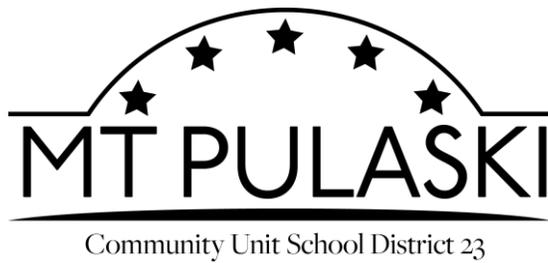




# Student Handbook

2018-2019



**Letter from the Superintendent:**

Dear Students and Parents of Mt. Pulaski CUD #23,

The Mt. Pulaski CUSD #23 is committed to providing many opportunities for growth and learning throughout our District. It is exciting to know that our District is known for its strong academic curriculum, complete athletic and activity programs, broad support services and a talented, dedicated and highly qualified staff.

This Student Handbook provides valuable information that will assist both students and parents in understanding the policies, rules and requirements of the District. Please take the time to read this document as it can be used for a variety of resources for all students to be successful.

Finally, please remember that you are completely responsible for adhering to the rules, procedures and expectations identified in this Handbook. This information will be reviewed with the students at the beginning of each school year. Thank you to the members of our Handbook Committee for making updates each year. If you have any questions, please feel free to contact your building Principal or my office.

I wish everyone the best of luck during the 2018-2019 school year.

Mr. Phil Shelton  
Superintendent

District Website [www.mtpulaski.k12.il.us](http://www.mtpulaski.k12.il.us)

Superintendent's Office - (217) 792-7222

Mt. Pulaski Grade School - (217) 792-7220

Mt. Pulaski High School - (217) 792-3209

Mt. Pulaski Bus Barn - (217) 792-5687 Voice & Texting

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**Personalized Learning Initiative Handbook—Visit on-line district website to view.**

## **SECTION 1 – Introduction to District #23**

### **Mission Statement:**

District #23 will commit itself to establishing a well-balanced, challenging curriculum including coordinated technology curriculum to insure students will develop the skills they will need to live and work successfully in the twenty-first century.

All persons within the District between the ages of 5-21 are accorded the right and opportunity to a free and equal education.

This handbook is designed to acquaint students and parents with the rules, regulations and other relevant information necessary for the orderly functioning of our school. This handbook is only a summary of board policies governing the District, specifically the high school. Full board policies are available for review at the District Office. This handbook may be amended during the school year by the District without notice.

### **Goals of District #23**

#### **Personal Responsibility of Mt. Pulaski C. U. D. #23 Students**

As a student at Mt. Pulaski C. U. D. #23, you are expected to be aware of and to accept your individual responsibilities in the following areas:

1. The Teaching-Learning Process:

You deserve the best instruction that the Mt. Pulaski C. U. D. Schools are capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers.

2. Respect for the Rights of Others:

Your rights must be balanced against the rights of others, and their rights must be balanced against yours. The purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what, and what behavior is acceptable.

3. Responsibility for Your Own Action:

If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility then is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

## SECTION 2 – General Information

Superintendent's Office  
Mr. Phil Shelton  
119 N. Garden St.  
Mt. Pulaski, IL 62548  
(217) 792-7222  
[www.mtpulaski.k12.il.us](http://www.mtpulaski.k12.il.us)

Mt. Pulaski High School  
Mr. Terry Morgan  
206 S. Spring St.  
Mt. Pulaski, IL 62548  
(217) 792-3209

Mt. Pulaski Bus Barn  
Mr. Gene Schoth  
309 E. McDonald St.  
Mt. Pulaski, IL 62548  
(217) 792-5687  
Voice or Text

### **SCHOOL DAY DEFINED**

Mt. Pulaski High School is open on a regular school day beginning at 7:30am. Students may only enter through the main gym lobby doors or the southernmost parking lot doors (by the Business and FACS classrooms). These doors will be monitored and students will be directed to the cafeteria to wait until the 7:52 dismissal bell unless otherwise supervised by a teacher. The school will also be open for 5 minutes after the dismissal of school. Students are not to be in the building beyond these hours except when supervised by faculty members or when attending or participating in a scheduled school or public function. The school day may be defined as that period of time beginning with the arrival of the student at school and ending with the dismissal of classes and the departure of the student from the school premises. All students who remain after school for extracurricular activities are regarded as having extended the regular school day until these activities end and students leave the school premises. While students are at school, and while they are under the supervision of school personnel, they are subject to all practices, rules, and regulations of the Mt. Pulaski CUD #23. Any school-sponsored activity is considered part of the school day.

### **REGULAR SCHOOL DAY SCHEDULE - 7:58AM-3:12PM**

|             |                                 |
|-------------|---------------------------------|
| 7:53        | Students may enter the building |
| 7:58        | Warning bell                    |
| 8:02-8:49   | 1st Period                      |
| 8:53-9:39   | 2nd Period                      |
| 9:43-10:29  | 3rd Period                      |
| 10:33-11:19 | 4th Period                      |
| 11:23-12:09 | 5A Period                       |
| 12:09-12:39 | 5A Lunch                        |
| 11:53-12:39 | 5B Period                       |
| 11:19-11:49 | 5B Lunch                        |
| 12:43-1:29  | 6th Period                      |
| 1:33- 2:20  | 7th Period                      |
| 2:24- 3:12  | 8th Period                      |

### **DISMISSAL - 11:27AM SCHEDULE**

|             |                                 |
|-------------|---------------------------------|
| 7:53        | Students may enter the building |
| 7:58        | Warning bell                    |
| 8:02- 8:25  | 1st Period                      |
| 8:29-8:51   | 2nd Period                      |
| 8:55- 9:17  | 3rd Period                      |
| 9:21- 9:43  | 4th Period                      |
| 9:47 -10:09 | 5th Period                      |
| 10:13-10:35 | 6th Period                      |

10:39-11:01          7th Period  
11:05-11:27          8th Period

**DISMISSAL - 1:30PM SCHEDULE**

7:53                    Students may enter the building  
7:58                    Warning bell  
8:02-8:35              1st Period  
8:39- 9:12             2nd Period  
9:16- 9:49             3rd Period  
9:53-10:26            4th Period  
10:30-11.09            5A Period  
11:09-11:39            5A Lunch  
11:00-11:39            5B Period  
10:26-10:56            5B Lunch  
11:43-12:16            6th Period  
12:20-12:53            7th Period  
12:57-1:30             8th Period

**DISMISSAL 2:01PM SCHEDULE**

7:53                    Students may enter the building  
7:58                    Warning bell  
8:02-8:41              1st Period  
8:45- 9:23             2nd Period  
9:27-10:05             3rd Period  
10:09-10:47            4th Period  
10:51-11:28            5A Period  
11:28-11:58            5A Lunch  
11:21-11:58            5B Period  
10:47-11:17            5B Lunch  
12:02-12:39            6th Period  
12:43-1:20             7th Period  
1:24- 2:01             8th Period

**LATE START - 10:00AM-3:12PM SCHEDULE**

9:51                    Students may enter the building  
9:56                    Warning bell  
10:00-10:31            1st Period  
10:35-11:06            2nd Period  
11:10-11:47            5A Period  
11:47-12:17            5A Lunch  
11:40-12:17            5B Period  
11:06-11:36            5B Lunch  
12:21-12:52            3rd Period  
12:56-1:27             4th Period  
1:31-2:02              6th Period  
2:06-2:37              7th Period  
2:41-3:12              8th Period

**VISITORS**

All visitors, including parents/guardians to Mt. Pulaski High School, are required to first check in to the main office upon entry into the school building. PARENTS/GUARDIANS SHOULD NOT GO DIRECTLY to a child’s classroom without prior approval. All building doors are locked during the school day.

**LOST AND FOUND**

Any articles found by students should be turned into the office immediately. If students have lost articles, they may claim them upon proper identification from the Principal’s Office.

**EMERGENCY PROCEDURES**

Emergency procedures are a matter of concern for all individuals in the school building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster. Each teacher will have a copy of safety regulations that will include directions and procedures to follow in case of emergency. Fire drills and severe weather drills will be conducted during school time. Each attendance center maintains a Crisis Plan for emergencies, such as fire, storm and intruder. These procedures include lock-down and evacuation plans.

**MANDATED REPORTERS**

All school district employees, including the Board of Education are mandated by law to report possible child abuse and/or neglect to the Department of Children and Family Services.

**SCHOOL CLOSING**

In the event it should become necessary to start late or to close either building due to weather conditions or an emergency (fire, boiler failure, power failure, inability to furnish bus transportation) these points will apply:

1. Any closure of a building will be officially announced by the Superintendent. Radio stations will be contacted by the Superintendent or his designee to communicate emergency announcements.
2. Announcements will be made over the following channels and stations:

| CITY        | RADIO STATIONS  |
|-------------|---|
| ATLANTA     | WLCN FM 96.3  |
| CLINTON     | WHOW AM 1520  |
| DECATUR     | WSOY AM 1340 - WDZ AM 1050 - WDZQ FM 95Q  |
| SPRINGFIELD | WMAY AM 970 - WNNS FM 98.7 - WTAX AM 1240 - WDBR FM 103.7<br>WABZ FM 93.9 - WQQL FM 101.9 - WYMG FM 100.5 |

| CITY        | TELEVISION STATIONS |
|-------------|---------------------|
| CHAMPAIGN   | WCIA TV CHANNEL 3   |
| DECATUR     | WAND TV CHANNEL 17  |
| SPRINGFIELD | WICS TV CHANNEL 20  |

3. School will be in session if at all possible. It is possible that the high school may be open even if the grade school is closed and vice versa.
4. Schools may be open even if bus transportation is not available. In such cases, students are expected to get to school on their own initiative.
5. Those parents who have a TeacherEase account with an e-mail address will be notified by that address.

