADVISORY DAY

FRIDAYS

Periods 1-7

7:30-8:24 a.m. Period 1	7:30-8:24 a.m. Period 1	7:30-8:50 a.m. Staff Professional Learning / Late Start	7:30-8:24 a.m. Period 1	7:30-8:24 a.m. Period 1
8:35-9:20 a.m. Period 2	8:35-9:41 a.m. Period 2	9:00-10:17 a.m. Period 7	8:35-9:41 a.m. Period 2	8:35-9:20 a.m. Period 2
9:31-10:16 a.m. Period 3	9:52-10:58 a.m. Period 3	10:28-11:44 a.m. Period 6	9:52-10:58 a.m. Period 3	9:31-10:16 a.m. Period 3
10:27-11:12 a.m. Period 4	11:09-11:44 a.m. Advisory Period	11:55 a.m.-1:44 p.m. Period 5	11:09-11:44 a.m. Advisory Period	10:27-11:12 a.m. Period 4
11:23 a.m.-1:08 p.m. Period 5	11:55 a.m.-1:44 p.m. Period 5			11:23 a.m.-1:08 p.m. Period 5
1:19 p.m.-2:04 p.m. Period 6			11:55 a.m.-1:44 p.m. Period 6	1:19 p.m.-2:04 p.m. Period 6
2:15-3:00 p.m. Period 7	1:55-3:00 p.m. Period 4	1:55-3:00 p.m. Period 4	1:55-3:00 p.m. Period 7	2:15-3:00 p.m. Period 7

—LUNCH SCHEDULES—

Students will be assigned to A, B, C or D lunchtime during their **5th Period** class on **Mondays, Tuesdays, Wednesdays & Fridays**. Students will be assigned to A, B, C or D lunchtime during their **6th Period** class on **Thursdays**.

—Mondays & Fridays—

- **Group A:** Lunch (11:23-11:53 a.m.), then Class (11:56 a.m.-1:08 p.m.)
- **Group B:** Class (11:23-11:45 a.m.), Lunch (11:48 a.m.-12:18 p.m.), then return to Class (12:21-1:08 p.m.)
- **Group C:** Class (11:23 a.m.-12:10 p.m.), Lunch (12:13-12:43 p.m.), then return to Class (12:46-1:08 p.m.)
- **Group D:** Class (11:23 a.m.-12:35 p.m.), then Lunch (12:38-1:08 p.m.)

—Tuesdays, Wednesdays & Thursdays—

- **Group A:** Lunch (11:55 a.m.-12:25 p.m.), then Class (12:28-1:44 p.m.)
- **Group B:** Class (11:55 a.m.-12:18 p.m.), Lunch (12:21-12:51 p.m.), then return to Class (12:54-1:44 p.m.)
- **Group C:** Class (11:55 a.m.-12:44 p.m.), Lunch (12:47-1:17 p.m.), then return to Class (1:20-1:44 p.m.)
- **Group D:** Class (11:55 a.m.-1:11 p.m.), then Lunch (1:14-1:44 p.m.)