

Meredosia-Chambersburg High School
830 Main
Meredosia, IL 62665
PHONE: 217-584-1291 or 217-584-1292 FAX: 217-584-1741
Website: www.mcsd11.net

Superintendent: *Thad Walker*

Principal: *Jeff Abell*

Members of the Board of Education: Jeff Browning, Madeline Buhlig, Kevin Duesterhaus, Scott Gregory, Alan Taylor, Jason Morton, Brian Werries

TO THE PARENT/GUARDIAN AND STUDENTS:

By law every school district must have a handbook that summarizes the general rules and regulations governing student conduct. In addition, the law requires these rules and regulations to be readily available to all students and parents/guardians. This handbook has been developed to explain and clarify the policies and procedures at Meredosia-Chambersburg Junior-Senior High School. We ask that all parents review the handbook with your son/daughter and use the "planner" as a means of communication with your son's/daughter's teachers.

Students...The faculty and staff would like to welcome you to Meredosia-Chambersburg Junior-Senior High School. We look forward to assisting you in fulfilling your educational requirements and preparing you for your future. We maintain a high level of expectation for academics and conduct. The faculty and staff will take an active part in your educational program and they expect you ask for assistance when you experience difficulties. Our job is to help you be successful and provide you with a rigorous and quality educational program. **You are expected to familiarize yourself with the information contained in the handbook and to put forth your best effort in each of your classes.**

Please note, in regard to student behavior this handbook serves as a guide and not a contract. The administration retains the right and privilege to change and/or issue consequences for misbehaviors as deemed necessary.

EQUAL OPPORTUNITY AND SEX EQUITY

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 as homeless, or actual or potential marital or parental status, including pregnancy.

MISSION STATEMENT:

"The Meredosia-Chambersburg School System provides a safe, positive and challenging educational environment for our students to reach their fullest potential. Our mission is to teach our students to actively seek knowledge, which will make them productive citizens in our community. We strive to prepare students of good character and solid educational background to enter the adult world and actively seek to improve it through their efforts."

BELL SCHEDULE

Regular Bell Schedule

| | |
|----------------------|-------------|
| 1 st Hour | 8:15- 9:00 |
| 2 nd Hour | 9:03- 9:48 |
| 3 rd Hour | 9:51-10:36 |
| 4 th Hour | 10:39-11:24 |
| 5 th Hour | 11:27-12:12 |
| Lunch | 12:15-12:50 |
| 6 th Hour | 12:53-1:38 |
| 7 th Hour | 1:41-2:26 |
| Advisory | 2:29-3:05 |

2:15 Bell Schedule

| | |
|----------------------|-------------|
| 1 st Hour | 8:15-8:58 |
| 2 nd Hour | 9:01-9:44 |
| 3 rd Hour | 9:47-10:30 |
| 4 th Hour | 10:33-11:16 |
| 5 th Hour | 11:19-12:02 |
| Lunch | 12:05-12:40 |
| 6 th Hour | 12:43-1:26 |
| 7 th Hour | 1:29-2:15 |

**Students may enter the foyer at 7:45 AM*

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on the constitution of the US of America, representative government, and the Pledge of Allegiance.
4. Take the state required test.

Meredosia-Chambersburg Graduation Requirements*

Students are required to earn 27 credits to graduate from Meredosia-Chambersburg High School.

| | |
|--------------------|--|
| Math | 3 credits (One year must be Algebra I and one year must include geometry content) |
| English | 4 credits (English I, II, III and one credit from other language arts course offerings) |
| Science | 2 credits (Physical Science, Biology) |
| Social Sciences | 2 credits (Must include one year of U.S. history, American Government and Civics. |
| Consumer Education | 1 credit (May be earned through completion of Consumer Economics/Personal Finance) |
| Health | .5 credit |
| Driver's Education | .5 credit |
| Elective | 1 credit (art, music, foreign language, or vocational education) |
| PE | 4 credit |

***Students who do not complete graduation requirements will not be permitted to participate in the commencement ceremony.** Students must attend graduation practice to participate in the commencement ceremony.
Students must earn a minimum number of credits to be promoted to the next grade level. A student will not be classified based on the number of years they have been enrolled in the high school.

APEX Guidelines

APEX courses for credit recovery can only be taken within the following guidelines:

- *Failed courses must be re-taken in the regular classroom with the regular teacher unless there is a scheduling conflict with another required class.
- *Only two class periods may be used for credit recovery and only in the junior and senior years.
- *No more than four credits may be earned in a single year through APEX.
- *Extra APEX courses may not be added to make up for credits lost due to failing other classes in the same year.
- *Required senior courses may not be taken on APEX during the student's senior year.

APEX courses may be assigned to transfer students whose schedules do not match our own.

APEX courses for elective credit may only be taken within the following guidelines:

- *Only APEX courses approved by the guidance counselor and principal may be taken for credit
- *A student may not take an elective on APEX if it is offered in our schedule
- *Credits earned through APEX electives may NOT replace courses requirements in our schedule except to graduate.
- *Current acceptable APEX offerings include.
 - *MATH: Pre-calculus, Financial Literacy, Probability and Statistics, Mathematics of Personal Finance and Liberal Arts Math
 - *SCIENCE: Psychology and Earth Science
 - *ENGLISH: Creative Writing
 - *SOCIAL STUDIES: Sociology, U.S. and Global Economics, and Virginia Economics and Personal Finance
 - *LANGUAGE: French I, French II, Spanish III
 - *MISC: Music Appreciation and Art Appreciation

*Courses are intended to provide a vigorous, challenging educational experience; therefore, a student must expect to work on each half credit for an entire semester.

| Classification | Minimum Number of Credits |
|----------------|---------------------------|
| Freshman | 0 – 6.5 |
| Sophomore | 7 - 13.5 |
| Junior | 14 – 20 |
| Senior | 20.5 - 27 |

****Students will be classified at the beginning of each school year and will remain in that classification during that school year.**

Failures

All high school students making a failing grade for any semester will have an F placed on the report card mailed to parents and on the permanent record.