**ACCIDENTS**

All accidents that occur at school or during school sponsored activities must be reported to the staff member in charge or the office as soon as the accident happens. Insurance forms must be received by the insurance company office within 3 days following the accident. It is necessary that all accidents be

REPORTED IMMEDIATELY, as at times it is necessary to contact your doctor at once. If this is the case, the student's registration card will be consulted and their doctor will be contacted, if possible. The parent/guardian will be informed as soon as possible.

### **REGISTRATION MATERIALS**

#### **MT. PULASKI CUD #23 CONTINUOUS NOTICE OF NON-DISCRIMINATION**

Mt. Pulaski CUD #23 does not discriminate on the basis of race, color, national origin, sex/gender, sexual orientation, ancestry, age, marital status, or physical or mental disability, gender identity or status of being homeless. Mt. Pulaski CUD #23 is an equal opportunity employer. Inquiries regarding Non-discrimination policies, Section 504 and Title IX policies can be directed to:  
High School Principal – Terry Morgan or Superintendent – Phil Shelton

### **FEES AND COST**

All students pay a basic book rental fee which includes the use of textbooks and workbooks. Some workbooks may cost an additional fee.

#### **Student Fees are as follows:**

|  |  |
|--|--|
| *Book Rental &/or eBook - \$100.00           | Driver's Ed - Behind the Wheel - \$70.00 |
| **PLI Protection Plan - \$50.00              | Student Parking - \$15.00                |
| Vocational Education at Lincoln HS - \$50.00 | Lost Locks - \$5.00                      |
| Salt Creek Alternative School - \$50.00      | (freshmen must purchase a school lock)   |

\*There will be a fee for damaged and lost books.

\*\* See PLI Handbook and User Agreement Page 40

|                    |        |
|--------------------|--------|
| Breakfast Fees     | \$1.50 |
| Lunch Fees-Student | \$3.00 |
| Adults             | \$3.50 |
| Chips/Cookies      | \$1.00 |
| Extra Milk         | \$0.30 |

|                                |         |
|--------------------------------|---------|
| Athletic Fees (IHSA Sponsored) |         |
| High School Activities         | \$40.00 |
| High School Golf               | \$70.00 |

|                                      |         |
|--------------------------------------|---------|
| Sport Admission Fees                 |         |
| *Sports Pass-Single<br>(for HS & GS) | \$50.00 |
| *Adults                              | \$3.00  |
| *Students Out of District            | \$2.00  |
| *Seniors 62+                         | \$2.00  |
| *MPHS/MPGS Students                  | FREE    |

\*Prices may vary & **Sports Pass** will not be valid for any postseason games

**Students in the Mt. Pulaski CUD #23 may be eligible for the free-reduced lunch & breakfast programs under the guidelines of the State of Illinois. If parents/guardians of students feel they would be eligible for this program, the student/parents should pick up a free/reduced lunch program and breakfast program application from the school office. Students will not be allowed to charge lunches.**

**ALL FEES ARE DUE BY THE LAST FRIDAY OF SEPTEMBER. A LATE FEE OF \$25 WILL BE ASSESSED IF FEES ARE NOT PAID BY THIS DEADLINE, UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE BUILDING PRINCIPAL. Waiver of student fees will be granted to those students who qualify. The procedures for requesting a waiver of school fees will be sent to all parents along with the notification of fee costs and payment deadlines, and are also available by contacting the District Office.**

### **STUDENT PERSONAL PROPERTY**

The school is not responsible for lost, damaged or stolen personal property brought to school or to a school activity. Students are advised not to bring valuables to school. Be sure lockers are fully locked. Engraving of calculators, computers and other valuables is recommended.

### **STUDENT RECORDS**

The Illinois School Student Records Act and the Family Educational Rights and Privacy Act provide guidelines for the release of student record information. The guidelines are available in each school office.

1. The student's permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, and health information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal. The school is the custodian of all permanent records.
2. The student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, teacher anecdotal records, and release information. The temporary record will be reviewed every four years for destruction of out of date information and will be destroyed entirely within five (5) years after graduation or permanent withdrawal.

This is official notification that after a period of five (5) years from the students leaving Mt. Pulaski High School, his/her temporary records will be destroyed. Permanent records will be maintained for 60 years.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents, guardians, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and copy the student's education records within 15 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/ guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
3. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from this student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these

scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

4. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, addresses, and telephone numbers without your prior written request. Federal law requires a secondary school to grant military recruiters, and institutions of higher learning, upon their request, access to secondary school student names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920
8. The right to prohibit the release of directory information concerning the student. Throughout the school year, the District may release directory information regarding students, limited to:
  - A. The student's name, address, gender, grade level, birth date and place.
  - B. Parent(s)/Guardian(s) names, addresses, email addresses, and telephone number.
  - C. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications,

such as yearbooks, newspapers, or sporting or fine arts programs, the school websites, or school social media outlets.

- D. Academic awards, degrees, and honors
- E. Information related to school-sponsored activities, organizations, and athletics
- F. Major field of study
- G. Period of attendance in school

No photograph highlighting individual faces will be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated and written consent of the parent or student, as applicable, and no image on a school security video recording shall be designated as directory information.

Any parent, guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of receipt of this Notice of Rights. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

### **TELEPHONES**

The telephone in the office is to be used for emergency calls. Students may use this phone for local or reimbursable calls. All students are expected to ask permission to use the phone. Parents are asked to limit messages to absolute necessities. This phone is to be used for all official communication between students and their parent/guardian during the school day. Cell phone use is prohibited.

### **SEARCH AND SEIZURES**

To maintain order and security at Mt. Pulaski High School, 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 and/or police officers.

#### **School property and equipment as well as personal effects left there by students:**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This applies to student vehicles parked on school property; in addition the building principal shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or Principal may request the assistance of law enforcement officials to conduct inspections and searches. This may include, but not be limited to lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials. These searches conducted may include the use of specially trained dogs.

#### **Students:**

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

When feasible, the search should be conducted as follows:

- ✓ Outside the view of others, including students;
- ✓ In the presence of a school administrator or adult witness; and
- ✓ By a certificated employee or liaison police officer of the same sex/gender as the student.

A written report must be kept on file whenever students are personally searched.

**Seizure of Property:**

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

**POLICE OR DCFS REQUESTS TO INTERVIEW STUDENTS**

The administration at Mt. Pulaski CUD #23 feels it is imperative that we cooperate with local police authorities and representatives from the Department of Children and Family Services (DCFS). There have been occasions when police officers or DCFS workers have asked to question students during the school day. It is important for parents and students to understand that the school administration does not have the right to prevent or delay DCFS workers from questioning students. If given authorization by the DCFS workers, the principal or other school personnel will attempt to contact the parents of the student prior to any discussions with the police. If contact is made, parents have three options, and these options are available strictly at the discretion of the police. Parents may: simply approve the police request with no restrictions, ask the principal or other school authority to sit in with the student during the interview, request that the police officer delay the interview until later in the day when either or both parents can be present. If the parents cannot be contacted, DCFS workers will have the right to question a student. With DCFS approval, however, the principal or other school personnel will be present with the student during the interview. Any student who is 17 years old or older may be interrogated by the police, without parental notification, as long as the building principal is present. In all cases when the police are questioning students, the building principal or his designee must be present.

**THE STEVEN'S AMENDMENT**

The Steven's amendment requires that when an LEA (Local Educational Agency) is issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs supported in whole or in part with federal funds, all grantees receiving federal funds shall clearly state the percentage of the total costs of the program or project which will be financed with federal funds, the dollar amount of federal funds for the project or program, and percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**STUDENT HANDBOOK**

The Superintendent and Principal with input from the student handbook committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall go to the Board for its review and approval. Parents and students must sign a notice that they have received the handbook and agree to abide by all rules.

**FOOD & DRINK**

Without prior permission from the building principal, no outside beverages or food will be allowed on school property. No open cans or bottles of soda/beverages may be kept in lockers at any time. Soda and snacks are allowed only in the cafeteria. Clear plastic water bottles filled with water are allowed in classrooms.

## SECTION 3 – Attendance and Truancy

### **ATTENDANCE REQUIREMENT FOR CREDIT OR PROMOTION**

The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-I.-15). **Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education.** The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 to cause such child to attend school the entire time it is in session during the regular school term.

In the event of any absence, the student's parent/guardian is required to call the school at **High School at 792-3209** to explain the reason for the absence. **ALL absences will be considered EXCUSED if a call is made into the High School office by 10a.m. on the DAY OF THE ABSENCE.** In the event that the Office must contact a parent to determine the whereabouts of the student or for parents calling **AFTER 10 a.m.**, the absence will be considered **UNEXCUSED**. If the Office is unable to reach a parent to determine the whereabouts of a student or if a phone call is made **AFTER 10 AM**, then a note must be sent in the next day to be considered **EXCUSED**. If a student-athlete arrives at school for a partial day, a doctor or college note or funeral notice will be required for them to participate in practices or games. When a student enters school after the start of the day, he/she must report to the school office, before going to class, to receive an admit slip from the secretary. The student should have a note with them explaining their absence for the morning, whether from a parent/guardian or from a physician should the absence result from a medical appointment.

