

Midwest Central High School



Parent - Student Handbook 2023-2024

Adopted by Midwest Central CUSD #191 School Board May 18th, 2023

MISSION STATEMENT

Our Vision

- Through collaboration and teamwork, Midwest Central Schools will become the best possible place to learn and work.

Our Mission

- To provide the necessary resources to ensure all students and employees achieve their maximum potential.

Core Values

- Students and employees will take pride in themselves, their school, their work, and their community.
- Students and employees will be lifelong learners and have effective communication and critical thinking skills.
- Students and employees will understand and respect the needs and differences of others. Students and employees will enjoy physical, emotional, social, and mental well-being.
- Students and employees will create and support an atmosphere conducive to positive parent and community relations.
- Students and employees will encourage and support student participation in extra and co-curricular activities.

INTRODUCTION

This student handbook has been prepared to explain the policies, procedures and practices of Midwest Central High School. This handbook represents the combined views of the Student Council, parents, faculty and administration and has been approved by the Board of Education. This handbook is a general overview and guideline of expectations but is not an all-inclusive contract. Board policies are available to the public at the unit office and on the District's website at www.midwestcentral.org. This handbook may be amended during the school year without notice.

Throughout the school year, the District may release directory information regarding students, limited to:

- The student's name, address, gender, grade level, birth date and place
- Parent(s)/Guardian(s) names, addresses, e-mail addresses, and telephone numbers
- 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
- Academic awards, degrees, and honors
- Information related to school-sponsored activities, organizations and athletics
- Major field of study
- 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.

Directory information will only be shared with groups that have a direct educational business relationship with the district or are district approved vendors that provide a benefit to the district or student.

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.

PHILOSOPHY STATEMENT

It is the express desire of the Midwest Central Board of Education, administrators and instructional staff that all students at Midwest Central High School enjoy academic success as well as social gratification by positive experiences they have through their involvement in academic and co-curricular activities while at Midwest Central. Each incoming freshman will work toward acquiring the necessary credits for graduation and ultimately receive a diploma signifying that accomplishment. This requires a concentrated effort by three important parties: the student, the parent(s) and the instructors. Daily attendance, completion of assignments, preparation for tests, cooperation with instructors and a willingness to understand and work within the guidelines as stated in the student handbook are all major ingredients for a successful learning experience. At any time questions or concerns arise, parents are encouraged to call the high school office at (309) 968-6766 or come to school to find the answer or address the concern they might have.

NONDISCRIMINATION STATEMENT/SECTION 504

Midwest Central CUSD #191 shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

At Midwest Central CUSD #191, equal educational and extra-curricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical or mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other legally protected status, except that the District remains viewpoint neutral student may file a discrimination grievance by using the Uniform Grievance Procedure.

Mr. Rodney Norris is the coordinator of sex equity (Title IX), minorities and all non-discrimination issues. Mr. Norris can be reached at 910 S Washington, Manito, IL 61546 or at (309) 968-6766. Inquires may also be referred to the Office for Civil Rights, U.S. Department of Education, 111 North Canal St., Suite 1053, Chicago, IL 60606-7204.

Section 504: It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The Act defines a person with a handicap as anyone who: 1) has a mental or physical impairment which substantially limits 1 or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); 2) has a record of such an impairment; or 3) is regarded as having such an impairment. Due process rights of handicapped students and their parents under section 504 will be enforced. Ms. Ariane Taft is the coordinator of Section 504 activities for the High School. He can be reached at (309) 968-6766.

Behavior Intervention Guidelines: In compliance with PL 89-191, the District has adopted Behavior Intervention Guidelines for students with disabilities. For those requiring additional information on the policy, contact Ms. Ariane Taft, special education administrator for Midwest Central CUSD #191, at (309) 968-6464.

HIGH SCHOOL ACCREDITATION

Midwest Central High School is accredited by the Illinois State Board of Education and meets all requirements proscribed by the laws of the State of Illinois. Midwest Central is a member of the Illinois High School Association, All inter-school events such as contests in athletics, music and speech are governed by the rules and policies of the Association.

