

# HAMPSHIRE HIGH SCHOOL STUDENT HANDBOOK 2017-2018



1600 Big Timber Rd. Hampshire, IL 60140

PRINCIPAL’S LETTER .....	2
HHS 2017-2018 SCHOOL CALENDAR.....	3
POSITIVE BEHAVIOR INTERVENTION SYSTEM MATRIX (The Whip-Pur Way).....	5
HHS BELL SCHEDULE.....	6
HIGH SCHOOL FINAL EXAM SCHEDULE.....	7
HHS ADMINISTRATIVE STAFF.....	8
SCHOOL OPERATIONS.....	9
ACADEMICS .....	12
STUDENT SERVICES.....	17
STUDENT ACTIVITIES AND ATHLETICS.....	22

## PRINCIPAL'S LETTER

The Hampshire High School faculty, staff and I welcome you to HHS. You are attending a school with a tradition of excellence developed by a staff of highly qualified teachers willing to work with you to improve your academic achievement and become an effective citizen.

Freshmen students will find the staff ready and willing to help you adjust during the first few weeks of school. If you have a problem, do not hesitate to ask any of your teachers for help.

We would like to extend a special welcome to all returning students. Your positive example and leadership skills are extremely important to everyone in our school.

This handbook consists of information which will be of use to all students. To be up-to-date with new policies and procedures, each student is expected to be familiar with the material contained within. You will be held responsible for all information contained in the handbook.

More information about HHS is available at our school web page:

<http://hhs.d300.org>

Please do not hesitate to contact your child's teachers throughout the school year for updates on your child's progress. Also, administrators and counselors are available to assist families when needed.

We sincerely hope you have a successful school year at HHS.

Dr. Brett Bending  
Principal  
**Hampshire High School**  
**Brett.bending@d300.org**

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

## HAMPSHIRE HIGH SCHOOL 2017-2018 SCHOOL CALENDAR

### **August**

All Freshmen Physicals Due  
Textbook Distribution 10, 11, 12 grades  
Freshmen Orientation/Materials Pickup  
First Day of School  
Fall Picture Day

August 1  
August 7, 8  
August 9  
August 15  
August 17, 18

### **September**

Early Release (K-12)  
Labor Day – D300 closed  
Early Release (K-12)  
Homecoming Game v. Crystal Lake Central  
Homecoming Dance

September 1  
September 4  
September 22  
September 22  
September 23

### **October**

Teacher Institute Day-No Student Attendance  
Columbus Day – D300 Closed  
Early Release (K-12)

October 6  
October 9  
October 27

### **November**

Early Release (K-12)  
Parent-Teacher Conferences-No Student Attendance  
Fall/Thanksgiving Break - D300 Closed

November 17  
November 20, 21  
November 22, 23, 24

### **December**

Early Release (K-12)  
Final Exams  
Winter Recess  
District Holiday-D300 Closed

December 15  
December 19, 20 & 21  
December 22-29  
December 22, 25 & 29

### **January**

District Holiday – D300 Closed  
Winter Recess  
Classes Resume  
District Holiday - MLK Day – D300 Closed  
Early Release (K-12)

January 1  
January 1 – 5  
January 8  
January 15  
January 19

### **February**

Early Release (K-12)  
District Holiday - Presidents' Day – D300 Closed

February 16  
February 19

### **March**

Teacher Institute Day – No Student Attendance  
Early Release (K-12)  
Spring Break – No Student Attendance  
District Holiday – D300 Closed

March 2  
March 9  
March 26-30  
March 30

### **April**

Non-Attendance Day (if no emergency days are used)  
Classes Resume

April 2  
April 2 or 3

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

Teacher Institute Day – No Student Attendance  
Early Release (K-12)  
Prom

April 23  
April 20  
April 28

**May**

Early Release (K-12)  
Graduation at Sears Centre, 6:00PM  
Final Exams  
Last Day of School if no Emergency Days are used  
Memorial Day – D300 Closed

May 11  
May 19  
May 22, 23, & 24  
May 24  
May 28



# The Whip-Pur Way



<p><b>Be Respectful</b></p>	<p>Use appropriate language/volume          Follow traffic patterns in halls and stairs          Treat school materials with care and respect          Treat visitors as guests          Display affection appropriately          Portray a winning attitude          Dress for success          Be an attentive audience          Listen to staff and other students          Put cell phones away during class          Arrive to class on time</p>
<p><b>Be Responsible</b></p>	<p>Arrive ready to learn          Keep all areas neat and clean          Accept consequences          Complete all work          Follow directions          Obey bus and parking rules          Bring all necessary materials          Exceed athletic requirements          Remember you represent HHS in the community          Leave surroundings better than you found them</p>
<p><b>Be Involved</b></p>	<p>Participate positively          Join extracurricular activities          Set and obtain goals          Support HHS organizations          Stay engaged          Use free time productively          Alert staff members to unsafe situations</p>