Homework Help

After school homework help will be provided for students to complete homework or any other assignments. This is to aid students in being more responsible and doing the assignments in a timely fashion.

RECOMMENDED COLLEGE-PREP PROGRAM (beyond graduation requirements)

| | |
|------------------|---|
| English | 4 years |
| Math | 4 years |
| Science | 3-4 years (2-3 lab sciences: Biology, Chemistry, and Physics) |
| Social Sciences | 2-3 years |
| Foreign Language | 3-4 years |

It is important for students to consult with the guidance counselor or principal in an effort to develop a four-year plan to increase the likelihood of being able to take the classes that will best serve students with their future plans. College-bound students should check with the college of their choice to determine course requirements.

FREEDOM OF INFORMATION ACT (FOIA)

In compliance with the Illinois Freedom of Information Act of 1984, requests are accommodated for the examination and copying of public records of the school district consistent with the law and Board Policy. Please call the District Office for information on procedure, hours and any fees.

PHYSICAL EDUCATION REQUIREMENT

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below. (PE will count towards GPA)

1. Enrollment in a marching band program for credit will exempt the student for the current semester. **Student may apply for exemption for two years.**
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (Student must be in the 11th or 12th grade).
6. Cross-Reference: *Board Policy 6:310, Substitutions for Physical Education*

****Physical Education Students will be required to "Dress" daily for PE Class. Dressing for PE Class means students will wear: tennis shoes, socks, a Meredosia-Chambersburg PE uniform, or other athletic apparel (shorts, sweats, t-shirt) as long as it is not the clothing that the student has worn to school for the day.**

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS, COURSE SUBSTITUTIONS AND CORRESPONDANCE COURSES

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools
2. The student is a fourth or fifth year senior
3. The student assumes responsibility for all fees
4. The building principal approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee
2. The course is not offered at the student's high school
3. The student assumes responsibility for all fees (including tuition and textbooks)
4. The building principal approves the course in advance

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is in good academic standing
2. The course is not offered in the high school curriculum
3. The course is approved in advance by the student's guidance counselor and the building principal
4. The student assumes responsibility for all fees

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

Meredosia-Chambersburg High School has a dual credit agreement with John Wood Community College. A student who successfully completes a pre approved dual credit course that is scheduled during regular school hours may receive credit at both the college and high school level. John Wood reserves the right to refuse acceptance based on assessment test scores and/or grades.

Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Substitutions for Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

Schedule Changes

Students may initiate changes at the beginning of the first semester during the initial 5 student attendance days as stipulated by the official school calendar and at the beginning of second semester dating the initial 3 student attendance days. Schedule changes require approval of the counselor, parent, teacher and administration.

Promotion Criteria for Junior High Students:

To attend 8th grade promotion exercises, each junior high student must earn a total of eight (8) academic credits in the 7th and 8th grade years. (Each semester passed equals .5 credit). Academic classes include Language Arts, English, Math, Science, and Social Studies. Additionally, a student must not fail the same subject any three semesters. He/she must pass a test on the state and federal constitution. P.E., chorus, exploratory classes and band will not be counted in this total. **Each student must earn 3 academic credits for their 7th grade year and 1-½ credits during the last semester of the 7th and 8th grade years.** 6th grade promotion will be based on elementary requirements.

While parent/guardian input is sought in cases of retention, school administration and the MC School Board have final authority in regard to retention or promotion.

GRADE POINT AVERAGE (GPA)

The GPA at Meredosia-Chambersburg is based on the following scale:

| | | | | |
|-----------|-----------|-----------|-----------|-------|
| A = 4.00 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | F = 0 |
| A- = 3.67 | B = 3.00 | C = 2.00 | D = 1.00 | |
| | B- = 2.67 | C- = 1.67 | D- = .67 | |

GRADING SCALE

| | | | | |
|--------------|--------------|--------------|--------------|------------|
| 100 – A+ | 87 – 89 = B+ | 77 – 79 = C+ | 67 – 69 = D+ | |
| 93 - 99 = A | 84 – 86 = B | 73 – 76 = C | 63 – 66 = D | 0 - 59 = F |
| 90 – 92 = A- | 80 – 82 = B- | 70 – 72 = C- | 60 – 62 = D- | |

HONOR ROLL

A 3.0 GPA (one C with an A to offset it and no D's or F's permitted) is required for honor roll and a 3.75 (no C's, D's or F's permitted) is required for high honors.

Cum Laude, , Magna Cum Laude, Summa Cum Laude

Cum Laude 3.5, but less than 3.7, Magna Cum Laude at least 3.7 but less than 3.9, Summa Cum Laude at least 3.9- recipients will be determined at the end of the 8th semester.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

REPORTING TO PARENTS

Parents are encouraged to contact individual teachers at any time during the year if they need information on their child's progress or have questions or concerns. The staff's email addresses are located on the school website - www.mcsd11.net.

Mid-term reports will be available to parents/guardians of students doing below average work at mid-point of each nine-week grading period. Progress reports may also be sent to commend students for exceptional or improving work. Report cards will be sent home at the end of each quarter.