ACADEMICS

REQUIREMENTS FOR GRADUATION

Twenty-four credits are required to graduate from Midwest Central High School. REQUIRED ACADEMIC SUBJECTS FOR ALL GRADUATES ARE:

- 6 semesters/3 credits of math: must include 2 semesters of Algebra content and 2 semesters of Geometry content
- 6 semesters/3 credits of science
- 5 semesters/2.5 credits of social science: includes 1.5 credits of Civics, US History I and II.
- 8 semesters/4.0 credits of English: includes English I, English II, English III and English IV (2 semesters each). One semester each year of English will writing intensive.
- 1 semester/.5 credit of Consumer Management OR 2 semesters/1credit of Introduction to Business
- 1 semester/.5 credit of Computer Applications I
- 1 semester/.5 credit of Health
- 8 semesters/(at .5 credit per semester for a total of 2.0 credits) of Physical Education
- 2 semesters/1 credit chosen from vocational, fine arts or foreign language courses
- A student must take Driver Education class
- Additional elective credits as needed to complete 24 required credits as listed above
- All seniors are required to complete a Free Application for Federal Student Aid (FAFSA) or the corresponding waiver, as required by state law

IT IS THE STUDENT'S RESPONSIBILITY to make sure he/she has the proper number of credits, along with all required courses. Each student is encouraged to check on his/her record of grades and required subjects on a regular basis throughout the year. ALL COURSES MUST BE COMPLETED AND ALL CREDIT MUST BE EARNED PRIOR TO A STUDENT RECEIVING A DIPLOMA AND/OR PARTICIPATING IN THE GRADUATION CEREMONY.

BOOK RENTAL/LAB AND ACTIVITIES FEES

To make textbooks available at a reasonable cost, the school provides books for a rental fee of approximately 1.4 of the school purchase price. Students are responsible for proper care of all books and equipment. Fines will be assessed if school materials

are lost or damaged. Lab fees are required for all art, lab science, family and consumer science, agriculture, driver's education, welding and business/computer classes plus a uniform fee for band. A technology fee and an activity fee are also required. These fees are to be paid at the time of registration.

WAIVER OF STUDENT FEES

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal meal program. See also Board Policy 4:140

CARY (CAREERS FOR AMERICA'S RURAL YOUTH)

CARY classes integrate academics and career/technical education using hands-on and team-teaching strategies under federal and state Education-To-Careers guidelines. In addition to classroom activities, CARY students participate in career-exploration, job shadowing and work-site experience internships. Students may earn college scholarship money and/or college credit through articulation of certain CARY courses and freshman-level classes at Illinois Central College. See the counselor or the CARY teacher for details.

CLASS RANK

Rank in class is computed at the end of each semester on the basis of all academic credits. Only semester grades are used to compute class rank. All members of the class are included in the ranking. Rank is cumulative and includes transfer grades.

CLASS STANDING

A FRESHMAN is defined as a student who has accumulated 0.00 to 4.00 credits.

A SOPHOMORE is defined as a student who has accumulated 5.00 to 10.99 credits.

A JUNIOR is defined as a student who has accumulated 11.00 to 16.99 credits.

A SENIOR is defined as a student who has accumulated 17.00 credits and above.

Class standing is adjusted only once each year, in June, after the entire years academic credit has been finalized. The only exception to this rule is that a 4th year student who does not have 17.00 credits and senior standing at the beginning of his/her 7th semester of school may earn senior standing at the beginning of his/her 8th semester if this student has reached 20.00 credits and is on schedule to complete all required credits by the date of graduation.

CONSTITUTION REQUIREMENTS

The State of Illinois requirement for graduation includes that each student must pass the required test(s) on the Illinois and U.S. Constitutions, including information on the Declaration of Independence, proper use of the flag, patriotism and principles of representative government, methods of voting and the Pledge of Allegiance. A student has 3 chances to pass the Constitution test(s) without having to repeat Civics.