## HHS Bell Schedule

**CUSD 300 HIGH SCHOOL BELL SCHEDULES FOR 2017-18**

PERIOD	Regular Day 45 minute periods 5 minute passing periods	Early Release Schedule (10 total) 30 minute periods 5 minute passing periods	Assembly Schedule 39 minute periods 5 minute passing periods	Delayed Start Schedule 32 minute periods 5 minute passing periods
10-Minute Bell	7:20	7:20	7:20	9:20
Period 1	7:30 to 8:15	7:30 to 8:00	7:30 to 8:09	9:30-10:02
Period 2	8:20 to 9:05	8:05-8:35	8:14 to 8:53	10:07-10:39
Period 3	9:10 to 9:58 (additional 3 minutes for announcements)	8:40-9:10	8:58 to 9:37	10:44-11:16
Period 4	10:03 to 10:48	9:15-9:45	9:42 to 10:21	11:21-11:53
Period 5	10:53 to 11:38	9:50-10:20	10:26 to 11:05	11:58-12:30
Period 6	11:43 to 12:28	10:25-10:55	11:10 to 11:49	12:35-1:07
Period 7	12:33 to 1:18	11:00-11:30	11:54 to 12:33	1:12-1:44
Period 8	1:23 to 2:08	11:35-12:05	12:38 to 1:17	1:49-2:21
Period 9	2:13 to 2:58	12:10 to 12:43 (additional 3 minutes for announcements)	1:22 to 2:01	2:26-2:58
			ASSEMBLY 2:01 to 2:58 (37 minutes for assembly)	
Buses Depart	3:05	12:50	3:05	3:05

See D300 Calendar for a list of Early Release days

Delayed Starts may be called by the Superintendent for weather or emergency reasons

Revised 6.26.17

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

**COMMUNITY UNIT SCHOOL DISTRICT 300  
HIGH SCHOOL FINAL EXAM SCHEDULE FOR 2017-2018**

FINAL EXAM SCHEDULE					
Day 1		Day 2		Day 3	
	Time		Time		Time
Period 1	10:05 to 11:25	Period 4	10:05 to 11:25	Period 9	10:05 to 11:25
Period 2	11:30 to 12:50	Period 3	11:30 to 12:50	Period 8	11:30 to 12:50
-----Lunch-----	12:55 to 1:25	-----Lunch-----	12:55 to 1:25	-----Lunch-----	12:55 to 1:25
Period 5	1:30 to 2:50	Period 6	1:30 to 2:50	Period 7	1:30 to 2:50
-----Buses Depart-----	3:00	-----Buses Depart-----	3:00	-----Buses Depart-----	3:00

*Breakfast served on all three days*

*Lunch served on all three days*

*Exam periods are **80 minutes** in length*

*Students may leave after their last exam on each day*

*Student with lunch during 4th period may arrive late on that day.*

*Students with lunch during 5th, 6th, or 7th may leave after their last exam on those days.*

*Upperclassmen with late arrival and early release will only report to the exam periods for which they have class*

*Students will report to their Academic Support Period (ASP) during the corresponding final exam period, and will use that time for quiet study,*

*except in the following circumstances:*

- Students with an ASP in periods 1, 4, or 9 may arrive late as long as they have parent permission and their own transportation*
- Students with an ASP in periods 5, 6, or 7 may leave after their last exam as long as they have parent permission, have signed out in the attendance office, and have their own transportation*

Semester 1 Final Exam Dates	Semester 2 Final Exam Dates
Day 1: Tues., December 19, 2017	Day 1: Tues., May 22, 2018
Day 2: Wed., December 20, 2017	Day 2: Wed., May 23, 2018
Day 3: Thurs., December 21, 2017	Day 3: Thurs., May 24, 2018

*\*If December 19, 2017 is called a snow day, a modified two-day final exam schedule for December 20 and 21 will be implemented so that all exams are still completed prior to winter break. If a snow day occurs on December 20 and/or 21, those exams will be held upon return from winter break.*

Rev. 06.26.2017



## Hampshire High School Administrative Staff

**Dr. Brett Bending**  
Principal



[Brett.bending@d300.org](mailto:Brett.bending@d300.org)

**Jeff Ehardt**  
Associate Principal  
Operations



[Jeffrey.ehardt@d300.org](mailto:Jeffrey.ehardt@d300.org)

**Nate Danielson**  
Associate Principal  
Curriculum/Instruction



[Nathan.danielson@d300.org](mailto:Nathan.danielson@d300.org)