Parent/Teacher conferences will be held two times per year; at the end of first quarter and during third quarter. All parents and students are encouraged to attend parent/teacher conferences.

Parent Portal can be accessed daily to check student assignments, attendance & grades.

EXAM EXEMPTIONS

Both semesters of the student's senior year, the student has the option to have their semester exams waived if he/she has at least a 85% average in that class, two unexcused tardies and three or less absences during the semester. The following are excepted from the absences: Court Mandated Appearance, College Days or Death of an immediate family member. Documentation is required for an excused absence.

- Sophomores will have the option of being exempt from 1 final. (With teacher approval)
- Juniors will have the option of being exempt from 2 finals.(With teacher approval)

Final exams are worth 20% of a student's grade.

STUDENT HEALTH

School Health Care Aide

Our school health care aide is available during school hours. The health care aide is not responsible for evaluating signs of illness or injury that have occurred at home. These should be referred to your family doctor or an emergency room. A child who has been vomiting or has had a fever should remain home until symptoms have been gone for 24 hours. If a child becomes ill during school hours, parents are expected to make arrangements to have the child picked up right away. Parents without transportation, and working parents, should make arrangements for this possibility early in the school year.

IMPORTANT!!! Please inform the school, in writing, of any medical problems or concerns and **please keep the emergency numbers on your child's enrollment card current.**

Required Immunizations, Health, Vision, and Dental Exams

All students are required to present appropriate proof that the student received a health examination and the immunizations against and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the IL Dept of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. According to school policy, medical marijuana is not to be on campus and is to be administered only off campus by a designated caregiver.

BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second grade must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written Verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "**Student Medical Authorization Form.**"

School or district employees are not allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. Students are not allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a **Self-Administration Medical Authorization Form**. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Care of Students with Diabetes and Food Allergies

If your child has diabetes or food allergy, and requires assistance with managing this condition while at school and school functions, a *Care Plan* must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Care Plan.

d. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Care Plan.

For further information, please contact the building principal. Parents providing accurate and timely information to the school will allow the school district to review all available resources to best serve the student's needs.

Illness

Sick children do not come to school. Sick means: a temperature of 99 or above in the past 24 hours, or diarrhea in the past 24 hours, or any vomiting the past 24 hours, or any unexplained rash or croup-like cough and /or runny nose.

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chicken pox, measles, strep throat, lice, diarrhea, pink eye, ringworm, scabies, covid-19, etc.

Your child must be fever free, and should not have vomited or had diarrhea for 24 hours before returning to school.

Students who become ill at school are to report to the office. If the student is too ill to remain at school parents will be contacted by office personnel.

Head Lice

Head lice are tiny parasitic insects (about the size of a sesame seed) that live on the human scalp. Nits are the tiny yellowish-white, tear drop shaped eggs. These eggs are attached to the hair with a glue-like substance and cannot be easily brushed or blown away. Head lice are passed from child to child on shared combs, brushes, or clothing (hats, coats, towels); even from infested furniture, carpeting, or bedding. With the exception of the common cold, head lice infestation affects more school age children than all other childhood diseases combined.

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- **A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.**

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promoted good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.
See School Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See School Board policy 6:60, *Curriculum Content*.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education

Nutrition Guidelines for Foods Available in Schools during the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's not-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods on minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during meal periods and comply with all applicable rules of the Illinois State Board of Education.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board of monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec 204.
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
National School Lunch Act, 42 U.S.C. 1758.
42 U.S.C. 1779, as implemented by 7 C.F.R. 210.11.
105 ILCS 5/2-3.139.
23 Ill. Admin. Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services)

ADOPTED: September 14, 2011

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

As per Meredosia-Chambersburg CUSD 11 policy, **five (5) days per semester will be excused without a doctor's excuse**. The 6th and each subsequent absence will require a doctor's excuse regardless of the reason in order for the absence to be excused. The student will be required to bring their doctor note in to the office **within two days** of the absence.

IF A STUDENT IS ILL, PARENTS/GUARDIANS MUST CALL MEREDOSIA-CHAMBERSBURG JR-SR HS BEFORE 9:30 AM (584-1291) ON THE DAY OF THE STUDENT'S ABSENCE. FAILURE TO CALL OR CLEAR UP ABSENCES WITHIN 24 HRS OF A STUDENT'S RETURN TO SCHOOL WILL RESULT IN THE ABSENCE BEING UNEXCUSED. The school will call the home to ascertain a student's whereabouts. *If the absence is for a doctor or dentist appointment the appointment card or a note from the doctor's or dentist's office must be presented within two days of returning to school.* Upon returning to school, students must obtain a student pass and sign in.

An excused absence will be given for illness, doctor or dentist appointments, death in the family, or a family emergency providing students have not exceeded five (5) absences during the semester or proper documentation from the doctor or dentist is presented to the office.

An unexcused absence indicates a student is absent from school with/without the consent of the parents or for a reason which is not acceptable to the school. **Working, babysitting, hair appointments, shopping trips, prom fittings, senior picture appointment, oversleeping, missing the bus, tardy because of driving to school or riding to school in a vehicle other than a school bus** are examples of absences and/or tardiness that will not be excused. Students will receive a zero in classes where the absence is unexcused.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 584-1291 to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference: PRESS 7:70, Attendance and Truancy

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

PRESS 7:80, Release Time for Religious Instruction/Observation

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A written statement from a physician is required prior to home or hospital instruction.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Supt at 584-1744.

Cross Reference: PRESS 6:150, Home and Hospital Instruction

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not receive credit for missed work.