CORRESPONDENCE, ONLINE AND COLLEGE COURSES

A student may earn credits through correspondence and/or online courses. A student may be approved to take correspondence and/or online courses for the following reasons: credit recovery, elective credit not offered at MCHS, or credit in lieu of MCHS courses due to extenuating circumstances (i.e. course availability, medical recommendation, IEP/504 requirement, district directive). Examples: American History II is not offered second semester, a senior behind in math credit takes a course meeting MCHS credit equivalent to fulfill a graduation requirement. Correspondence/online courses may not be used for early graduation purposes and must be pre-approved by the principal.

EARLY COLLEGE, DUAL CREDIT, AND WORK BASED LEARNING (ICC)

Junior or Senior students in good standing may take dual credit college courses, early college online courses, and work based learning programs while enrolled at MCHS. Selected courses cannot replace MCHS core requirements. Students will be offered elective credit for early college, dual credit and work based learning programs. Early college dual credit grades shall NOT be part of the student's official GPA unless taught by a Midwest Central Instructor. Students must obtain administration and parental/guardian approval before the annual spring registration deadlines. Students may be denied enrollment into these classes based on 5% absenteeism or greater, GPA below a C average, or discipline concerns. Exceptions will be determined by the counselor and administration. Students must meet all college enrollment requirements as identified by college admissions, i.e. entrance exams, age requirements, fees, etc.

Students taking online early college or dual credit courses must pay a \$150 non-refundable fee, and for work based learning programs a fee of \$250 which is refundable with a passing grade of C or better. These fees are substantially below actual cost; students and families should plan their course schedule to take advantage of this discount. Students are responsible for the cost of all online and book fees associated with enrollment in early college and dual credit classes. Students may inquire with administration regarding fee waivers. Students who withdraw from early college classes will be placed into another course in order to maintain a full schedule and earn credit. Students who withdraw from early college and dual credit classes will receive the grade of F on their high school transcript.

Juniors and seniors aged 16 or older are eligible to participate in Work Based Learning (with employer) for high school credit. Juniors may be dismissed from school for up to 2 class periods per day, seniors may be dismissed from school for up to 3 class periods per day in order to attend a WBL experience for a minimum average of 15 hours weekly through the whole semester. Students earn a grade that reflects performance, attendance, and completion of required assignments/obligations. Students can earn .5, 1, or 1.5 elective credits per semester dependent upon the number of dismissed periods. Eligibility includes a 2.0 GPA, 95% attendance rate, in good standing, and record of good behavior. Parents/Students must provide transportation. It is the student's responsibility to obtain employment within 3 days of the start of each semester to be retained in the program. Students may not obtain employment with immediate or extended family members. A student may be removed from WBL because of: failing any classes at end of each semester, multiple D's risking graduation, employer termination for lack of performance or misconduct, loss of employment without replacing cooperative employer, poor attendance or behavior problems at school. Students are encouraged to continue participation in all activities and athletics; time conflicts will be resolved on a case by case basis. Approval for / removal from WBL will include the WBL coordinator, counselor, principal, and superintendent.

DRIVER'S EDUCATION

The State of Illinois will not issue a student under the age of 18 a driver's license until the student has successfully completed 8 classes in the previous 2 semesters prior to applying for the license.