**Shannon Jamrozy**  
Dean of Students



[Shannon.jamrozy@d300.org](mailto:Shannon.jamrozy@d300.org)

**Jeremy Burke**  
Dean of Students



[Jeremy.burke@d300.org](mailto:Jeremy.burke@d300.org)

**Dave Hicks**  
Athletic Director



[David.hicks@d300.org](mailto:David.hicks@d300.org)

**Geoff Falk**  
Social Studies Divisional



[Geoff.falk@d300.org](mailto:Geoff.falk@d300.org)

**Christina Fain**  
English Divisional



[Christina.fain@d300.org](mailto:Christina.fain@d300.org)

**Kari Waller**  
Math/Science Divisional



[kari.waller@d300.org](mailto:kari.waller@d300.org)

**Lisa VanWageningen**  
Education Services Specialist



[Lisa.vanwageningen@d300.org](mailto:Lisa.vanwageningen@d300.org)

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

## SCHOOL OPERATIONS

### CLOSED CAMPUS

Students may enter the building starting at 7:00 a.m.

The regular school day will begin at 7:30 a.m. and end at 2:58 p.m. All students must remain in the school building for the entire school day after arrival unless excused by an administrator. All building doors should remain closed unless deemed necessary by Administration. Students should not allow any person to enter the building under any circumstance. Doors are monitored under video surveillance. Students must exit the school building at 3:15 p.m. unless under the supervision of a faculty or staff member.

### VISITOR PROCEDURES

Parents/Guardians who wish to meet with school staff are encouraged to make an appointment in advance. All visitors must sign in via the Raptor System at the main office and show identification (driver's license, state ID, green card, passport card, active military ID, or US issued consular card). Visitors will receive a visitor badge to be worn in the building after providing car key or ID to stay in the office. Visitors must sign out as well at which time the key or ID will be returned. Any person wishing to visit/shadow a class, and/or teachers must obtain permission in advance from an administrator. In general, visitor passes will not be issued in cases where there is no apparent educational value, or where there is the likelihood of disturbances to the educational processes. The administration has the right to deny visitor/shadow requests.

### LOCK AND LOCKER INSTRUCTIONS

Guidelines:

- You are not allowed to share a locker with another student.
- For your own protection, never tell any other student your locker combination.
- Treat your locker carefully. If your locker shows any sign of abuse (dents, scratches, etc.) you will be responsible for the full cost of repairs, both parts and labor.
- Keep your locker clean.
- If you have problems with your locker door or lock, ask for help from a staff member
- A locker may be searched if there is reasonable cause to believe that it contains prohibited articles.

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

## **MORNING ANNOUNCEMENTS**

Announcements will be read daily over the public address system. Students are responsible for listening to the announcements and responding accordingly to any item that may pertain directly to them. Announcements are also posted in the main office and updated daily to the school website.

## **LOST AND FOUND**

The Lost and Found is located in the Main Office. All found articles should be turned in there. Articles may be claimed before school, during lunch hours, and after school. Items of value should be turned in to the Dean's Office or the School Resource Officer. Unclaimed articles will be discarded every two weeks.

## **STUDENT ID'S**

Student identification cards will be issued to all students and must be carried with them at all times. This card must be presented upon request to any member of the faculty or staff during the school day or at any school function. Failure to do so may subject the student to disciplinary action and/or being issued a replacement card at the expense of the student. Students may obtain a replacement ID card for a fee of \$5.00. Replacement Student ID pictures can be taken in the library.

## **SAFETY DRILLS**

Our school will conduct fire, disaster, and lockdown drill as required by the Regional Office of Education. Additional drills may be added based on a variety of factors. For information on safety drills, please see the District 300 Parent/Guardian Handbook.

## **TRANSPORTATION INQUIRIES**

Durham School Services manage all bus routes and assignments. Please contact Durham at (847) 658-3262 directly with questions and concerns relating to your child's bus route. Please contact a school administrator if there are student behavior concerns on your child's bus. For additional information about transportation expectations, please see the District 300 Parent/Guardian Handbook.

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

Parents and students are encouraged to use the Durham Bus Tracker App. For more information go to <http://m.durhambustracker.com>

## **ARRIVALS AND DEPARTURES FROM SCHOOL**

Parent/Guardian permission with valid cause is required for students to leave school before the end of the instructional day and/or for students who will be arriving at a later point during the instructional day.

- Students who have obtained an approved early release/late arrival must sign in/out in the attendance office before they leave school or when they arrive to school.
- Students requiring transportation who have early release permission will be dismissed from school only to those individuals identified in IC as the student's parent/guardian or the parent/guardian designee.
- In ALL situations, school office staff may require valid, acceptable identification **before** releasing the student from his or her assigned classroom.