Students are limited to nine days of absence per school year. Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school upon returning. Students who have used their allotted 9 absences per school year will be considered unexcused and therefore truant per class period missed.

### **EXCUSED ABSENCES**

An excused absence can be defined as, but is not limited to:

1. Students absent due to a valid cause as per Illinois school code law (see above)
2. Medical appointment verified by a medical note.
3. College days for Seniors Only – Limit of 2 per school year – Must be verified by college or university. Additional days may be granted by the building principal for testing and assessment. (See Pre-arranged Absences).
4. Illness confirmed by a medical note.
5. Observance of a religious holiday.
6. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if total absences are in excess of 9 days per school year).
7. Court appearance demanded by official summons or subpoena verified by court.
8. Funeral (confirmed with a parent/guardian note or memorial leaflet).
9. School sponsored activities, i.e. field trips, athletic events or scholastic competitions (see Pre-arranged Absences).

### **UNEXCUSED ABSENCES**

An unexcused absence can be defined as, but is not limited to:

1. Any absence that is not confirmed with a parental/guardian, medical, or college note within the **one** day grace period.
2. Truancy
3. An illness which last for more than two consecutive days that is not verified by a medical note.
4. Vacation days taken with family (credit may be given if student meets the expectation of the building principal and classroom teachers) see Prearranged Absences.

5. Personal reasons or business
6. Failure to attend because of transportation problems, unless transported by school bus.

Parents will be notified after a student's 9th absence in a school year. The 9th absence in a school year qualifies not only for a school day absence, but for individual classes as well. Parents will be informed by letter, and concern is shared about their student's attendance. The letter informs parents that, if the student misses any more school for the remainder of the year, a licensed physician's medical excuse will be required for the absence to be considered excused.

Unless there are very unusual circumstances, missing more than 9 days of school in a year is excessive. Students need to be in attendance to receive credit. With the exception of excused absences due to medical reasons, bereavement, college days, and religious holiday observance, both unexcused and excused absences count towards semester absence days which will result in the following consequences:

|                       |  |
|-----------------------|--|
| 1st unexcused absence | Conference between the Principal and the individual student  |
| 2nd unexcused absence | after school detention   |
| 3rd unexcused absence | after school detention and a letter sent home to parent/guardian   |
| 4th unexcused absence | Saturday morning detention   |
| 5th unexcused absence | Saturday morning detention and loss of school field trips  |
| 6th unexcused absence | 1 day in-school suspension and second letter to parent/guardian  |
| 7th unexcused absence | 2 day in-school suspension   |
| 8th unexcused absence | 2 day in-school suspension and loss of all extra-curricular activities for the remainder of the school year (including athletic events and dances) |
| 9th unexcused absence | 3 day in-school suspension and the student will be referred to the Regional Office of Education for Truancy  |

Please remember there is a positive relationship between attendance and success in school.

**PRE-ARRANGED ABSENCES**

A Pre-arranged absence is an absence for the reasonable convenience of the student or parent (family). Pre-arranged absences can be excused or unexcused, depending on the reason for absence (see Attendance Requirements for Credit).

If a student knows ahead of time that they will be absent from school, the student is required to complete a Pre-arranged Absence form which can be obtained from the building principal. All assignments are due as the teacher notes on the form. Any outstanding late work may be required to be turned in prior to participating in a school sponsored event. Credit for the student's work is dependent upon the form being returned on time.

**FAMILY TRIPS**

A vacation or family trip taken during the school year is an unfortunate interruption to classroom work. We realize that the choice of vacation time may be dictated by an employer so that the student and parents are faced with a choice between a family trip during the school term and no trip at all. During the school year, such trips will be considered an excused absence if the following guidelines are followed:

1. No more than five (5) school days will be excused. Days in excess of five (5) will be marked as unexcused.
2. The office must be given at least one week notice by the parents that their intention is to take such a trip.
3. The student will present a pre-arranged absence form to each teacher five (5) days prior to leaving in order to secure all work that will be assigned.
4. All work missed must follow the Assignment Make-Up Policy.

5. No absences will be approved during semester or final exams without prior approval of the administration.

### **TRUANCY**

Students who exhibit habitual absenteeism and/or truancy will be offered all support services by the Mt. Pulaski CUD #23. Those services will include but not be limited to involvement with in conjunction with the Regional Office of Education. **The State of Illinois requires every parent to properly care for, train, educate, discipline and control each child.** To educate means to see that your child is in all classes every day. If this does not occur, the law states that parents can be fined from \$25 to \$500 or be imprisoned in the county jail or both. Students who “skip” or who miss all or any part of a school day without parent or school consent will be subjected to discipline according to the unexcused absence policy and/or at the discretion of the principal.

### **TARDINESS**

Tardiness is a part of permanent records at the high school and may have an effect on the student’s ability to secure jobs in the future. Students are allowed four (4) minutes to pass between classes. This will give students more than ample time to move orderly between classes, go to the restroom, and get to their lockers. Tardiness is defined as not being in your seat when the second bell rings. If a student is chronically tardy for more than 9 (nine) times per semester, for any one particular class, they may completely lose credit for that class. Tardies will be dealt with on a per semester basis. Punishment at the discretion of the building principal.

### **ATTENDANCE – EXTRA CURRICULAR PARTICIPATION**

Any student who is not in school at the start of the school day or leaves school will not participate in practice or any extra-curricular event that night. Students who leave school because of sickness, who are tardy or absent for any reason other than for medical appointments, or who miss school because of college visits or funerals (all must be verified) will not be allowed to attend or participate in extracurricular activities or practice on the same day. This pertains to that day only. Any student who is failing more than one course is not allowed to attend any extra-curricular event per the weekly eligibility list.

### **ASSIGNMENT MAKE-UP POLICY**

1. For every day a student is absent (excused), a student will be given one (1) school day to make up assignments missed during the absence. A maximum of five (5) school days will be allowed for make-up work. Unusual circumstances will be subject to the discretion of the teacher.
2. If an assignment and or test has been assigned prior to a student being absent, even with an excused absence, the student will be expected to take care of the assignment and/or test the day the student returns. Unusual circumstances will be subject to the discretion of the teacher.
3. It is the responsibility of the student to contact each teacher for the assignments missed, preferably before or after class on the day the student returns to school.
4. A student has two (2) school days following an unexcused absence to change it to excused absence or the student will remain unexcused.
5. Certain long-term assignments and projects may have specific due dates set and are announced to all students in advance. These projects are due on or before the due date unless specific arrangements are made and approved in advance by the teacher involved. Students missing a due date due to illness may be required to provide a doctor’s excuse to be exempt for the due date.
6. Students who are suspended out of school are responsible for collecting their work and completing it. Students will be given one (1) day for every day suspended to make work up. A maximum of five (5) school days will be allowed for make-up work. Students will be allowed full credit for the work.

## SECTION 4 – Discipline

### **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages or powders. Students who are under the influence of an alcoholic beverage or powders are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - A. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - B. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - C. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - D. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - E. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - F. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
  - G. 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.
  - H. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - I. 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
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular

telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in 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, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
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, arson, theft, gambling, eavesdropping, and vandalism 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. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Public Displays of Affection-overt affection is defined as any excessive display of affection and other behaviors which cause embarrassment to onlookers and interferes with everyone’s right to an orderly, educational atmosphere.

For 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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. 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 psychostimulant medication to the student.

### **WHEN & WHERE CONDUCT RULES APPLY**

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; or
4. Anywhere, if the conduct 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.

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other

circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **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.

### **WEAPONS PROHIBITION**

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 but not more than 2 calendar years:

1. A firearm, meaning 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 billy 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.

### **GANG & GANG ACTIVITY PROHIBITED**

"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.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **SECTION 5 – Academics**

### **STUDENT REGISTRATION**

If a student attends grade school within the Mt. Pulaski CUD #23, they will be registered before eighth grade graduation by the school counselor. Any questions concerning registration or selection of courses should be referred to the counselor or principal. Registration for the next year will begin during the second semester of the preceding year. Course fees, registration forms, and course schedules can be accessed via the TeacherEase system from June to August. Payment of fees can be done by mail or in person. Parents with students enrolling new to the district or parents without an active TeacherEase account should register, pay course fees, and obtain a course schedule on the determined walk-in registration dates in August by visiting the high school office. Student fees must be paid in full by the deadline set forth in the Student Handbook. All students entering 9th grade (freshman) may be required to submit a physical and proof of immunizations. Proof of residency will be requested as required by the State Board of Education Guidelines. A student will not be denied enrollment due to homelessness. Any homeless child will be immediately admitted, even if the child cannot produce records normally required to establish residency.

### **ACADEMIC LOAD AND SCHEDULING**

Students must be enrolled in seven (7) academic courses at all times. This allows for satisfactory time to enroll in state mandated courses. This policy will not exclude the student from enrollment in separate coursework by correspondence or pre-college work.

### **STUDENT CLASSIFICATIONS**

At the beginning of each school year, high school students will be classified/assigned to grade levels based on the number of credits they have earned as specified by the following standards:

Freshman – students with less than 6.5 credits earned.