1. All students enrolled in the classroom portion or the behind-the-wheel portion of Driver's Education shall turn 15 years of age before the end of the classroom portion. All such students shall have passed (with a grade of "D" or better) a minimum of 8 academic classes (4 full academic credits toward graduation from MCHS) in the previous 2 consecutive semesters. Summer school or correspondence courses, if pre-arranged with the high school counselor, can be counted in that total for a maximum of 1 academic credit.
2. If a student reaches his/her 15th birthday by the end of the classroom portion of his/her freshman year, he/she may be eligible for the classroom or behind-the-wheel portion of driver's education (on a space-available basis) if he/she has passed a total of 8 academic classes in the previous 2 consecutive semesters, including at least 4 classes during the 1st semester of freshman year at MCHS. Summer school courses, if prearranged with the high school counselor, can be counted in that total for a maximum of 1 academic credit.
3. All transfer students must prove by official transcript that they have met the above requirements before they will be enrolled in either portion of Driver's Education. In addition, any student who has been expelled from or has dropped out of Midwest Central High School for any reason is not eligible to take either portion of Driver's Education until he/she has successfully passed the necessary 8 academic classes in the previous 2 consecutive semesters or has reached the age of 18 years old.
4. No student shall be enrolled into either the classroom portion or behind-the-wheel portion of Driver's Education unless he/she has met the above requirements or has applied to the Superintendent of Midwest Central CUSD #191 for a waiver of the requirements. Such waiver must be submitted in writing with the parent or guardian's signature, considered in the following circumstances and granted only with administrative discretion: an out-of-state transfer student who is at least 16 years of age and of junior standing, or other exceptional circumstances as deemed appropriate by the Superintendent of Schools. Students who reach their 18th birthday before successful completion of the classroom portion of Driver Education may waive this graduation requirement and replace it with another elective, by demonstrating proof of a driver's license valid in the state of Illinois.

The driver education program at MCHS consists of two courses: the classroom course for 0.25 credits and the behind-the-wheel course (BTW) for 0.25 credits. Taking the classroom course is required for graduation; the BTW course is optional. Students must pass the classroom course prior to enrolling in the BTW course. Here are the rules for BTW:

1. All BTW students must pay a specified fee to the school district prior to being able to drive. This fee, set by the Board of Education, is in addition to any other fees assessed by the state of Illinois and is non-refundable if the student fails BTW or drops from the course prior to completion. If a student takes BTW more than once, this fee must be paid each time a student takes the BTW course.
2. During the BTW course, each student will receive 6 hours of driving time with the MCHS instructor. At the end of the 6 hours, the instructor will assess the student's driving skill and assign a grade of Pass or Fail. If the student receives a Pass, the student has officially completed BTW Driver's Education. If the student receives a Fail, the student goes to the end of the list for repeating BTW. The student can re-enroll in BTW Driver's Education the following school year, and will be scheduled as any other student in the class (birthdate order is an important priority).
3. Instead of assigning a student a grade of Fail in BTW Driver's Education, the instructor has the option of determining that a student would benefit from extra driving time with his/her parents. The instructor may then assign a grade of Incomplete for BTW. If the instructor assigns an Incomplete for BTW, he/she will provide a written explanation to the student's parents, outlining what improvements need to be made in the students driving performance. The student will have 30 calendar days to practice with his/her parents and improve those skills. The instructor will then schedule the student for one additional BTW driving hour. At the end of that hour, the instructor will determine the student's final BTW grade. If the student receives a Pass, the student has officially completed BTW Driver's Education. If the student receives a Fail the student goes to the end of the list for repeating BTW. The student can re-enroll in BTW Driver's Education the following school year, and will be scheduled as any other student in the class (birthdate order is an important priority).

DROP FROM SCHOOL

Obtain a clearance slip from the office. Return all books, supplies and equipment to the proper instructor or department. Pay all fees. Return your clearance slip to the high school counselor after all of your instructors have checked and sign the clearance slip. Any book rental refund will be mailed to you after the clearance slip is recorded and filed.

DUAL CREDIT

In conjunction with an institution of higher learning, a course may be offered on campus at MCHS that receives credit at both the high school and college levels. Students attempting to earn dual credit for such a course must follow all MCHS and college/university guidelines and pay all applicable tuition and fees in advance. The grade earned in the dual credit class shall be part of the student's official GPA.

ENGLISH HONORS

Enrollment in Honors English is a privilege to students exhibiting high proficiency in English, with high standards and expectations. A student must maintain a C average at the end of each semester to remain in Honors English. Falling below a C average places a student at risk of losing the 4 required English credits for graduation. If a student falls below a C average at the end of a semester, administration will enroll the student into an alternative English class to ensure a student is on path to graduation.