## **STUDENT PARKING REGULATIONS**

In order to park on campus students are required to obtain a parking permit and utilize student parking areas. Students interested in obtaining a parking permit are required to complete the mandatory parking application. See application document for applicable parking rules and regulations.

## **WEATHER-RELATED SCHOOL CLOSINGS**

Whenever the superintendent makes any schedule change because of weather, the information will be sent via voicemail and email. In addition, the information is also available on the District 300 web site: [www.d300.org](http://www.d300.org). When conditions exist that cause the school to be closed, all student activities except the athletic contests will be cancelled. A decision on the athletic contests will be made by 3 pm on the day of the event.

## **SCHOOL HEALTH SERVICES**

Please see the District 300 Parent/Guardian Handbook for information regarding health services and procedures. Contact the school nurse for additional information.

## **BUILDING SAFETY AND SECURITY**

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

To work to keep our staff and students safe, exterior doors should not be opened by any students unless permission has been given by a staff member. This includes doors in the PE area, Athletic Entrance and all other exterior doors. Students that open doors may be subject to disciplinary consequences.

## **DELIVERIES**

Students and Parents may not order food to be delivered during the school day. Any food that is delivered for students may be rejected by the office staff. Parents/Guardians may drop off food or other items for students by bringing them to the Main Office with the student's name written on the item. Food and/or other miscellaneous items will not be delivered to students nor will students be called out of class to receive a delivery as to not disrupt the educational learning environment. Students can pick those items up in the Main Office.

## **ACADEMICS**

### **GRADE REPORTING**

Parents and students are encouraged to sign up for and review the Infinite Campus Portal regularly throughout the semester for current grade reporting. Teachers are required to post Progress 1, Mid-term, Progress 2, and Final semester grades for each semester. Only the semester grade (18 weeks) is recorded on the student's permanent record and is used in figuring student class rank for the class of 2018 or Cum Laude (3.5-3.69 GPA), Magna Cum Laude (3.70-3.84 GPA), Suma Cum Laude (3.85-4.0 GPA) for all other classes that follow.

Parents of students doing unsatisfactory work are urged to meet with the teacher and the student's counselor. Questions or errors should be discussed with the individual teachers involved.

Community Unit School District 300 has established the following grading scale (percentages) for all high schools.

A (90-100%) .B (80-89 %) C (70-79%) D (60-69%) F (0-59%)

MD - This is used to indicate a medical excuse from physical education.

P - BTW (Behind the Wheel) driver education is a pass/fail course.

A cumulative final exam will be given in each class. This exam will count between 10-20 percent of the final grade for the class.

On rare occasions where a student is permanently withdrawn from class(es), the following grades may be recorded on the permanent record:

#### Withdrawal/Pass (WP)

A student performing at a passing level at the time of expulsion or permanent withdrawal from class for disciplinary or other reasons will receive a grade of WP.

#### Withdrawal/Fail (WF)

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

A student performing at a failing level at the time of expulsion or permanent withdrawal from class will receive a grade of WF.

No credit will be assigned for a WP or WF. No reason for the withdrawal will be given on the permanent record.

## **STUDENT/PARENT COMMUNICATION GUIDE**

1. **TEACHER FIRST**--Issues regarding grades, student performance, and any other items related to a specific class, should be directed to the classroom teacher first. Teacher email addresses can be found on the district website, or teacher extensions can be reached via the dial-by-name directory when calling the school.
2. **DIVISION HEAD SECOND**--If a resolution cannot be reached, concerns should be directed to the administrative department head.
3. **ASSOCIATE PRINCIPAL THIRD**--If further communication is necessary, the Associate Principal of Curriculum and Instruction will work with the student, parents, and staff, to determine a satisfactory course of action.

## **SOCIAL EMOTIONAL SUPPORT**

### ***Counselor***

Each student is assigned to a counselor who works collaboratively with the student to facilitate academic growth, personal and social development, and post-high school college and career planning. Counselors are accessible in a variety of ways, including scheduled appointments. Students should stop into the Student Services Office anytime in order to arrange a meeting his/her their counselor.

### ***Social Worker***

School social workers assist students with academic learning by providing strategic services that identify and address the social, emotional, and environmental issues that interfere with the educational process. Working with parents/guardians, teachers, the school principal or principal's designee, and community-based resources, the school social worker implements strategies that promote students' positive school adjustment. The school social worker is available through counselor or teacher referral, or through student or parent request. Students can access the school social worker by stopping by the Main Office.

### ***School Psychologist***

The school psychologist is available to all students to provide counseling, instruction, and mentoring for those experiencing difficulty with social, emotional, behavioral, or academic obstacles. The school psychologist is available through counselor or teacher referral or through student, or parent request. Students can access the school psychologist by stopping by the Main Office.