Sophomore – students with at least 6.5 earned credits but less than 13.0 earned credits.

Junior – students with at least 13.0 earned credits but less than 19.5 earned credits.

Senior – students with at least 19.5 earned credits.

### **GRADING SYSTEM**

The following grading system will be used at Mt. Pulaski CUD #23 schools: (Adopted by the Board of Education February 21, 2017)

|               |               |               |               |           |
|---------------|---------------|---------------|---------------|-----------|
| A+: 100-99.0  | B+: 89.9-88.0 | C+: 79.9-78.0 | D+: 69.9-68.0 | F: 59.9-0 |
| A: 98.9-92.0  | B: 87.9-82.0  | C: 77.9-72.0  | D: 67.9-62.0  |           |
| A-: 91.9-90.0 | B-: 81.9-80.0 | C-: 71.9-70.0 | D-: 61.9-60.0 |           |

CR -Credit-Low achiever who gives supreme effort; evaluation by the instructor is final.

INC -Incomplete-Student has not completed the required course work to be assigned a grade.  
(Students have 5 days after end of quarter/semester to make up work.)

WF -Withdrawal/Fail-A student who withdraws from a class after the deadline and fails the course as a result.

Any student with a grade of D, F, WF, or INC in any academic subject will not be on the Honor Roll.

**WEIGHTED GRADE POLICY**

Weighting is done by adding one (1) honor point to the grade a student earns in courses designed as weighted courses for a grade of "A", "B", or "C". Weighted courses are designated by an asterisk (\*) preceding the name of the course or a special notation following the course. Numeric values for grades are as follows:

| <u>Non-weighted Course Points</u> | <u>Weighted Course Points</u> |
|-----------------------------------|-------------------------------|
| A 4.00                            | A 5.00                        |
| B 3.00                            | B 4.00                        |
| C 2.00                            | C 3.00                        |
| D 1.00                            | D 2.00                        |

**SEMESTER GRADES**

The semester grade at Mt. Pulaski High School will be calculated as following:

|                     |     |
|---------------------|-----|
| 1st nine weeks..... | 40% |
| 2nd nine weeks..... | 40% |
| Semester Exam.....  | 20% |

**GRADUATION REQUIREMENTS**

|   |                   |
|---|-------------------|
| 4 years of English (English I, II, III, IV)*  | 4 credits         |
| *2 years of writing-intensive courses (English I & English III meet this requirement) |                   |
| 2 years of Science  | 2 credits         |
| 3 years of Math (must include Algebra I and a class with geometry content)            | 3 credits         |
| 2.5 years of Social Studies   | 2.5 credits       |
| -1 year of World Geography  |                   |
| -1 year of US History   |                   |
| -1 semester of American Government  |                   |
| 1 semester of Health  | .5 credit         |
| 1 semester of Computer Concepts   |                   |
| 1 semester of Resource Management   | .5 credit         |
| 1 year chosen from Art, Music, Foreign Language, or Career/Vocational Education       | 1 credit          |
| Nine weeks of classroom Driver Education  | .25 credit        |
| Physical Education (unless exempt by state guidelines)                                | 3.5 credit        |
| Electives remaining for credit  | 8.75 credits      |
| <b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>   | <b>26 credits</b> |

\*All Seniors must be enrolled in a full credit of English the entire school year.

Physical education credit does not count toward IHSA eligibility or driver education eligibility.

1. All sophomores are required to enroll in driver education classroom. Credit can be awarded only after successful completion of the course work and driving experience as required by law. Eligibility for Drivers Education is granted to students who have received a passing grade in at least 8 semester courses during the previous 2 semesters. (Public Law PA-0 1 88) dated January 1, 1994. School policy allows freshman who are eligible by their birthdate to enroll in driver education on a space available basis.
2. A transfer student will be placed at the level his/her previous school placed him/her. Foreign exchange students shall be evaluated by the counselor and principal based on their individual basis from the date of entry the student must meet the requirements of Mt. Pulaski High School.
3. Additional credit recognized for graduation:  
The Mt. Pulaski CUD #23 Board of Education will grant credit for the following courses in addition to those offered within the district schools:

- A. Evening or after school courses offered by an Illinois university, college, or junior college and subject to the approval of the Board of Education.
  - B. Approved coursework from the University of Nebraska through extension programs and summer school programs. A maximum of two (2) credits may be earned.
  - C. Courses from summer school, evening school or correspondence do not count in grade point average even though credit is given for them.
4. The Board of Education will not grant credit for the following:
- A. Life experiences.
  - B. Proficiency testing.
5. High School credit is issued by Semester.

### **GRADUATION CEREMONY**

Participation in Graduation ceremony is a privilege. In order to participate in the ceremony, a student must have earned the required number of credits and have passed all required classes prior to the ceremony. All speeches must be presented in final written form for approval prior to graduation practice. The building principal may have additional guidelines for participation in graduation ceremony.

**It is understood that if a student does not meet the graduation requirements he/she will not be allowed to participate in graduation. This includes paying all fees. Any student enrolled in an alternative school will not participate in MPHS graduation exercises.**

### **CORRESPONDENCE COURSES**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District. Students are permitted to complete correspondence, virtual or online course if:

1. the course is not a requirement for graduation as set by the Board of Education
2. the course is currently being offered as an elective course and will not fit into a student's schedule. If the correspondence course is a pre-requisite to another class, the grade must be verified before the end of the first classes in the first or second semester.
3. the course is not currently being offered by Mt. Pulaski CUD #23
4. the course is being taken for credit recovery to make up deficiencies in credits necessary for graduation.
5. any senior taking correspondence courses for graduation purposes must have the class or classes completed by the Wednesday before the graduation ceremony.
6. any grade transferred from a correspondence course or summer school will be recorded as a pass or fail. It will not count in calculating the student's grade point average.
7. all correspondence, virtual or online course must be pre-approved by the building principal in order for the student to receive credit.

### **CLASS SCHEDULE CHANGE**

Schedules are based on a student's spring requests, availability of courses and personnel. Teachers have been hired and assigned based on these requests. Schedules may be changed only by the counselor or principal. You must have a very good reason for a schedule change to be granted. Students will be allowed to change schedules during the first four (4) days of a semester. The following criteria will be followed:

1. Parental consent is required to drop or add a course.
2. Required courses cannot be dropped by a student or parental request.
3. Any course dropped after the fourth day of a semester will be recorded as "WF" for the semester.
4. Dropping a full-year course after the first semester is strongly discouraged. Exemptions are made only with the consent of the teacher and principal.

## **HOMEBOUND TUTORING**

The Homebound Program, according to State guidelines, is designed to serve students physically unable to attend regular school programs, and therefore, must be served in home or hospital setting. Home/hospital instruction can be approved when the primary medical provider states that the student will be unable to attend his/her classes for a minimum of 10 consecutive school days. Instructional time will be set by the school district.

Mt. Pulaski CUD #23 will provide homebound tutoring services under the following conditions:

1. The district must have in possession, before services are initiated the following:
  - A. Parental letter requesting services.
  - B. Statement from a doctor showing need for such services.
2. Services will be paid at the district current standard rate.

## **GRADES AND PROGRESS REPORTS**

Grades are continuously available to parents and students via the internet on the TeacherEase system. Official grading periods occur four times each school year (roughly 9 weeks in length). Grade reports are available on TeacherEase one week following the last day of each nine weeks. A hard copy of the final grade report of the school year will be distributed to each student on the last day of school.

Progress reports are available on the TeacherEase system for students at the middle of each nine week grading period. A hard copy of the mid-term grades or quarterly grade reports will be available for pick – up in the office if the parent makes a request to the school office to have one printed.

The nine (9) week grading periods end on the following dates:

|                              |                   |
|------------------------------|-------------------|
| 1st Quarter                  | October 19, 2018  |
| 2nd Quarter and 1st semester | December 21, 2018 |
| 3rd Quarter                  | March 15, 2019    |
| 4th Quarter and 2nd semester | May 30, 2019*     |

\* Depends on number of emergency days used throughout the school year.

## **VALEDICTORIAN AND SALUTATORIAN AWARDS**

**The criteria to be awarded as valedictorian and salutarian are as follows:**

The valedictorian award and salutarian award is based on a student's weighted overall percentage average grade at the end of the 8th semester. The average will be figured by giving weight of an additional ten (10) percentage points to a weighted grade then adding all percentages together and dividing by the number of graded courses that were taken. The student with the highest average percentage carried out two (2) decimal places, will be recognized as the valedictorian, and the student with next highest average percentage will be recognized as the salutarian. In the event of a tie for the valedictorian award, all students tying shall be named valedictorian and no salutarian award shall be issued. In the event of a tie for the salutarian award, all students tying shall be named class salutarian.

## **HONOR ROLL**

The Honor Roll is a means of giving recognition to students for superior scholarship. The Honor Roll is publicly announced at the conclusion of each nine-(9) week grading period, the first semester, and the second semester. At the Honors Night program, the MPEA recognizes students who have earned the following recognitions in the first three grading periods. To be eligible for the Honor Roll, a student must have the following grade point average:

|                           |                                 |
|---------------------------|---------------------------------|
| Honor Roll (Straight A's) | High Honors (3.80 – 4.00+)      |
| Honors (3.50 – 3.79)      | Honorable Mention (3.00 – 3.49) |

Any student with a grade of D, F, WF, or INC in any academic subject will not be on the Honor Roll.