GRADE REPORTS

Grade reports are provided at the end of each quarter. Progress reports are provided in the middle of each grading period, 4 times per year. Students are encouraged to check teacherease.com and with their teachers to assess their academic progress.

GRADING SCALE

Midwest Central High School's most rigorous courses include a weighted grade scale on a 5.0 vs. 4.0 scale. These classes include: any dual credit course, Calculus, and Honors English 1-4. All other classes are weighted on the standard 4.0 scale.

Numerical Grade	Letter Grade	Standard Class	Weighted Classes
94 - 100	A	4.00	5.00
90 - 93	A-	3.70	4.70
87 - 90	B+	3.30	4.30
83 - 86	B	3.00	4.00
80 - 82	B-	2.70	3.70
77 - 79	C+	2.30	3.30
73 - 76	C	2.00	3.00
70 - 72	C-	1.70	2.70
67 - 69	D+	1.30	1.30
60 - 66	D-	1.00	1.00

GRADUATION CEREMONY

Participation in the 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. Any speaker at graduation must be approved by the administration, and all speeches must be presented for approval in final written form prior to graduation practice. Students who owe fees, fines and/or other payments to the school at the time of the ceremony may be denied the opportunity to participate in the ceremony.

HOME SCHOOLING

Students who enter MCHS from a home school must document their academic experience. Credits towards graduation from MCHS may be granted following the student's successful completion (passing grade) of MCHS semester exams in the equivalent home schooling courses. Home schooling grades that are accepted for credit at MCHS will be recorded as Pass/Fail in terms of class rank. Home schooled students are not eligible for participation in MCHS extra-curricular activities. Home schooled students may register for Driver Education as provided by the Illinois State Board of Education regulations.

HONOR ROLL

At the conclusion of each semester, a scholastic honor roll will be announced by the school through local news media. The honor roll will be divided into 2 categories: High Honors = 3.90 or better; Honors = 3.50 to 3.89. A student is not eligible for the honor roll if he/she has a grade below "C" or an incomplete "I" in any class.

HONOR STUDENTS

The Midwest Central Board of Education provides a Latin academic honors recognition system. For publicity and graduation recognition only, the Latin honors designation system is meant to acknowledge the hard work and efforts across 4 years of coursework at Midwest Central High School. Awards designations are not official until final grades are computed at the end of the 8th semester. Latin honors designations include:

Cum laude, "with Honors," 3.50 to 3.74
Magna cum laude, "with high honors," 3.75 to 3.97,
Summa cum laude, "with highest honors," 3.98 or greater

*In addition to the Latin system, the Class of 2024 will include the identification of Valedictorians (4.0 or greater).

INCOMPLETE GRADES

Any student who receives an incomplete grade has 2 weeks after the end of the grading period in which to make up any work necessary to change the incomplete to a letter grade. Failure to make up the work within the 2-week period may automatically change the grade to an "F".

INDEPENDENT STUDY FOR ACADEMIC CREDIT

1. The student will contact the counselor and discuss ideas for a proposal. Generally, Independent Study is only available to seniors.
2. The counselor will ask a teacher in the area related to the topic to be the student's supervisor and help the student draft the course.
3. The teacher will assist the student with writing a detailed proposal of the project and present it to a committee consisting of the counselor and the principal. The proposal must be acceptable to each of the above-mentioned individuals.
4. A student should not do independent study in a course already offered at the high school. The supervising teacher will determine the amount of academic credit given to the independent study project and the course grade. A student may take no more than one independent study course at a time.

MATERIALS/CURRICULUM

All materials selected for student and classroom use follow established School Board procedures. Questions or concerns about materials or curricula should be directed to the individual building administrator for additional information.