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

## DISTRICT 300 HIGH SCHOOL COURSE SELECTION GUIDE

The District annually publishes an updated Course Selection Guide to help students and their parents select courses for the upcoming year. Please also see this document for the following academic information:

Pre-Approval for Courses Taken Outside of D300  
Alternative Education Opportunities  
Elgin Community College and other Dual and Articulated Credit Opportunities  
Graduation Requirements  
Late Arrival and Early Release  
Weighted Grade Policy  
Homework  
Tutoring  
Physical Education Exemption Policy

Here is a link to the current Course Selection Guide: [Click Here](#)

Students are encouraged to see their counselor with questions and for assistance.

## CLASS SCHEDULE

A student's schedule must generally conform to the guidelines listed below. The principal or associate principal must approve any exceptions to these guidelines.

- Students in grades 9 and 10 must enroll in seven credit-bearing classes and one ASP class each semester. 10<sup>th</sup> grade students may opt out of an ASP by completing a form available in the counseling office and meeting certain academic criteria. Students in grade 11 and 12 must enroll in a minimum of six classes each semester and meet the minimum school day requirements.
- Unless exempted or waived, students must be continually enrolled in physical education or health.
- Juniors and seniors may qualify for the Early Release or Late Arrival program.
- Qualified seniors are permitted to take college credit courses in accordance with District 300 guidelines.

Questions can be directed to the Student Services Department.

### *Course Selection and Summer Registration*

During the winter of each school year, students will meet with their school counselor to choose their academic courses for the following year. After the annual course selection process, including changes for end of the year failures and summer school program enrollment, a schedule is made available to each student late summer through the Infinite Campus Portal.

### *Adding/Dropping Courses*

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

Students should plan to meet with a counselor over the summer to discuss any schedule changes for the following year. All student or parent/guardian initiated changes for 1st semester must be made prior to the first teacher institute day. For 2nd semester, student or parent/guardian initiated changes must be made prior to finals week of the preceding semester. No student or parent/guardian initiated schedule changes will be made during finals week or once a new semester begins. The earlier a student meets with a counselor the more likely the student will be able to rework his/her schedule to meet the student's academic and career goals.

Schedule changes are only made for the following circumstances:

- A student has approval for a level change by the divisional or department head.
- A student does not have a full schedule.
- A student has already taken and passed a course on his/her schedule.
- A student has not taken a prerequisite for a class on his/her schedule.
- A student needs a different course to fulfill a graduation requirement (any change is dependent on seat availability).

Schedule changes are NOT made for the following circumstances:

- A student requests a different teacher.
- A student wants to change the time of his/her class.
- A student wants a different lunch period.

#### ***Procedure for Dropping a Course During Semester:***

- At times, extenuating circumstances dictate that a student schedule must be changed and a course dropped from the student schedule. In the event this occurs the following guidelines will be followed:
- Course changes must be approved by building administration.
- Courses changed before the start of the semester or during the first week of the semester will not show up on a student transcript.
- Courses changed after the first week and before the 6th week of the semester will have a mark of "W" (withdraw) on the student transcript.
- Courses changed during the 6th week of the semester to the end of the semester will have a mark of "WF" (withdraw failing) for the semester.
- The guidelines listed above may be altered at the discretion of building administration.
- No credit earned, no GPA value for W and WF postings.

## **ACADEMIC INTEGRITY**

Cheating in any form or manner (i.e. possession of a test, unauthorized use of calculators, notes or note cards, sharing of information, falsifying information, copying a homework assignment, etc.), plagiarism, the practice of copying words, sentences, or ideas in a written or oral assignment, or examination without proper credit or attribution to the source, will subject the student to the following disciplinary consequences:

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook



### ***First Occurrence***

Student may receive zero credit for the assignment/examination or a portion thereof.

The assignment/examination can be made up at the teacher's discretion at no credit.

The teacher will contact the parent/guardian.

A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

### ***Second Occurrence***

Student may receive zero credit for the assignment/examination or a portion thereof.

The assignment/examination can be made up at the teacher's discretion at no credit.

The teacher will contact the parent/guardian.

A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

A follow up contact will be made to the student and parent/guardian by the division head.

The student will be excluded from consideration for academic awards and recognition.

### ***Third Occurrence***

Student may receive zero credit for the assignment/examination or a portion thereof.

The assignment/examination can be made up at the teacher's discretion at no credit.

The teacher will contact the parent/guardian.

A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

A follow up contact will be made to the student and parent/guardian by the assistant principal.

The student will be excluded from consideration for academic awards and recognition.