### **TRANSFERRING TO ANOTHER SCHOOL**

When a student transfers to another school or leaves school for any other reason, he/she must pay all fees and school indebtedness, which he/she owes. He/she must turn in all library books and turn in all textbooks & school issued iPad to the principal's office. Student official records will not be transferred until all indebtedness has been satisfied.

### **WORKING STUDENT'S GUIDELINES**

Only those students who are in the Cooperative Work Training Program will be allowed to sign out of school for work. No other student may sign out that student for work. This includes farming, babysitting, working at local businesses, etc. If a student does leave, he/she will be given an absence without a valid cause with no opportunity to make up missed assignments or homework. Any exception to this rule will have to be granted by the principal.

### **EXAMINATIONS AND HOMEWORK**

Nine-week examinations are given at the discretion of the individual teacher. The teacher may give an examination or a series of tests or examinations over the grading period. While it is important to do well on examinations, the importance of daily work cannot be stressed enough. Students who master daily work should be able to do well on examinations. Homework is the responsibility of the student. (School related absences include field trips, athletic events, scholastic competitions, etc.) For all absences, it is up to the students to go to the instructor for their missing work. An examination is not considered to be homework. Examinations will be taken according to each teacher's classroom rules. The teacher may have work sessions after school to ensure that students complete homework requirements. After two missed assignments, teachers may require students to attend study sessions. Failure to do so may require additional disciplinary measures. The right to make up homework is only allowed for valid cause absences. In addition, all students PSAT, PSAT, and SAT examinations as prescribed by State Law. Students and parents will be notified of the dates of these exams when they become available.

### **HONOR CODE - CHEATING**

In order for all students to learn and develop academically it is important that all students complete their own homework and submit exams that reflect their own knowledge. A student who hands in work done by another person or gives other students answers to homework or exams in such a way that constitutes cheating, will be in violation of the student honor code. Students who in any other way are deemed by a teacher to be cheating will also be in violation of the student honor code. Plagiarism is considered cheating and will be punishable accordingly. Students who violate this code will face punishment at the discretion of the building principal.

### **SPECIAL EDUCATION**

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, required by the Individuals with Disabilities Education Act (IDEA) and implementation provisions of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973 and the ADA for children between the ages of 3 – 21 through definitions and procedure described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities. The District maintains a membership with Tri-County Special Education Association that shall assist the School District in fulfilling its obligations to the District's disabled students.

### **EVALUATING STUDENT PERFORMANCE**

Student performance is evaluated by criteria that is appropriate to the course and made known to the students. Students can expect to have their work evaluated and returned within one school week of the

time it was turned in. Students are given an opportunity to know and discuss the correct responses to test items.

## **SECTION 6 – Transportation**

### **BUS SERVICE AND PROCEDURES**

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the Board of Education designates another adult to supervise the riders. Please be aware that loud talking and laughing or unnecessary confusion may divert the driver's attention and could result in a serious accident.

The following rules will be in effect:

1. There will be no movement from seat to seat on the bus unless directed by the driver.
2. The regular bus route driver may assign seats.
3. There is to be no food/drink consumed on the bus, including extra-curricular or fan bus trips. Sack lunches are to be transported, not opened or consumed.
4. Use of all forms of Mt. Pulaski CUD #23 issued electronic devices are prohibited on the bus.
5. Students are under the authority of all drivers and/or coaches or chaperones. The responsibility is a dual role function. Every student is responsible for his/her own actions.
6. No standing when not entering/leaving the bus.
7. No spitting, throwing paper or paper wads.
8. No animals.
9. Learning requirements or specimens from home are to be in unbreakable containers. Refrain from glass containers.
10. Be on time at the designated school bus stop – help keep the bus on schedule.
11. Stay off of the road at all times while waiting for the bus.
12. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
13. Be alert to a danger signal from the driver.
14. Remain in the bus in the event of a road emergency until instructions are given by the driver.
15. Keep hands and the head inside the bus at all times after entering and until leaving.
16. Be absolutely quiet when approaching a railroad-crossing stop.
17. Assist in keeping the bus safe and sanitary at all times.
18. Keep books, packages, coats, and all other objects out of the aisles.
19. Leave no books, lunches, or other articles on the bus.
20. Help look after the safety and comfort of smaller children.
21. Observe safety precautions at all times.
22. All school district rules and procedures will remain the same while on the bus.

If any problems occur on the bus, the driver will fill out a bus misconduct report. After discussion with the principal, the student may be suspended from riding privileges. The first suspension of riding privileges will be for five (5) days. If subsequent problems exist during a school year, students may be suspended from riding the bus for up to ten (10) days and other disciplinary actions may be taken.

### **DRIVING TO AND FROM A SCHOOL-SPONSORED ACTIVITY**

Students are expected to ride the bus to and from school sponsored activities. Limited exceptions to this rule may be granted by the activity coach or sponsor and or the principal. Students may not ride home with other students or anyone other than their parent or guardian. Request must be submitted at least 24 hours before the event. It is understood a coach or sponsor does not have to honor their request.

### **MOTOR VEHICLES**

Students who drive to school must park in the school parking lot. No student is to be in an automobile or parking lot during the school day; this includes lunch period. Students will not be allowed to take their car off the parking lot at any time during a school day unless it is authorized by the administration. Work-

study students and early graduates are also affected by this policy. Exceptions: Only students who are in the Mt. Pulaski High School work program may leave. Students who drive recklessly, speed, or commit other violations will receive punishment at the discretion of the building principal.

### **GUIDELINES FOR STUDENTS WHO DRIVE TO SCHOOL**

Students who drive to school must complete a registration card and purchase a parking permit. Parking permits should be displayed on the vehicle's rearview mirror. Parking permits can be purchased in the office for \$15.00.

The school district does provide a bus service for the entire district. Therefore, the excuse that a motor vehicle has malfunctioned will not excuse the operator from attendance or punctuality at school.

1. It is understood that in the opinion of the parent, the student has legitimate need to drive to school.
2. The parent/guardian assumes full responsibility for the students driving and for the vehicle they are driving, its use or misuse, and its occupants. In no way shall Mt. Pulaski CUD #23 or school officials be held responsible for the automobile, its use or misuse, or its occupants.
3. The car is to be parked in the rear parking lot in designated parking lines, or it will be towed at owner's expense.
4. Students who drive will park their cars in the lot upon arrival at school and leave the car parked throughout the school day.
5. A student, who for some legitimate reason must use his /her car during the school day, is to have such usage cleared by the principal.
6. It is the parent/guardians responsibility to see that the student uses his/her car in a safe manner.
7. All vehicles are subject to search by authorized school personnel without permission.

### **BICYCLES**

All bicycles ridden to school are to be left only in bicycle racks located in designated areas outside of the building. They should be locked. The school assumes no responsibility for security; or if they are damaged or stolen.

## **SECTION 7 – Student Services**

### **K – 12 STUDENT ACCIDENT INSURANCE**

Every K-12 student upon entering Mt. Pulaski CUD #23 schools may be insured under a school approved student accident insurance plan. The insurance plan covers accidental injuries which may occur under Mt. Pulaski CUD #23 supervision while attending academic classes during the regular school day. Purchase of twenty-four (24) hour accident coverage is also available. The school does not provide insurance coverage for personal property of students. This applies to band instruments, tools, machines, clothing, or anything a student possesses which is not school-owned. Purchase of this insurance is strictly voluntary with the exception of athletes. All students who participate in athletics must have school insurance or furnish the school with proof of comparable insurance coverage (waiver) before they are permitted to engage in practice sessions. Each school office will be able to provide parents and students with detailed information on this accidental insurance coverage.

### **IMMUNIZATION**

Illinois law requires that any student entering school shall (prior to admission) be required to present to school authorities certification from a licensed physician that he/she has received adequate immunization according to the recommendation of the State Department of Health. All immunization forms must be in the respective school office on or before October 15. Failure to comply with this will result in the student being unable to attend school until compliance is met.

### **PHYSICAL, VISION, AND HEARING EXAMS**

School Code of Illinois requires every 9th grade student to have a physical examination before entering school. This must be completed before the student's registration is complete. Students coming from out of state must have a physical exam performed in Illinois.

Hearing and vision screenings mandated by the IDPH will be completed each year on all special education and new students as well as parent/teacher referrals. Any student who participates in athletics must have a physical exam before he/she can practice on athletic teams.

### **MEDICATION**

The Mt. Pulaski CUD #23 faculty/staff will not dispense prescription or over the counter medication without a School Medication Form completed by the physician and parent/guardian each school year. Medications are to be transported to or from school by the student's parent or guardian. Students are not to carry medication with the exception of inhalers, EpiPen®, or insulin pumps. If medication must be given at school, it must be stored in the original prescription container with complete instructions. All medications must be kept in the school office, except fast-acting asthma inhalers\*. Students may carry their inhaler\* provided the completed Medication Form is on file in the building office. A student may possess an epinephrine auto-injector\* (EpiPen®) in case of allergic reactions. A student requiring an insulin pump may wear such a device as long as it is monitored by a physician.

\*The Mt. Pulaski CUD #23 school district, along with its employees and agents, assume no liability as a result of any injury arising from the pupil's self-administration of asthma medication, epinephrine auto-injectors, or insulin pumps.