EARLY COLLEGE (IN-PERSON/ON CAMPUS) SHORTENED SCHEDULE

A student seeking to maintain dual enrollment in MCHS and in person college courses at a local college may request a shortened schedule. A reduced schedule consists of a minimum of four MCHS classes and one college class, which must be attended in person at a local college. This provision does not apply to Early College ICC online students. *Note: In order to participate in an inter-scholastic sport with a championship series, as governed by the IHSA, the student must be enrolled in five MCHS classes which must total 2.5 academic credits for the semester.* One college class may be used as part of the five classes to establish IHSA and eligibility, given that college courses are accepted as elective MCHS credit. A written request for a shortened schedule for in-person college must be signed by the student and a parent and submitted to the high school principal or counselor a minimum of two months prior to the start of the term.

NATIONAL HONOR SOCIETY

One of the highest honors that a student may earn at Midwest Central High School is being selected to be a member of the National Honor Society. The selection criterion for the MCHS National Honor Society follows the Society guidelines of Scholarship, Service, Leadership, and Character.

Scholarship: A GPA of 3.30 is required for membership consideration.

Service: The strongest candidates will be able to document a minimum of eight hours of volunteer service in the school or in the community. The Service and Leadership Documentation Form will help a prospective member keep track of his/her service hours and is available from the National Honor Society sponsor.

Leadership: The strongest candidates will be able to document a minimum of two leadership roles in the school or community. Leadership roles are those in which the student takes on the responsibility of coordinating, organizing and providing guidance for groups, clubs, teams, or in the classroom. The Service and Leadership Documentation Form will help a prospective member keep track of his/her leadership roles and is available from the National Honor Society sponsor.

Character: The strongest candidates will demonstrate, in their everyday actions, the qualities of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

SELECTION PROCESS

During fall registration, all junior and senior students with a GPA of 3.30 or higher will receive a Candidate Profile form to complete and return by a specified deadline. All Profile forms returned by the deadline will be reviewed by the Faculty Council. The Faculty Council consists of faculty members, department heads, and administrators who have been educated on the criteria of selection to the National Honor Society. The National Honor Society selection criteria require that a candidate not only document, but also demonstrate, the ideals of Character, Scholarship, Leadership and Service as outlined above. At the selection meeting, Faculty Council members will vote by anonymous ballot on each candidate's selection, based on the documentation and demonstration of the ideals. In order to be selected for membership, a candidate must receive a majority vote of the Faculty Council. All candidates will be notified, in writing, the decision of the Faculty Council.

Any National Honor Society member who fails to uphold the ideas of the Society, upon which they were selected for membership, may be placed on probation or removed from membership. The Faculty Council will have the final decision on such actions, and

the member will have the opportunity to address the Council prior to any dismissal vote. In addition, National Honor Society members are expected to attend meetings and participate in Society events. Any member who fails to attend at least 75% of the scheduled meetings and/or does not participate in events as required may be placed on probation or removed from membership following the procedure outlined above.

PHYSICAL EDUCATION

The State of Illinois requires all students to take Physical Education. The only exceptions are students who have a medical exemption from a physician. Waivers must be approved by the counselor and principal. JUNIORS OR SENIORS may be permitted to waive Physical Education for the following reasons:

1. Make up classes are needed to graduate on time:
 - a. A 3rd year student with less than 12.0 credits.
 - b. A 4th year student with less than 18.0 credits.
2. A class is needed for college admission:
 - a. The following classes meet the P.E. waiver requirement for juniors: Spanish I, II, III or IV.
 - b. The following classes meet the PE waiver requirement for seniors: Algebra II, Pre-Calculus, Calculus, College Algebra, 8th semester of English, Spanish II, III or IV.

Students must dress in required physical education uniforms (school shirt and black shorts/sweatpants) and participate in all activities to the best of their ability. PE shirts are purchased at the high school during registration. Students will not be excused from physical education if they forget to bring their gym clothes. A parent note, signed by the school nurse, may be accepted for a maximum of 2 days as an excuse for a minor medical problem. After 2 days, a physician's excuse is required. Physical Education grades are recorded on the same grading scale as every other class at Midwest Central High School. A combination of no-dress/non-participation marks and absences from class reaching a total of three in a semester will require the student to take the semester exam in PE. More than three no dress/non-participation marks in a grading period will result in disciplinary consequences.