Disciplinary action may be issued to the student that will be reported to colleges/universities as part of the admission process.

A definition of plagiarism is the practice of copying words, sentences or ideas for the use in a written or oral assignment or examination without proper credit or attribution to the source. It is a serious offense because anyone who does the work deserves credit for his or her efforts. Plagiarizing not only denies the proper credit to the individual who did the work, but goes so far as to dishonestly use the material. When it is determined that an assignment is plagiarized, disciplinary action will be taken and the student may receive an "F" grade for the grading term. Such offenses may result in the offender being excluded or expelled from participation in the National Honor Society and any other academic honors programs.

## **MEDIA CENTER**

The Media Center is open from **7:00 a.m. to 3:30 p.m.** each school day. Students may use the media center to work collaboratively and in an urgent situation charge their

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

chromebooks. Additionally, students may visit the media center for general chromebook troubleshooting.

Passes are required to visit the Media Center. You must sign-in at the circulation desk.

- Your I.D. card is the only means for checking out Media materials.
- Books may be checked out for a period of 2 weeks and renewed as necessary.
- Students will be charged 10 cents per school day for overdue materials.

#### Conduct

- Students are expected to use the Media Center for reference work or in fulfilling classroom assignments. Students who persist in disturbing others will be in danger of losing their Media Center privileges. The Media Center staff reserves the right to refuse admittance to any student with or without a pass.
- In order to maintain an environment conducive to learning, students are expected to:
  - Sign out all Media Center materials before leaving
  - Be courteous to media specialists and staff
  - Be respectful of the purpose of the space. Some areas are for quiet study and some are for collaborative learning. While a reasonable amount of discussion is required for collaborative learning, the volume of discussion should not disrupt others.
  - No food or drink in the Media Center

## **STUDENT SERVICES**

### **STUDENT ATTENDANCE**

Attending school daily is a habit that is essential for success in school. It is the mutual responsibility of parents and the school to ensure regular attendance. The school's policy regarding daily attendance recognizes the importance of regular attendance and is an effort to help students learn this habit. Studies show that there is a strong correlation between student attendance and student achievement. Since the school's ultimate goal is improved student achievement, it is important that emphasis be placed on student attendance.

It is expected that a parent/guardian reports student absences each time. To report a student absence, please contact the school office.

Please see the District 300 Parent/Guardian Handbook for specific information on:

Definition of Excused and Unexcused Absence

Truancy and Truancy Prevention

Communication Protocols

Tardiness

Planned Early Release or Late Arrival

Prearranged, Extended Absences and Special Circumstances

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

## Students on Active-Duty Military Personnel Making up Academic Work

### *College Visitation Days*

In order to help in the college selection process, every student may take up to six days spread across his or her junior and senior years for the purpose of visiting a college campus. These days will not count against a student's attendance provided the procedure is followed.

1. Three days prior to a College visit, the student must contact the Attendance Office and obtain a College Visit Form. This form must be signed by each of the student's teachers and a parent.
2. Return the completed form to the Attendance Office.
3. In order for this absence to be considered excused, appropriate documentation/verification must be submitted to the Attendance Office upon return from the visitation.

**Failure to follow this procedure will result in an unexcused absence.**

## **WORK PERMITS**

Students who are 14 years old may work part time at certain duties but most employment is limited to those over 16. For part time work during the school year or full time during vacations, a permit is required in order that your employer may be sure he is obeying the child labor law. There are many restrictions on hours and types of employment for students under the age of 16.

To secure a work permit for a student under the age of 16, the parent/guardian must bring a letter from the prospective employer on letterhead stating that he intends to hire you and giving the nature of the work and hours. The birth certificate from the county of birth and the signed social security card containing the SS number are also required. Contact the Counseling Office for more information.

## **STUDENT BEHAVIOR & DISCIPLINE**

To help ensure that all students have a safe and orderly environment in which to learn, all schools in District 300 follow the District 300 Student Discipline guidelines and expectations for students. Please refer to the District 300 Parent/Guardian Handbook for student behavior.

### *Restorative Practices*

Restorative Practices fosters healthy relationships and promotes positive discipline in schools. The fundamental hypothesis of Restorative Practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them rather than to them or for them. Restorative Practices are used to improve relationships between students, between students and educators, and even between educators whose behavior often serves as a role model for students. The aim of Restorative Practices is to develop community and manage relational conflict by repairing harm and restoring the relationship.

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

### ***Detentions***

Any member of the certified staff is authorized to detain students for misconduct or for the purpose of performing make-up classroom work. Prior to keeping a student after school, the student shall be advised of the charges which are a basis for the detention. Students are expected to bring and work on materials during a detention. Students will be given a minimum notice of twenty-four hours before being required to serve a detention.