In the event of an absence, students and parents must be cognizant of the fact that there are classroom activities which cannot be recreated and therefore credit cannot be given.

PRE-ARRANGED ABSENCES

A pre-arranged absence form must be completed (signed by parents and all teachers) and returned to the office at least two days before the beginning of the pre-arranged absence. Pre-arranged forms are required for any absence other than illness, doctor/ortho appointment and school-related trips. **FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE AND A ZERO IN THE CLASS(ES) MISSED.**

VACATIONS

In general, vacations will not be considered as an excused absence. We ask that vacations be taken during school holidays/breaks. Parents who request that their son/daughter be excused from school for a family vacation *must make the request one-week in advance by using a pre-arranged absence form. The request must include dates of the absence and a parent signature.* COMPLETED FORMS MUST BE TURNED IN TO THE OFFICE 2 DAYS PRIOR TO THE ABSENCE. All assignments must be completed and given to the teachers before leaving on vacation.* **FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE AND A ZERO IN THE CLASS(ES) MISSED.**

COLLEGE DAYS

Selecting a college is an important decision and the selection process should begin during a student's junior year. Before enrolling in a college, students are encouraged to visit the college of their choice. Most colleges have set days for students to visit and students are advised to check with the college to determine these visitation date(s).

Two (2) days during the junior and senior years may be used for college visit days. Pre-arranged absence forms must be completed and turned in at least two days prior to the college visit. If a student is not visiting during set college visit days the visit must be scheduled through the college admissions department at least one week in advance. This will allow a college/university/tech school the necessary time to prepare for the visit. **A student must bring back verification from the college/university/tech school or military recruiter.** No college days can be scheduled during the last two weeks of the school year or during exam (semester or state assessment) days.

COURT APPEARANCES

Students who make court appearances **must** get a pre-arranged absence form from the office and have it signed by teachers at least two (2) days prior to the court date. Also, upon return to school from court, the student needs a signed Proof of Court Appearance form to submit to the jr. – sr. high school office. **FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE AND A ZERO IN THE CLASS(ES) MISSED.**

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

TARDINESS

Students are to be in class when the final bell rings. Students who arrive late must obtain a student pass from the main office.

Unexcused tardiness will result in the following disciplinary action (per class each quarter):

| | |
|-------------------------|---|
| 1 st Offense | Warning (Teacher inform student) |
| 2 nd Offense | 15 minute before or after school detention with the teacher |

* If the detention is skipped it will double.

*Every offense after the 2nd offense will be doubled and the fourth offense will be an in school.

***Teacher will inform parent of student's detention.** Teacher will also give the student two days to arrange & serve detention.

*Suspension (in-school or out-of-school) and/or loss of privileges may occur for repeat offenders.

SIGN-IN / OUT SHEET

Any student returning to or leaving the building for any reason (not including faculty supervised activities) must report to the Main District office and complete the sign-in or sign-out sheet. **Students must sign their own name, record the date, time and reason on the sign out sheet.** Upon returning to school the student must obtain an admit slip from the office.

SAFETY DRILL PROCEDURE

Safety drills will occur at times established by administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross-References: PRESS 4:170, Safety PRESS 4:170-AP1, Comprehensive Safety and Crisis Program

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

*Cross-References: PRESS 7:280, Communicable and Chronic Infectious Disease
PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases*

Internet Acceptable Use

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

Unacceptable Use – the user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette- The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the address or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

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

Indemnification- The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

ELECTRONIC DEVICES

Cell Phone Policy – Students are required to have his/her cell OFF no later than 8:10 a.m. Students are **REQUIRED** to place their cell phone in the designated cell phone holder upon entering every class. This includes but is not limited to; classrooms, gyms and library/media center. **Students who have not lost the privilege may have the opportunity to use cell phones during lunch time only.**

Violation of this policy will be as follows:

| | |
|--|---|
| 1 st Offense Per school year | A two day lunch phone suspension will be given. The device will be placed in the designated phone holder in the cafeteria. |
| 2 nd Offense Per school year | A three day lunch phone suspension will be given. The device will be placed in the designated phone holder in the cafeteria and parents/guardian will be notified. |
| 3 rd Offense Per school year | A five day lunch phone suspension will be given. The device will be placed in the designated phone holder in the cafeteria and parents/guardian will be notified. |
| 4 th and Subsequent Offenses Per school year | A five day lunch phone suspension will be given as well as a sixty minute detention. The device will be placed in the designated phone holder in the cafeteria and parents/guardian will be notified |

**** NON-COMPLIANCE: A STUDENT WHO REFUSES TO TURN-IN THEIR DEVICE WILL RECEIVE AN IN-SCHOOL SUSPENSION AND THE STUDENT'S PARENT OR GAURDIAN WILL BE NOTIFIED.**

The school district is not responsible for the loss or theft of cell phones or other electronic devices brought into the school.

Electronic study aids may be used during the school day if the use of the device is provided in the student's IEP. Examples of devices that are used as study aids include tape recorders, palm pilots and laptop computers.

