

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

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 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 (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.