### **ILLNESS**

**Children who are sent home with a temperature, have vomited or had diarrhea must be symptom-free for 24 hours before returning to school.**

### **TRANSPORTATION HOME DUE TO ILLNESS**

Before a student taken ill or injured in school is sent home, the School Nurse or the school office will confer with his/her parents or guardian to arrange for transportation. Parental consent is needed whether or not the student can provide his/her own transportation.

### **SPEECH AND LANGUAGE THERAPY SERVICES**

Speech and language diagnostic and therapy services are provided by a certified speech and language pathologist for all students of Mt. Pulaski CUD #23. Individual screenings are performed upon referral from teachers, guidance counselor, parents, principals, and individual students. Parents are encouraged to contact the speech and language pathologist with questions or concerns.

### **WORK PERMITS**

Students under 16 years of age who apply for employment outside of school are required by the employer to obtain an "employment certification" or work permit. Students may obtain these from the Unit Office. To receive a permit, the student must bring a statement from the employer of intention to employ.

### **LOCKS/LOCKERS**

A locker will be assigned to each high school student. The locker assignment is listed on the class schedules. Each student must use his/her assigned locker. Do not switch lockers or put material in other student's lockers. Combinations should be kept confidential. Keep your locker orderly and free of excess material. Do not mark the lockers or put pictures on them. Do not change lockers without obtaining permission from the office first. Lockers are the property of the school and may be inspected for reasonable cause. Students are encouraged to keep their assigned lockers locked at all times.

### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is an organization to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Mt. Pulaski High School. The local Hilltop Chapter, chartered in 1956, is in conformance with the national constitution of the National Honor Society. Candidates eligible for election to Hilltop Chapter NHS must be a junior or senior who has met certain scholarship requirements (3.4 GPA) as the first step. After completion of the Student Activity Information Form, selection will be made by the NHS Faculty Council. Candidate selection is based on service, leadership, and character. To remain an active member, the standards of admittance to the chapter must be maintained in all four (4) categories listed above. Selection and dismissal procedures are on file.

### **TITLE I – PARENTAL INVOLVEMENT POLICY**

The Mt. Pulaski CUD #23 has established a district wide Parental Involvement Policy in conjunction with Title I, Part A of Section 1112 and 1118 of the Elementary and Secondary Education Act. This Policy is the district's expectations for parental involvement involving students who participate in Title I, Part A activities as determined by the school district.

### **PARENTS RIGHT-TO-KNOW**

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Mt. Pulaski School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **ELEVATOR USE**

The use of the elevator and/or any other accessible device is allowed only with a pass for medical reasons.

### **SCHOOL COUNSELOR**

Each student will be given an opportunity to seek advice from the school counselor. A school counselor works with students to help them:

- Develop self-awareness, self-understanding and self-acceptance
- Build self-confidence
- Recognize and make the best use of their abilities
- Adjust to the school environment
- Work through educational and personal social concerns
- Develop problem-solving and decision-making skills
- Interpret school policies and programs
- Develop a four-year educational plan
- Make appropriate course selections
- Understand standardized test results
- Research and Plan post-high school opportunities

## **SCHOOL PSYCHOLOGISTS AND SOCIAL WORKER**

These services are provided by Tri-County Special Education Association. The school psychologist helps students regarding school and family concerns. In addition, he/she makes individualized recommendations concerning a program that will enhance the strength and meet the needs of the individual student. A social worker helps students who have difficulty in making good use of their school opportunities. They handle individual cases, deal with home and home-school relations, and work through community agencies.

## **SECTION 8 – Student Information**

### **EQUAL EDUCATIONAL OPPORTUNITY**

All students are provided equal opportunities in all education programs and for all services. No student will be excluded or segregated because of color, race, nationality, religion, sex/gender, sexual orientation, ancestry, age, marital status, or physical or mental disability, gender identity, status of being homeless, order of protection status, or marital or parental status, including pregnancy. No student shall, on the basis of sex/gender, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or be denied equal access to educational and extra-curricular programs and activities.

### **SEXUAL HARASSMENT**

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - A. Substantially interfering with a student's educational environment;
  - B. Creating an intimidating, hostile, or offensive educational environment;
  - C. Depriving a student of educational aid, benefits, services, or treatment; or
  - D. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **Teen Dating Violence Prohibited**

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

#### **Making a Complaint: Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the

student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **PREVENTION OF & RESPONSE TO BULLYING, INTIMIDATION & 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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex/gender, 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **GUIDELINES FOR DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS**

Students may distribute with permission of the building Principal, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which:

1. Are obscene to minors;
2. Are libelous;
3. Are pervasively indecent or vulgar (secondary schools);
4. Advertise any product or service not permitted to minors by law;

5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin);
6. Present a clear, and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

### **COLLEGE VISIT PROCEDURES**

Mt. Pulaski High School encourages seniors to make college visits in order that they may make wise choices in selecting a college. Please keep in mind that there are rules governing college day visits. Any student wishing to make a college visit, on a day when school is in session, should follow the four steps listed below.

1. The student must request at the school office, in advance, all classroom work and homework that will be missed while on their college visit. Any assignments due on the day of the visit must be turned in in-advance of the visit to the respective teacher.
2. The student making a college visit must have an appointment with that college.
3. The student making a college visit must notify the high school office of their scheduled college visit at least 48 hours in advance.
4. The student making a college visit must bring back written verification from that college. This verification should be brought into the high school office on the next day that the student returns to school.

### **NOON HOUR**

Mt. Pulaski High School operates under the closed campus (noon hour) system. Under no circumstances will students be allowed to leave campus during the noon hour. Students will be allowed to be in the cafeteria or gym. Students are not to be in the hallway or parking lot during noon hour. Food and drink are to be in the cafeteria only.

### **NO NIT POLICY FOR HEAD LICE**

A Head louse is a condition that is contagious. A student will be sent home if live lice or nits are found on the head. Students who have been sent home for head lice may not return to class until they have had all lice and nits (eggs) removed. They must be inspected by the principal or his/her designee in the office, before being readmitted to school. They must also show proof that the lice control shampoo has been used by presenting the empty bottle. The child must be nit-free to return to class. Parents will be provided with information on how a lice problem can be resolved at the time of the exclusion.

### **ENTERING AND LEAVING SCHOOL GROUNDS**

Any student leaving or entering any Mt. Pulaski High School must sign in or sign out at the office. Students need parental permission to sign out. Students are encouraged to make appointments after school hours, although we realize this is not always possible.

### **PASSES**

Passes are required of all students who are in an unsupervised area (hallways, restrooms) during the school day. Students must make previous arrangements with teachers if they want a pass from the study hall or library. No passes will be issued by any teacher or excuse a student from another teacher's class. Passes to get into class because of being late for school will only be issued by authorized staff.

### **CARE OF BOOKS**

Mt. Pulaski CUD #23 rents textbooks to students rather than having students buy them. This is economical and convenient to everyone. In return for this service, students are expected to take reasonable care of their books. Any lost or damaged books will be assessed accordingly.

## **PARTIES-DANCES**

A student requesting to bring a friend who does not attend Mt. Pulaski High School to a Mt. Pulaski High School dance must complete a guest request form. The student's guest cannot be over 20 years old, or a middle school or junior high school student. In addition, any individual currently serving an expulsion or suspension from a school district may not attend. The guest must always have photo identification in his/her possession. The principal of Mt. Pulaski High School reserves the right to decline the request of any non-Mt. Pulaski High School student. To be eligible to attend a dance, a student cannot be failing more than one course on their previous quarter report card (Homecoming & Prom).

There must be at least three (3) teacher-chaperones at all school parties, dances, etc. It is the responsibility of the class or organization to make the necessary arrangements with the sponsors and then with the principal. A faculty member must be in attendance at all meetings and informed of all planned activities. Any occurrences at school activities, which are deemed undesirable, will result in the sponsoring organization forfeiting future activities. All parties, dances, etc. will be over at the time designated and buildings will be cleared of students. Because of the state curfew law, a reasonable time must be allowed for all students to be home prior to the curfew and to travel in a safe and unhurried manner. There will be no school parties, dances, picnics, or activities of any kind involving any school organization following the end of the school term unless approved by the building Principal. An exception to this rule might occur in an athletic contest or another type of contest which is sponsored and sanctioned by the State that does not conclude until after school is out. All parties in high school shall end at 10:30 p.m. for 9th, 10th, 11th, and 12th grades with the exception of the Junior- Senior Prom and Homecoming Dance, which shall end at 11:00 p.m. Students who leave during a school event may not return.