PROHIBITION OF TOBACCO USE ON SCHOOL PROPERTY

According to *Illinois School Code 5/10-20.5b*, "Each school board shall prohibit the use of tobacco on school property by any school personnel, student, or other person when such property is being used for any school purposes. The school board may not authorize or permit any exception to or exemption from the prohibition at any place or at any time, including without limitation outside of school buildings or before or after the regular school day or on days when school is not in session. "School purposes" include but are not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. For purposes of this Section "tobacco" shall mean cigarette, cigar, or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. Automatic out of school suspension will be occur for this infraction

STUDENT DRESS CODE School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, vulgar, obscene, or offensive language or dress (including accessories) may not display lewd symbols.
- **NO SAGGING PANTS!**
- Back packs, duffle bags or drawn string bags should remain in the student's locker or designated area.
- Hats, coats (anything not of sweatshirt material is considered a coat), bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard or cause a disruption are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. (7 inches above the knee). **Spandex type material or Yoga pants worn alone is not appropriate.** Leggings are permitted with a mid thigh length dress.
- Appropriate footwear must be worn at all times.
- THE FINAL DECISION ON **DRESS CODE AND ACCESSORIES WILL BE MADE BY THE BUILDING ADMINISTRATORS.**
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- No slippers.

A. PE Dress Code: During PE class all students must wear the M-C PE Uniform and tennis shoes.(Shoes not worn outside)

***1st offense-Call home – parents may bring appropriate clothing or clothing from lost and found will be given to the student to wear.**

***2nd offense-Call home – parents may bring appropriate clothing or clothing from lost and found will be given to the student to wear.**

***3rd offense – Call home – student will have immediate in school.**

School Breakfast & Lunch Program

Breakfast is served every school day from 7:50 a.m. to 8:10 a.m. Lunch is served every school day from 11:30 a.m. to 12:45 p.m., except when there is an 11:45 a.m. or earlier dismissal.

. Extra juice can be purchased for \$0.30.

A student may bring a sack lunch from home and purchase milk for \$0.30

Free or reduced price meals are available for qualifying students. For an application, contact the principal's office.

Students that bring food or drink for breakfast must go to directly to the cafeteria/Den. Students are not allowed to bring food or snacks other than for breakfast and lunch without advanced permission from staff.

- There should be no food in classrooms or hallways. Food/snacks should be eaten in the cafeteria or Den unless there is a lunch meeting in a classroom.
- No cups/tumbler etc... from home, Casey's etc...will be allowed in hallways, classrooms, lockers, gyms, locker rooms and media center/library.

Cafeteria & Lunch Rules

High school students or proceed to the cafeteria during lunch. Those students not eating may go to the gym. The following rules shall be observed and abided by during lunch.

- All food and drink will be eaten in the cafeteria each day.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination (gym or cafeteria) upon dismissal from class.
- Students shall be respectful, courteous, and safe at their chosen lunch location.
- Students shall return to school and be in class on time.
- .

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall be silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- The student may not get in or on any motor vehicle during the lunch period unless a parent or guardian of the student is in or on the vehicle.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Students who may qualify for free or reduced lunches under the National School Lunch Program are encouraged to apply. Parents must complete an application that should contain all school-aged children in the family. The application can be returned to either the high school or grade school office. Free or reduced priced meals will be offered only after the application is received, processed, and approved.

Open Campus

OPEN CAMPUS WILL BE PERMITTED ON A REWARD SYSTEM FOR ONLY ACADEMICS AND BEHAVIOR. These achievements will be awarded at specific times during the school year.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, a district representative will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at [insert

address and phone number].

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

LOCKERS

Each student is assigned a locker. Students are to use only their assigned locker. No beverages are to be stored in/on lockers. Please keep all books and personal items in the locker. **Lockers are to be locked.** Lockers are the property of the school district and are subject to inspection. Students are responsible for damage to lockers and will be assessed for damage and/or vandalism.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT AT SCHOOL BY STUDENTS

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

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

STUDENTS

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

SEIZURE OF PROPERTY

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

SCHOOL PROPERTY PROTECTION

Students and their parents are responsible for replacing or paying for lost and/or damaged equipment, school owned books, and other school property if damaged or destroyed by the student.

STUDENTS' POSSESSIONS

Students are advised not to bring large amounts of money or valuable possessions to school. All students' possessions should be locked in the students' locker during the regular school day.

Staff members must get approval from the principal if a classroom project or assignment requires the use of prohibited equipment. Student owned musical instruments, calculators, etc. are not covered by district insurance.

CARS ON SCHOOL PROPERTY

Students may park their vehicles in the lot designated for student parking and located in front of the school between the hours of 7:45 AM and 3:30 PM. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked in an inappropriate manner or in undesignated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action (including loss of driving privilege).

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

No vehicle may park behind or block in another vehicle at any time.

Permission must be granted by the principal and will be escorted to their vehicle during the school day.

VISITORS

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

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

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

STUDENT GUESTS

Guests will be allowed at Meredosia-Chambersburg if the following conditions are met:

1. Principal's office and all teachers are **NOTIFIED AT LEAST TWO DAYS** in advance and all give their approval
2. The guest is presently a student at another high school that is on vacation
3. Parent consent is given

OFFICE TELEPHONE

Office phones are for school district business. Students will be allowed to use the office phone if an **emergency** arises. **After school hours** students may use their cell phones.

BULLYING, INTIMIDATION & (Sexual) HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

BULLYING MEANS ANY SEVERE OR PERVASIVE PHYSICAL OR VERBAL ACT OR CONDUCT, INCLUDING COMMUNICATIONS MADE IN WRITING OR ELECTRONICALLY, DIRECTED TOWARD A STUDENT THAT IS OR CAN BE REASONABLY PREDICTED TO HAVE THE EFFECT OF: (1) PLACING THE STUDENT IN REASONABLE FEAR OF HARM TO THE STUDENT'S PERSON OR PROPERTY; (2) CAUSING A SUBSTANTIALLY DETRIMENTAL EFFECT ON THE STUDENT'S PHYSICAL OR MENTAL HEALTH; (3) SUBSTANTIALLY INTERFERES WITH THE STUDENT'S ACADEMIC PERFORMANCE; OR (4) SUBSTANTIALLY INTERFERES WITH THE STUDENT'S ABILITY TO PARTICIPATE IN OR BENEFIT FROM THE SERVICES, ACTIVITIES, OR PRIVILEGES PROVIDED BY THE SCHOOL.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Prevention of and Response to Bullying, Intimidation, and Harassment

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 District goals.

