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General Information

Accidents

- If you are injured anytime during the school day, please obtain an Accident Report Form from the nurse and complete the form by following the procedures outlined.
- Injury to Students: Written reports of accidents must be on file no later than 24 hours following the occurrence, no matter how minor an accident may appear.

Affirmative Action/Sexual Harassment

Highland Park School District does not discriminate based on race, color, national origin, sex, age, or disability in admission to its programs, services, activities, access to them, treatment of individuals, or any aspect of its operations. The lack of English language skills shall not hinder admission or participation in the district's activities and programs. Highland Park School District does not discriminate in its hiring or employment practices.

The Highland Park Board of Education shall maintain a learning and working environment free from sexual harassment.

This policy prohibits unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the district staff to a student when made by any member of the district staff to another staff member, or when made by any student to another student when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; OR
2. submission to or rejection of conduct used for academic or employment decisions affecting that individual, OR
3. such behavior has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or learning environment.

Sexual Harassment may include but is not limited to the following:

- Verbal harassment or abuse with sexual overtones.
- Pressure for sexual activity.
- Repeated remarks to a person with sexually demeaning implications
- Unwelcome touching.
- Suggesting or demanding sexual involvement with the implied or explicit threat that one's grades or position would be affected unless there was compliance.

Anyone who alleges sexual harassment by any staff member or student may complain directly to their immediate supervisor, building principal, or district Affirmative Action Officer.

Filing a complaint or otherwise reporting sexual harassment will not impact the reporters'

procedures.

Personal Days

Teachers requesting personal days may do so by completing the Absence Request Form, available in the main office, at least two days before the requested date of absence.

Professional Days

Each teacher is allowed under contract to take up to two professional days, pending administrative approval, to attend educational meetings or conferences. The superintendent of schools may grant requests to take more than two professional days.

Requests for professional days are considered on a first-come, first-served basis, with no more than 5% of the staff out on any given day when school is in session, **pending availabilities**.

Requesting a day off requires completing an Absence Request Form and a Professional Development Form available in the main office. Submit both forms to the Principal's Secretary a week before the meeting. Make sure you attach all documentation to the Professional Development form. The principal will review your request for approval.

Publicity

The Principal or the Assistant Principal must approve all flyers and posters. Flyers and posters should be posted on bulletin boards where possible. **No flyers are to be taped to the walls.** After the event, all flyers/posters must be removed the next day.

Safety Regulations for Faculty

The following regulations are issued to prevent accidents. Please always observe them.

1. Teachers must provide hall supervision of students when students pass from one class to the next. Students must not be permitted to run or push.
2. Teachers should be familiar with the safety regulations for students, which are read and posted in the homeroom on the first day of school.
3. Teachers responsible for specific areas and conditions such as shops, labs, and the gym should explain the safety regulations required to their students. These regulations should be reviewed periodically.
4. Teachers should periodically review the fire regulations pertinent to the rooms in which they are located.
5. In every fire and civil defense drill, teachers must always carry the class roster/roll book as the law requires. The attendance secretary will maintain the day's central register and absentee list.
6. Students may only work at any time in the building with faculty supervision. A class must always be supervised.
7. By order of the Fire Department, no car may be parked directly adjacent to the art room wall or in the circle at the front of the building. No driveway should be blocked by a car or truck.

8. All accidents should be reported to the nurse and main office immediately.

Specific Safety Regulations for Students

Every student must observe the following rules to prevent an accident to themselves or others:

Moving Through the Halls

- Keep to the right
- Keep moving-do, not congregate
- Walk—do not run

Waiting in Line at the Cafeteria, Library, Gymnasium, Auditorium, Etc.

- Keep to the side of the hall

In Class, Auditorium, or Cafeteria

- Keep all books and purses out of aisles
- Do not bring any books or notebooks into the assembly
- Replace all moveable furniture in all rooms after use
- Leave in an orderly manner-no pushing or rushing

During Fire Drills

- Move quickly and SILENTLY
- Know the fire drill regulations for every classroom in your schedule

At Lockers

- Do not kneel at a locker during the passing of students between classes
- Keep books off the floor during the passing of students between classes

In the Laboratory, Gymnasium, or Playing field

- Wear the appropriate safety equipment when participating in the activity

At Doors

- Use extreme caution when opening doors into hallways

Students may not work at any time in the building without faculty supervision

Accidents must be reported to the nurse and the main office immediately.

Credit Recovery

Highland Park High School usually offers a credit recovery program. **Students may be denied the opportunity to attend credit recovery if their absences or tardiness continue in their enrolled course.**