## **DRESS CODE**

Generally it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of the student. It is expected that decisions made by parents and students in these matters reflect favorably upon the individual student, the school, and the community. In the interest of cleanliness, decency, and good taste, restrictions on a student's dress and grooming are necessary when they create a danger to the student's health and safety and interfere with the education process or cause a disruption in school. Exceptions to the dress code may be authorized by the building principal for special event days. Students must adhere to the following rules:

1. No pajama pants/shirts and slippers.
2. Clothing/articles that advertises or promotes alcoholic beverages, drugs or tobacco products will not be allowed.
3. Suggestive or vulgar clothing will not be allowed.
4. Jeans may not have rips or holes (of any size) in them above the knees in which skin or undergarments are visible.
5. Clothing that has markings, pictures, or lettering that conveys profane or offensive meaning will not be allowed.
6. Camouflage shirts may be worn, however military fatigues will not be allowed.
7. Sunglasses, chains, coats, jackets and book bags are not appropriate and will not be allowed in the classroom or throughout the building.
8. The following articles of clothing are NOT allowed at school:
  - A. Caps, hats or having hood up of a hooded sweatshirt.
  - B. Spandex, mini-skirts or short-shorts (inseam of shorts must be a minimum of 4 inches.)
  - C. Muscle shirts, spaghetti straps, halter tops or clothing exposing the midriffs, cleavage or undergarments will not be permitted. Tank top straps must be a minimum 2 inches wide.
9. Shoes (footwear) are to be worn at all times.
10. No exposed pierced body parts which includes piercing on the face, belly button or other parts of the body, with the exception of the ears. All pierced jewelry is subject to review by the Principal or Guidance Counselor.

11. Properly fitted clothing is to be worn. Pants, shorts, or skirts must be worn at the waist. Yoga pants/leggings are allowed however, they must be worn with a top that extends the length of the student's finger tips around the entire circumference of the student's body.

**Parents should keep in mind that school is the “business” of youth and dress should conform to standards appropriate for business.**

Disciplinary measures are treated as under the zero tolerance policy. Students may have options to change articles of clothing that is considered unacceptable by this policy. The building Principal and/or Guidance Counselor have complete discretion when dealing with this policy.

## **POLICY ON THE USE OF BEHAVIORAL INTERVENTIONS WITH STUDENTS HAVING DISABILITIES**

### **Misconduct by Students with Disabilities**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will maintain a parent-teacher advisory committee to plan and annually review procedures for using behavioral interventions with children with disabilities. The school district will implement these procedures. This policy has been established after considering the State Board of Education's guidelines on the use of behavioral interventions. Teacher assistance members, cadre members, district administration, and Tri-County personnel have received specialized instructions and materials in the use of behavioral intervention strategies and will continue to receive such assistance. These individuals are available to assist staff on the proper use of behavioral intervention strategies. Both policy and the behavioral intervention procedures shall be furnished to all parent(s), guardian(s) and student(s) with disabilities within 15 days after the beginning of the 1995-96 school year and each year thereafter.

### **Suspension and Expulsion**

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct:

1. Suspension for a cumulative period will not to exceed ten (10) days in any school year, unless approved by the Superintendent or Board of Education. The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed ten (10) days in any school year.
2. Suspension beyond ten (10) days, or expulsion:
  - The district shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended.
  - All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice.
3. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:
  - That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least ten (10) calendar days after the notice was sent, unless such ten (10) day notice is waived, by the parent(s)/guardian(s), to determine whether a casual relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct and
  - The student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting at the date, time, and location of the meeting. The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the district's discipline policy for regular education students by measures up to and including expulsion. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition.

## **PHYSICAL EDUCATION DRESS POLICY**

In the interest of cleanliness for obvious health reasons and whenever physical exercise is part of the instructional program, physical education students must be dressed in the accepted physical education attire:

- Plain white or solid gray T-shirt
- Black athletic-style shorts (no jean shorts or shorts with markings)
- Tennis shoes which are laced and tied

Exceptions may be granted by the instructor for the following reasons:

- Doctor excuse with dates verified on excuse
- Obvious health or individual problem assessed by the instructor

All parental notes will count towards a no-dress. After the 3rd offense, a doctor's note is required to be excused from class and to re-enter class.

## **PROCEDURES FOR IMPLEMENTING BEHAVIORAL INTERVENTION POLICY**

The following interventions are nonrestrictive and may be used by any teacher, support service provider or administrator:

Verbal warning → Prompting → Parental notification → Consultation with student

The following interventions are more non-restrictive but can be used at teacher discretion:

- ✓ Detention assignment
- ✓ Non-secluded time out
- ✓ Temporary removal from the classroom

The following interventions are restrictive and may only be used by an administrator:

- ✓ Out of school suspension up to ten (10) days in a school year.

The following are highly restrictive and may only be used by an administrator:

- ✓ Suspension of more than ten (10) days in a school year
- ✓ In School Suspension
- ✓ Expulsion with the provision of alternative educational services.

The following procedures are prohibited:

- ✓ Aversive mists, aromatics, or tastes
- ✓ Corporal punishment
- ✓ Isolated time out
- ✓ Expulsion with cessation of services
- ✓ Faradic skin shock
- ✓ Any physical manipulation or procedure that causes pain and/or tissue damage when used as an aversive procedure not permitted.

Special education students shall receive special education services during the suspension. Out of school suspensions, during which special education students do not receive special services may not exceed ten (10) days per school year unless provided by law or policy. Police will be contacted when any student (disabled or not) commits a criminal offense. The above procedures apply to all students with disabilities unless a functional analysis of behavior (FAB) /behavior management plan (BMP) has been written to supersede or supplement them. The FAB/BMP will be attached to the students IEP at the discretion of the IEP team.

### **LAB AND SHOP SAFETY**

Each instructor will inform students of appropriate dress in the shop, laboratory, or family & consumer science based upon requirements for student safety. Students who report to shop or lab in inappropriate dress will not be allowed to participate and will receive a grade of “zero” for that shop or lab period. Repeated violations may result in permanent removal from that class. Students will be provided safety glasses and/or other safety equipment from the school or they may provide their own, as long as the safety requirements are met.

### **ASBESTOS**

Our district buildings have been inspected for asbestos containing materials as mandated by the USEPA, 40 CFR Part 763: Asbestos Containing Materials in Schools. A management plan has been prepared by an accredited management planner with Asbestos Consultants of Illinois, Inc. to offer direction and guidance in the management of asbestos in our buildings. These reports are available for inspection at the administrative office during normal working hours.

### **GRIEVANCE PROCEDURE**

Students or their parents/guardians, employees or community members should notify the Superintendent or Building Principal if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute or Board policy. A person who wished to avail themselves of this grievance procedure may do so by filing a complaint with the Superintendent or Building Principal in writing. The Superintendent or Building Principal will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The procedures for filing a complaint, the investigation, decision and appeal is set forth within Board Policy.

Concerns relating to potential violations of the District’s policies regarding non-discrimination, sex equity, and sexual harassment should be directed to:

High School Principal – Terry Morgan OR Superintendent - Phil Shelton

Any individual may file a sex-equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the grievance procedures described above.

### **FIRE, STORM AND EMERGENCY DRILLS**

Practice drills are conducted periodically throughout the school year as provided by State law. Students must learn how and where to exit in the event a real fire, severe weather or emergency occurs. Exit routes are posted in each room.

## **SECTION 9 – Athletics and Extra-Curricular Activities**

Mt. Pulaski High School offers several opportunities for both male and female students. Athletic participation is a privilege, which can serve several positive functions. Mt. Pulaski follows the guidelines of the Illinois High School Association (IHSA). The following is a list of the opportunities offered to students:

Baseball - Boys Basketball - Girls Basketball - Cheerleading - Class Officers - FCCLA - Football - Golf - Music - National FFA - National Honor Society - Pep Band - Student Council - Scholastic Bowl - Science Olympiad - Soccer- Softball - Swimming - Track - Trap - Volleyball - WYSE - Yearbook

### **ATHLETIC – ELIGIBILITY**

Mt. Pulaski High School follows the requirements set forth by the Illinois High School Association (I.H.S.A.). Mt. Pulaski extracurricular rules and regulations may supersede the IHSA code. (Each athlete will receive the district extra-curricular code prior to participation.). Any student-athlete that is

academically ineligible for any four (4) weeks within a given athletic or extra-curricular activity will be considered dropped from the team.

### **ACTIVITIES – SCHOOL SPONSORED**

Any student who attends a Mt. Pulaski CUD #23 activity must remain in the building during the event. No one will be readmitted after leaving unless prior approval is given by the person in charge. Regulations are the same for all school sponsored activities just as they are for the regular school day. This also applies to school sponsored activities away from the home school. Students attending an alternative school are not allowed to attend any District #23 activities.

### **ATHLETIC AND EXTRA-CURRICULAR ACTIVITY GUIDELINES**

According to the Illinois High School Association (I.H.S.A.) guidelines, a student participating in athletics, music, or art must be passing in all subject areas in order to participate in any I.H.S.A. sponsored activity. The following list of guidelines is an attempt to ensure the I.H.S.A. rules are followed.

1. Student eligibility is determined from grades accumulated during the semester grading period and is cumulative.
2. Eligibility is based on weekly TeacherEase grade up-dates.
3. Students receiving one or more grades of “F” will be ineligible for the following Monday through Sunday. (Monday-Sunday).
4. Students receiving a grade of “F” will be listed on the weekly eligibility sheet.
5. It is the responsibility of the coach to inform the student and parents of the ineligible status of the athlete.
6. It is the student’s responsibility to arrange a conference with the teacher to determine the steps necessary to become eligible.
7. When a new semester session begins, so does the period of eligibility.
8. A grade of “F” obtained for the nine weeks carries a minimum of 1 week of ineligibility for the week immediately following the day report cards are issued. (Monday-Sunday).
9. More than one “F” as a semester grade will result in ineligibility for the next semester.