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, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
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 it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* 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:

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

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*. *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*.

Nondiscrimination Coordinator:

Thad Walker, Superintendent, 623 Main St., Meredosia, IL 62665

Phone: (217)584-1744

Complaint Managers:

Jeff Abell, Principal, 830 Main, Meredosia, IL 62665

Phone: (217)-584-1291

Cross-References:

PRESS 7:20, *Harassment of Students Prohibited*, PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*
PRESS 7:190, *Student Discipline*, PRESS 2:260, *Uniform Grievance Procedure*

SPECIAL EDUCATION

Education of Children with Disabilities

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Cross Reference: PRESS 6:120, *Education of Children with Disabilities*

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference: PRESS 7:230, *Misconduct by Students with Disabilities*

STUDENT PRIVACY AND PROTECTION

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross-References: PRESS 7:15, *Student and Family Privacy Rights*
PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue.
SW Washington, D.C. 20202-4605

Cross-References: PRESS 7:340, *Student Records*

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-References: PRESS 7:340, *Student Records*

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-References: PRESS 7:340-AP, *Student Records*

PARENTAL RIGHTS AND NOTIFICATIONS

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross-References: PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

Standardized Testing

Students and parents/guardians should be aware that students in grades 6-11 will take ATI Tests. Students in grades 6, 7, 8 and 11 will take the state mandated test. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross-Reference: PRESS 6:340, *Student Testing and Assessment Programs*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross-References: PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References: PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Cross-Reference: PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

Pesticide Application Notice

Pesticide / Herbicide Application on Lawns and Fields

The Director of Buildings and Grounds shall notify students and their parents/guardians and employees in the District at least 4 business days before a pesticide/herbicide application on school grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identifies the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An

exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/10.3) or the Lawn Care Products Application and Notice Act

(415 ILCS 65/3), whichever is applicable, shall control.

Please send your request each year to:

MCSD # 11

Attention: Director of Buildings & Grounds

830 Main Street

Meredosia, IL 60093

PH: 1.217.584.1744

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Superintendent
830 Main
Meredosia, IL 62665

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference: PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference: PRESS 5:90, *Abused and Neglected Child Reporting*

SEX EQUITY GRIEVANCE PROCEDURE

Meredosia Community School District #11 insures that equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap. Sexual discrimination, intimidation, and harassment are against school policy and will not be tolerated in the Meredosia-Chambersburg School District. Questions in reference to equal opportunities or sexual discrimination may be directed to the building principal at Meredosia-Chambersburg Schools, located in Meredosia, Illinois, Phone 584-1291 ext 1001.

1. Anyone wishing to present an allegation of sex discrimination by the district against a student or students shall present a grievance in writing to the administrator in charge of the building in which the student or students are housed.
2. Within one week (five working days) the administrator named in step #1 will respond in writing to the grievance and will forward copies of both the grievance and the decision to the district superintendent and to the district equity coordinator. If the grievant is not satisfied with the decision of the administrator, the grievant may request that equity coordinator respond to the grievance.
3. The equity coordinator shall review the grievance and the decision of the administrator and shall render a written decision within seven calendar days. Copies of the decision shall go to the grievant, the administrator named in step #2 and the district superintendent. If the equity coordinator's decision is not acceptable to the grievant or the administrator named in step #2, either may request that the district superintendent respond to the grievance.
4. The district superintendent shall review the grievance and the decision of the equity coordinator and shall render a written decision within two weeks (10 working days). Copies of the decision shall be given to the grievant, the administrator, and the equity coordinator. If the grievant is not satisfied with the decision rendered by the superintendent, the decision may be appealed to the local board of education.

5. Immediately upon receipt from the grievant of written notice of intent to appeal to the board, copies of the grievance and the decisions at each prior level of review shall be forwarded by the superintendent to the board. The board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within two weeks (ten working days) of the date on which the grievance was heard.
6. If the grievant is dissatisfied with the board's decision, appeal may be made first to the Superintendent of the Regional Office of Education, and finally, to the **Illinois State Superintendent of Schools (See following notice)**.

NOTICE: The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. Appeal of decisions rendered at any of the levels of review within the district must be made within three weeks (fifteen working days) of their receipt. Appeal outside of the district should be made in a timely fashion. The equity coordinator shall be available to provide assistance to the grievant as needed in preparation and processing of the grievance and the appeal of decisions.

The equity coordinator for Meredosia-Chambersburg Community Unit School District #11 is Thad Walker. He may be contacted at M-C CUSD #11 District Office: 830 Main Meredosia, Illinois 62665 or by calling 217-584-1291 x1001.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child (ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross-References: PRESS 4:170-AP2, *Criminal Offender Notification Laws*

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Cross Reference: PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*

RIGHTS AND RESPONSIBILITIES...With each right comes a responsibility...