Teacher assigned detention: It is the responsibility of that teacher to supervise the detention at a given time/room and notify a parent/guardian.

Administrator assigned detention: This detention is issued by a dean/assistant principal and is served in a designated area before school, during lunch, or after school.

After School Detention: This detention is issued by a dean/assistant principal. These detentions are 1 to 2 hours in length and are typically held weekly beginning 10 minutes after dismissal.

The dean/assistant principal will arrange the detention with the student and issue a written notice of the detention. **Failure to serve these detentions may result in additional consequences.**

## **ELECTRONIC DEVICES**

### **CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

The personal use or possession of electronic signaling devices, photographic and digital imaging equipment, or mobile devices by a student shall be limited according to the following procedure.

- a. Students will be allowed to use mobile devices including but not limited to cellular phones and tablet devices under the following circumstances:
  1. Before school, until the first period bell
  2. After school, after the ninth period bell
  3. During passing periods (not inside classrooms or in any instructional setting where prohibited – locker rooms, tutoring center, etc.)
  4. In the cafeteria during lunch periods
  5. With teacher approval during class time
  6. As defined in the student's Individual Education Plan [IEP] or 504 Plan
- b. Students will not be allowed to use devices in the following:
  1. All instructional and assessment settings
  2. Physical education [PE] class and PE locker rooms
  3. Library or media center
  4. Computer labs
  5. Assemblies and performances
  6. Any area designated by administration or certified staff, including any areas listed in "A" above

When not in use, electronic devices must be kept out of sight and in an inconspicuous location, such as a backpack, pocket, purse, or locker.

Disciplinary action may be taken against any student guilty of using a cellular telephone or other

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

The District is not responsible for the loss or theft of any electronic device brought to school. District and school administrators may confiscate electronic devices brought to school. District and school administrators may search the contents of electronic devices brought to school when there are reasonable grounds for suspecting that the search will lead to evidence that a student has violated or is violating the law or the rules of the school, or is in imminent danger of injury of him- or herself or another person on school premises.

Additional student behavioral consequences for violation of this policy are determined by building administration.

### ***SEXTING***

Students should not engage in any form of sexting. Sexting is the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the Internet that are taken with or without consent. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possession and indecent, unsolicited or inappropriate visual depiction/or audio recording of oneself or another person through the use of a computer, electronic communication device, or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is a female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a)).

Acts of prohibited conduct involving sexting (or any inappropriate use of an electronic device) may result in administration confiscating the student's electronic device and reporting the incident to law enforcement. Students who are in violation of any activity outlined by Board Policy 7:190, *Student Discipline*, will be subject to consequences determined by administration, along with any necessary legal action.

### **HALLWAYS AND WASHROOMS**

Students are given adequate time to move from one place of assignment to another. This time should be used for a student to go to his/her locker, go to the washroom, and arrive on time to the next assigned area. Students are not allowed to congregate in doorways, on stair landings, and in other areas which result in congestion.

All students in the hallways after the passing period must have an authorized pass. Students are expected to obtain an authorized pass from a teacher or supervisor before entering the hallways after the passing period has ended. Students should fully understand that all teachers or staff members have the authority to correct inappropriate conduct at any time.

### **STUDENT DRESS**

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

**Students are expected to dress in a manner that is appropriate for a school setting. No article of clothing shall be worn that is improper, inappropriate or disrupts the educational process. Violators of this dress code will be required to change or may be sent home.**

- Pant legs should be worn at the same length and be free of rubber bands or any other type of symbol or sign of potential gang affiliation. Pants must be worn at the natural waist or slightly below the waist—no undergarments should be seen.
- Shirts that are strapless, backless, low-cut or reveal midriffs are not allowed to be worn at school. Students should not wear tube tops, halter-tops, or shirts that show cleavage. Shoulder straps should be at least 2 fingers wide; straps less than this width can be worn so long as they are accompanied by a blouse or a shirt. Tops should not be see-through or sheer in nature.
- Dresses, shorts and skirts must be at an appropriate length. Fingertips should be able to touch the hem of the garment; in general, the clothing should not be shorter than mid-thigh.
- Wearing items of clothing or accessories that include logos, designs, or any type of reference to alcohol, drugs, sex, tobacco, gang involvement, weapons, violence, or any other type of inappropriate symbol or wording, will be considered a violation of the dress code policy. Jewelry or other accessories should be appropriate in size and shape—no items with studs, sharp edges or similar will be allowed.

The safety and security of all students is of utmost importance. As a result the school district's commitment to safety and security, all district schools utilize video security monitoring systems and/or employ security staff. It is imperative that all students are easily identifiable at all times. With this in mind, hooded sweatshirts may be worn, but hoods may not be covering the student's head while on school property or at an off-campus school sponsored activity. Coats, jackets, gloves or other outerwear may not be worn indoors during the school day without permission from a building administrator. Appropriate eyewear must be worn. Appropriate shoes, suitable for indoors and outdoors must be worn at all times.