### **MT. PULASKI CUD #23 - ATHLETIC CODE**

Completed May 9, 1986 - Revised on May 17, 1997 - Revised April 2007 – Revised December 2015

#### **PURPOSE**

It is the purpose of the Mt. Pulaski CUD #23 teaching/coaching staff to maintain standards that reflect a spirit of competition and cooperation which support ethical relations and high principles of sportsmanship through the conduct of players, coaches, and observers.

#### **PHILOSOPHY**

Interscholastic athletics is an integral part of the total educational program. It is an extra- curricular activity and a field of endeavor which has as its aim the good development of physically, mentally, emotionally, and socially fit citizens through the medium of interschool athletics. All coaches emphasize and require that all rules and regulations of this code be followed during the entire school year including summer. This policy is in effect for 12 months.

#### **STUDENT INVOLVEMENT**

Athletic involvement at Mt. Pulaski CUD #23 schools is considered a student privilege - not a right. In furtherance of supporting involvement in athletics, all students shall be provided the opportunity to participate in district tryouts. Such opportunity shall be provided with the expressed intent of reinforcing the spirit of competition and cooperation. Requirements for athletic participation shall include but not be limited to the following:

1. Students must be physically able to participate.
2. Students must meet scholastic requirements.

3. Students must comply with all rules and regulations of the athletic code and assume responsibility for one's own conduct and conditioning throughout the year (both in and out of athletic training seasons.)
4. Student must provide proof of insurance and a physical examination.

### **ATHLETIC CONDUCT**

All athletes including cheerleaders and participants in activities must adhere, at all times, to the following minimal athletic training rules and code of conduct:

1. No student-athlete shall possess, smoke, or chew tobacco products.
2. No student-athlete shall possess or consume alcoholic/intoxicating substances. (Religious and ethnic responsibilities are exceptions to 1)
3. No student-athlete shall possess or use illegal drugs, drug paraphernalia, or drug look-a-likes, improperly possess or use prescription drugs.
4. No student-athlete shall be guilty of or involved in a criminal or quasi-criminal offense.
5. The student-athlete shall not knowingly be in attendance where any illegal substance is being used, where a legal substance is being used for illegal activity, where there is underage drinking of alcoholic beverages or where a criminal act is taking place.
6. No student shall engage in any other incidents of gross misconduct, i.e. vandalism, public displays of profanity, displays of racism, or any other actions deemed by administration as being dishonorable to our school or community.

### **DISCIPLINARY ACTION**

Junior High violations do not carry over into high school. Any student athlete who violates rules A, B, C, D, E or F will be subject to the following minimum disciplinary actions:

First Violation: 5 game suspension at the highest level of participation including all subsequent games in between, or a 3 game suspension if student-athlete admits to violation upon initial questioning with the building principal or coach. The 3 game suspension is also at the highest level of participation including all subsequent games in between.

Second Violation: One-year suspension from all sports or a student option of a 10 game suspension with enrollment and active participation in an approved counseling program at the parent's expense. The 10 game suspension is at the highest level of participation including all subsequent games in between.

Third Violation: The student-athlete will be banned from participation for their entire junior high or high school athletic careers. Notwithstanding the foregoing, the Board of Education reserves the right to revoke any and all privileges of student-athlete's participation if the Board of Education in its discretion determines that the violation warrants such action.

All student-athletes will be required to receive passing grades in all classes. Academic eligibility will be reviewed on a weekly basis to reinforce a "No Pass-No Play" policy.

✓ A student athlete receiving a WF (withdraw failing) shall be academically ineligible for the remainder of that semester.

✓ Eligibility check for the beginning of each semester will be done on the first Friday following ten (10) student attendance days.

✓ Students receiving one or more grades of "F" will be ineligible for the following Monday through Sunday.

Dress, good grooming and general conduct will follow the student handbook guidelines and be reinforced with the discretion of the coaching staff. Conduct will include those rules and regulations as outlined by the Mt. Pulaski CUD #23 Student Handbook.

1. Participants must attend ALL practice sessions, unless excused by the coach.
2. The student-athlete is defined as an athletic participant on the first day of practice of the first athletic activity they participate in during their elementary and high school career. Participant status is continuous throughout the calendar year thereafter and will end only when:

- A. Student removes self as an athlete in writing.
- B. Student is excluded for violations of the athletic code.

Violation of the Athletic Code at any time a student is considered a student athlete, even while the athlete's sport is not in season, may result in disciplinary action. Verification will be by staff or law enforcement.

Any student-athlete who has been excluded for disciplinary reasons from a previous sport shall be required, with parent/guardian, to meet with the coach and building principal prior to resuming participation. All game suspensions are at the highest level of participating including subsequent games in between. All game suspensions not fulfilled within a sport season will be carried over into the next sport season, which the student athlete participates.

It is the intent and purpose of the Athletic Code that all student-athletes desiring competition in the name of Mt. Pulaski CUD #23 schools shall be observant of the training rules on a yearly basis. Any disregard of this code may be reason for exclusion.

Reports of violations and any follow-up investigation shall be the building principal's responsibility with cooperation from the respective coach.

Parents and athletes are urged to retain the training rules listed above. Please complete and detach the applicable forms and return to the head coach. It will be necessary for parents to complete and return forms on an annual basis regardless of how many sports the athlete participates in during the school year.

A mandatory meeting between parents, coaches, athletes (stressing parents' attendance) will be held before a specific sport's season begins to explain the athletic code and answer/clarify the questions by meeting participants. The signing of the code is encouraged to be done at the meeting. Parent's participation permit form must be returned and signed prior to the student's participation in the first practice session.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to play or practice until cleared by a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches.

## **SECTION 10 – Technology**

### **TECHNOLOGY ACCEPTABLE USE POLICY**

Mt. Pulaski CUD #23 has made a serious commitment to technology, and students have access to a computer network for their academic enrichment. The Internet was developed as a research tool and it has the potential to be a tremendous resource for students and teachers at all levels.

Even though there are many wonderful resources on the Internet, not everything on the Internet is safe. The Internet is a worldwide public place that offers both useful and harmful information. It is important that students remember that the use of their assigned account must be in support of educational research and be within the objectives and goals of the school district.

The use of the district's Internet services is a privilege, not a right. Failure to follow the terms of this Acceptable Use Policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **TERMS AND CONDITIONS**

### **Acceptable Use:**

All use of the district's connection to the Internet must be in support of education and/or research, and be in furtherance of the school board's stated goal.

### **Privileges:**

The use of the district's computing devices and Internet connection are a privilege, not a right. Misuse of either resource will result in the loss of privileges. The principal will make all decisions regarding whether or not a user has violated the Acceptable Use Policy and may deny, revoke, or suspend a user's access.

### **Etiquette:**

Students who use the schools network are expected to have good manners and act politely. This includes, but is not limited to:

1. Obeying copyright laws.
2. Not spreading information that is not true.
3. Ask for help when you need it.
4. Don't give out personal information, such as home phone numbers or addresses.
5. Do not act in a way that would disrupt other network users.

### **Unacceptable Use:**

Each student is responsible for his or her own actions and activities involving the district's computing devices. Some examples of unacceptable uses are:

1. Lending your user name and/or password to other students or adults.
2. Accessing any area of the Internet that would be considered offensive to other students, teachers, or parents.
3. Invading the privacy of another person.
4. Using the computing devices to do anything illegal.
5. Using the computing devices for private, commercial, or financial gain.
6. Buying or selling any item or service.
7. Using an instant messaging or "chat" service.
8. Playing Internet games that are not part of a lesson or learning activity.
9. Installing software on a school computing devices without permission from a teacher.

### **Security:**

Network security is always a high priority. If you become aware of a security problem with the district's network, you must notify a teacher or administrator. Any person who is identified as a security risk may lose their network privileges.

### **Vandalism:**

Computing devices vandalism is defined as any malicious attempt to harm or destroy data of another person or intentionally damaging the physical components of a computing device. This includes, but is not limited to intentionally spreading or creating computer viruses.

### **Disclaimer:**

The Mt. Pulaski CUD #23 assumes no responsibility for any unauthorized charges or fees. The district makes no warranties or guarantees, whether expressed or implied, for the services it is providing. The Mt. Pulaski CUD #23 is not responsible for any damages suffered by the user.

## **COMPUTER CRIME PREVENTION POLICY**

(Computer Crime Prevention Law - 720 ILCS 5/16 D-1-5)

Students and parents/guardians are advised that computer crime is taken seriously and by law, the following areas are included under Illinois Criminal Statutes covering computer crimes:

1. Computer tampering (720 ELCS 5/16 D-3) carries forth a Class A misdemeanor; Class B misdemeanor; and/or a Class 4 felony dependent upon the crime outlined in sections D-3 (a) – (c).
2. Aggravated computer tampering (720 ILCS 5/16 D-4) carries forth a Class 2 felony and/or a Class 4 felony dependent upon the crime outlined in sections (a) – (b).
3. Computer fraud (720 ILCS 5/16 – D-5) carries forth a Class 2 felony; Class 3 felony; and/or Class 4 felony dependent upon the crime outlined in sections (a) – (b).

Students are expected to utilize computer equipment with the utmost respect and in the appropriate manner as directed by the classroom instructor. Abuse to computer hardware, software, network access, and/or tampering with and/or computer fraud will result in criminal sanctions and disciplinary action which may include student suspension and/or expulsion dependent upon the severity of the offense.

**Personalized Learning Initiative Handbook**

**To view the updated handbook, go on-line to the district website.**