Students have the right to:

- A meaningful learning experience
- An appropriate and challenging curriculum
- Protection from physical or verbal abuse
- Opportunities for practicing decision making
- Be disciplined in a humane and appropriate manner
- A school climate free of violence and disruptions
- A written code of classroom discipline
- Due process in matters of disciplinary action

Students have the responsibility to:

- Be responsible for their own actions
- Show respect to others
- Dress appropriately and practice habits of personal cleanliness and safety
- Arrive at school on time
- Obey classroom and school rules and city, state, and federal laws
- Respect the rights of fellow students and school personnel
- Attain the best possible level of academic achievement
- Respect authority in school, at school-sponsored activities, and on the bus
- Respect school and community property
- Know reasons for and methods of discipline
- Represent Meredosia-Chambersburg CUSD #11 in a positive way at all time

Parents have the right to:

- Be granted reasonable access to school records pertaining to their child
- Receive periodic official reports of their child's academic progress
- Discuss their child's progress with teachers, guidance counselor, and/or administration
- A written code of discipline
- Receive notification of their child's violation of school rules and regulations

Parents have the responsibility to:

- Assume responsibility for their child's regular school attendance
- Recognize that the teacher/administrator stands in place of the parents in matters relating to the discipline and conduct of the school
- Recognize the fact that school rules apply to all students
- Teach the child respect for law, for the rights of others, and for private and public property
- Treat administration, teachers, and other school staff members with respect
- Take an active interest in school programs and activities
- Keep their children safe and be responsible for health examinations and immunizations as required by law
- Plan for homework assignments, provide necessary supervision, encourage good study habits
- Cooperate with the school in carrying out disciplinary actions taken in the best interest of the child
- Attend conferences and special school activities whenever possible
- Pre-arrange requested conferences/meetings with staff members

Teachers have the right to:

- Expect students to work up to their potential
- Expect students to follow school and classroom rules and city, state, and federal laws
- Be treated in a respectful manner by students, parents, and staff
- Be protected from physical and verbal assault and from harm to self or personal property
- Call for a parent/teacher conference when appropriate
- Discipline students in a fair manner

Teachers have the responsibility to:

- Provide the best possible education through a positive classroom climate
- Align curriculum with designated standards
- Differentiate instruction to meet individual students' needs
- Treat students and parents in a respectful manner
- Be available to talk with staff, parents and students about class work and discipline
- Enforce rules of the school and classroom quickly, firmly, consistently, and impartially
- Enforce discipline outside the classroom (in halls, restrooms, and on school grounds)
- Teach respect for community property and good citizenship
- Post, distribute, and discuss rules and consequences for classroom behavior
- Implement an action plan as described in the School Improvement Plan

RESPECT FOR TEACHERS, SCHOOL EMPLOYEES, AND FELLOW STUDENTS

The teachers, administrators and other employees have been employed by the board of Education after careful investigation, thorough interviewing, and consultation. All certified employees have completed four (4) or more years of college preparation in order to be qualified for their position. Our staff members deserve, and we shall require, proper respect and courtesy to them by all. All employees shall be addressed **as Dr., Mr., Miss, Mrs., or Ms.**, as the case may be.

We also ask everyone follow the chain of command when there is a question or a concern.

Chain of Command

Parents begin discussions on each issue regarding their student with the teacher and/or coach in charge of the class or activity.

If not satisfied with that discussion, parents take issue to Principal or Athletic Director with the teacher or coach present.

If not satisfied, parents take issue to Superintendent. Principal/Athletic Director and teacher or coach may be present if requested by Superintendent.

If parents are still not satisfied they should request an audience with the Board of Education at a meeting scheduled by the Superintendent.

A school stands or falls on the effectiveness of its discipline. Without order, safety, and a sense of security and civility a school cannot work and learning will not occur. Our district's expectations are outlined in the student handbook becoming familiar with the content and exercising self-discipline will alleviate unnecessary problems.

The roots of positive discipline lie in the way people (adults and students) think about themselves and others and the way they treat each other everyday. It is the culture that drives the discipline of the school. The school's role is to join with parents to train our students to become productive citizens who function with integrity and exhibit responsibility in their daily living. It is important that parents and society recognize schools cannot do the job alone and the family, as well as, the community must play a vital and supportive role.

Meredosia-Chambersburg Junior-Senior High School is committed to the goal of a positive, effective, and orderly process of instruction. Members of the Board of Education, school administrators, teachers, parents, support personnel, and students assume their share of responsibility for the attainment of this goal.

Each teacher is required to have a Classroom Management Plan that is approved by the administration and shared with students at the beginning of the year. Each plan includes expectations and consequences. Teachers are expected to implement their plan for inappropriate behavior that occurs in their classroom. There are also expectations for behavior outside the classroom and all staff members, as part of their contract, are expected to monitor student behavior and enforce school rules.

STUDENT DISCIPLINE

Prohibited Student Conduct:

Students may be disciplined for misconduct, including but not limited to the following:

1. Being a participant in acts of verbal and/or physical aggressions. Verbal aggression includes any language, signal or sign which is intended to directly or indirectly convey a threat to inflict physical or psychological harm to school official, employee, students or guests.
2. Destruction of school property or property of another.
3. Disrespect toward teachers, administrators, school personnel, or students.
4. Forging signatures on school documents.
5. Gambling, including playing cards, flipping or matching coins, rolling dice or any other form of gambling.
6. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
7. Improper use of motor vehicle during school day or lunch period.
8. Leaving school or class without permission.
9. Using or possessing an electronic device.
10. Using a cellular telephone – Please refer to page 12.
11. Public display of affection.
12. Tampering with fire fighting equipment, including fire extinguishers and fire hoses or initiating a false alarm, including bomb threats.
13. Using, possessing, distributing, purchasing, tobacco materials, or selling alcoholic beverages:
 - a. Any illegal drug, controlled substance including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student

engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

14. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
15. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
16. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, and arson, theft, gambling, eavesdropping, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction or oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- 22. USE OF OBSCENE LANGUAGE OR GESTURES (WRITTEN OR ORAL).**
23. Students are not allowed to have food or drink (except bottled water) in the following areas: Hallways, Lockers or Classrooms. With the exceptions of organizational meetings during lunch time.