When a student is in violation of the dress code policy, building administrators will follow the procedures outlined in the student behavior section of the D300 Parent/Guardian Handbook. The incident will be classified as a level one violation and the administrator will follow the disciplinary consequences as outlined in the progressive response to code of conduct.

## **CAFETERIA GUIDELINES**

Students are expected to behave appropriately during lunch as in all other settings and follow the direction of lunch supervisors and food service staff. [Click here](#) for a link to Food Services information from D300/Aramark.

## **SCHOOL RESOURCE OFFICER (SRO) AND RECIPROCAL AGREEMENTS**

As defined by the school district and local law enforcement authorities, the School Resource Officer [SRO] is required to enforce all federal, state, and municipal statutes and ordinances; the SRO is mandated to refer matters of school discipline to the proper school staff member. In addition, the SRO will conduct investigations of all criminal and alleged criminal activity which occur during the

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

regular school day or during a school-related event.

Reciprocal agreements between local law enforcement and the school district require that the school must report to the police any information pertaining to student activity that involves or is suspected to involve:

- Criminal gang activity
- Weapons or any item used as a weapon
- Sale or possession of alcohol or illegal drugs or other intoxicants
- Fights or other violent activity which might reasonably carry over into the community
- Abuse, neglect, lock-out and runaway situations
- Acts of vandalism
- Activity constituting any state or federal crime which has occurred on school property or at a school-related event
- Other activity involving students which threatens the safety of others on or off campus

When students' behavior constitutes criminal action, school staff cannot pick and choose which criminal events to share with law enforcement authorities, nor can school staff decide if it is in the best interest of the students to involve law enforcement. School staff can only deal with school consequences; the police deal in criminal consequences.

## **VIDEO SURVEILLANCE**

The Board of Education authorizes the use of overt video surveillance cameras and monitors on district property and transportation vehicles to promote health, safety, and welfare of all students, staff and visitors; and to safe guard district facilities and equipment. For purposes of this policy, "district property" is defined as interior and exterior of the high school building, parking lots and grounds.

## **STUDENT ACTIVITIES AND ATHLETICS**

### **ATHLETIC/ACTIVITY PARTICIPATION CORE BELIEFS**

Please refer to the District 300 Parent/Guardian Handbook for Athletic/Activity Participation and Code of Conduct.

### **ATHLETICS**

Fall: Girls Volleyball, Boys Football, Boys Soccer, Boys & Girls Golf, Boys & Girls Cross Country, Cheerleading, Dance, Girls Tennis, Girls Swimming

Winter: Boys & Girls Basketball, Boys & Girls Indoor Track, Cheerleading, Dance, Wrestling, Boys Swimming

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook

Spring: Girls Track, Boys Track, Girls Softball, Boys Baseball, Girls Soccer, Boys Tennis

Please contact the Athletic Director for specific information and requirements.

## **CLUBS**

Our school offers a variety of clubs/activities and encourages student involvement in these programs. An updated list is available in the Athletic Office. Students may contact their guidance counselor or the Athletic Director for more information.

## **DANCES**

Only currently enrolled students will be admitted to school dances. Exceptions to this policy include:

1. Prom – where one of each couple must be a current junior or senior enrolled at Hampshire High School and the other person must be approved by an assistant principal.
2. Homecoming – one of each couple must be a currently enrolled Hampshire High School student and the other person must be approved by an assistant principal. The dress code for Homecoming will be casual to semi-formal. No blue jeans, sweat suits, denim shirts or tee shirts will be allowed. No guests age 21 and over will be permitted.

## **ELIGIBILITY**

In order to participate in any extra-curricular event/activity all student participants must be in attendance for at least half of the academic school day in order to participate in same-day activity or competitions. Exceptions to this policy may be made by the Building Administration of the school. There are minimum Illinois High School Association requirements regarding scholastic performance by athletes. District 300 requires a student to be passing five classes and/or 2.5 credits.

## **SAFE SCHOOL HOTLINE**

Any student that knows of anyone that has drugs, weapons, or is planning to commit violence should, *BREAK THE SILENCE*. Call in information anonymously to the District 300- Safe School Tip Line at 847-551-TIPS (8477), or submit information on the District 300 website under Safe School Tip Line at [www.d300.org](http://www.d300.org) or through the District 300 App. Reporter information will remain anonymous, prevent school violence and action will be taken by school authorities.

[CLICK HERE](#) To access the D300 Parent/Guardian Handbook