Association's most current banned substance list, unless administered in accordance with a prescription. For the purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function, or event

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Teacher will notify parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Required parent conferences
6. In-school supervision for a period not to exceed 5 school days.
7. Before or after-school detention or Saturday detention, provided the student's parent/guardian has been notified
8. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
9. Suspension of bus riding privileges.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
12. Seizure of contraband

SUSPENSIONS

1. **Short-Term Suspension (1-3 Days)** – Short-term out of school suspension may last 1-3 days and will be given when a student's presence in the school poses a threat to the school safety or is a disruption to learning.
2. **Long-Term Suspension (4-10 Days)** – A long-term out of school suspension (lasting 4-10 days) may be given when a student poses a threat to student, staff, or school, or is a substantial disruption or impeded with the operation of the school.

3. **Policy of Re-Engagement** – A student returning after a suspension lasting more than 4 days must meet with their parent/guardian, principal, and school counselor upon returning to school. A plan of action and interventions will be discussed to ensure the infraction is resolved, will not happen again and insures a smooth transition back into the classroom in regards to schoolwork.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gangs & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) 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; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

All misconduct offenses that are referred to the office will be documented and a proper and accurate record of the offense and disciplinary action will be maintained. In the event of a suspension, a complete and accurate report will be submitted to the Superintendent.

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate". For high school dances "age appropriate" is defined as currently enrolled in grades 9 through 12 or under the age of 21. For junior high dances "age appropriate" is defined as currently enrolled in grade 6, 7 or 8.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

PRESS 6:190, Extracurricular and Co-Curricular Activities
PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

COUNSELING

The school provides counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

BUS CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

BUS TRANSPORTATION

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

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

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

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

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

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. If a student is failing any class or had any major disciplinary action, they will not be able to go on the field trip.

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

For questions regarding school transportation issues, contact: Superintendent's Office at (217)584-1744

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip, may subject the student to discipline. Students that have been given an out of school suspension will not be able to participate in field trips. If a grade is assigned on the field trip the student will be given an alternative assignment to make up the points earned from the trip.

EXTRACURRICULAR CODE OF CONDUCT

STUDENT ORGANIZATIONS

STUDENT COUNCIL

The Student Council is an organization whose purpose is to represent the student body of Meredosia-Chambersburg Jr. – Sr. High School and to sponsor, or assist in carryout, functions and activities which benefit the student body.

The officers shall consist of a President, Vice-President, Secretary and Treasurer.

NATIONAL HONOR SOCIETY

To be eligible, students must achieve a 3.25 GPA by the end of first semester of their sophomore year and students must maintain this average and fulfill the characteristics of leadership, service, and character. Membership is by invitation only and students who are invited to join must complete an application to be reviewed by a confidential committee of faculty members who make the final determination regarding membership. Selection criteria includes:

Scholarship – Students must have a 3.25 GPA

Leadership - Student consistently models appropriate behavior and positive leadership

Service - Student documentation will provide evidence of service to school and community

Character - Student consistently exhibits ethical behavior

Fund Raisers

Fund raisers will be limited to the following:

Seniors – 1 per semester, plus 1 extra

Juniors- 1 per semester

Student Council- 1 per semester

Band- 1 per semester

NHS- 1 per semester

All fundraisers must be at least one week apart and be approved by the building principal.

Sports

Eligibility No Pass No Play

M-C Schools have a no pass/no play policy. Each student must be passing each class in order to compete or participate.

1. Each teacher will turn in eligibility to the designated location or person by noon each Friday.
2. Eligibility will be compiled then distributed to each coach, sponsor, teacher & administrator.
3. The eligibility period begins each Monday and lasts through Sunday at which time a new list will take effect for the next eligibility period. The exception to this would be when a list is held in effect an extra week because of a shortened week due to vacation or school not being in session. In either case look carefully at the dates at the top of the eligibility sheet to see how long it is in effect.
4. Each teacher/coach is responsible for ensuring each athlete or participant knows they will not be allowed to participate or compete during the period the list is in effect.
5. Eligibility will only be changed for a student if an error has been made in the reporting by the teacher or in compiling the list. No changes will be made because a student "made up" work that was not previously turned in. The teacher will count that work toward the next week's list.
6. Athletes will not be allowed to dress on game day if ineligible but will still be allowed to practice.
7. Students must be in attendance the entire day (eight periods) as defined by IHSA and IESA. Exceptions for doctor visits are allowed provided they are approved in advance.
8. Eligibility for junior high students is governed by M-C Schools using IESA policies and guidelines, i.e., eligibility is cumulative by quarter for junior high students with a two-week grace period at the beginning of each quarter.
9. Ineligible players are not allowed to ride the bus.
10. Students will follow the host school's eligibility rules.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the parent will provide the alternate means of transportation anticipated by the waiver.

Absence from School on Day of Activity

An athlete who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal.

DEN

The Den: The Den is a student reward area. This area is provided for students to have a place to gather before school, after school, class/student rewards and advisory period.

Students are expected to keep the Den reasonably clean and to refrain from defacing walls and equipment.

The Den may and will be closed anytime the staff feels it is unnecessarily dirty or is a disruption to the general school atmosphere.

The individual students or groups may lose their Den privileges as the result of a disciplinary action.