SEMESTER EXAMS

Semester exams are required at Midwest Central HS and count as 20% of the semester grade. However, a student may be exempt from semester exams if the student has met attendance, grade, and behavior expectations. 1) Attendance: students with 5 excused absences or less, AND a B or better will not have to take finals. Students with 3 excused absences or less, AND a C or better in a class will NOT have to take that final. Students must have NO unexcused absences. 2) Students will be required to take finals in any classes with a D or F grade, determined 5 school days prior to finals. 3) No central detentions or in-school suspensions for the semester; and 4) No out-of-school suspensions all year long. One central detention for tardies will not mandate the taking of finals, but two will. If a student who is exempt chooses to voluntarily take an exam, that exam grade cannot lower his/her semester grade. Non-graduating seniors who are not exempt from exams will take exams on the dates scheduled for 9th – 11th graders.

SUMMER SCHOOL

All students who plan to attend an off-site summer school must have their summer school academic program approved by the high school counselor BEFORE summer school starts. No high school credit will be given for courses that have not been approved.

TESTING

Several very important tests are given every year to assess student progress and achievement. Freshmen and sophomores are required to take the PSAT exam; juniors are required to take the SAT, as required by the Illinois State Board of Education. These tests are very important to local and statewide assessment policies. All students must take the SAT as a state of Illinois requirement for graduation.

ADMISSION PROCEDURE

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/Guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*. PROOF OF RESIDENCY MAY BE REQUESTED AT ANYTIME THROUGHOUT THE SCHOOL YEAR.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations and Exclusion of Student*.

TRANSFER STUDENTS

Unpaid fees from former school should be paid. Proper health records must be updated. A copy of your certified birth certificate must be on file in the HS office. Credits and previous grades must be on file. Official Illinois State Board of Education "Student Transfer form" with proper signatures is required. No public school district shall admit a new student unless he/she can produce this form. Students who are under suspension or expulsion from their previous school must serve the entire time out of school prior to being allowed to enroll at Midwest Central High School.

GUIDANCE

A counselor is provided to help the individual student academically and personally. This includes many areas such as counseling in class selections, personal problems, test interpretation, college selection, grades, school records, family problems, vocational choice, etc. In addition, the counselor may also refer students to other counselors. The counseling department, in conjunction with the library, is also a source of information on colleges, trade schools, occupations and much more. The counselor also oversees all matters pertaining to permanent and temporary school records of the student. Requests for transcripts should be directed to the counselor.

COLLEGE ENTRANCE REQUIREMENTS

It is impossible to plan a program of study in such a way to meet the entrance requirements of all colleges and universities, since they vary as to the requirements for admission. The best plan to follow is to decide upon several colleges or universities that you may wish to attend and to plan courses in such a way as to meet the entrance requirements for those particular schools. The Illinois State Board of Higher Education has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects are currently required of freshmen entering community college transfer programs and public universities (a unit is 1 year of instruction).

MINIMUM COLLEGE/UNIVERSITY REQUIREMENTS

UNITS	SUBJECT
4	English (emphasizing written and oral communication and literature)
3	Social Studies (emphasizing history and government)
3	Mathematics (algebra, geometry, advanced algebra)
3	Science (laboratory science)
2	Foreign Language or Fine Arts (some colleges also accept some vocational classes)

Individual public/private universities and community colleges may have other subject requirements as well as requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements. Requirements for college entrance are so varied that it is impossible to generalize as to entrance requirements. That is why it is important to begin communicating with the guidance department and the potential school as soon as some desire to attend a specific school is expressed.

COLLEGE TESTING - ACT AND SAT

Most colleges require test scores from a commercial testing company. Since these tests are provided on a national basis, most colleges accept scores from one or both companies. The ACT (American College Testing program) is a commonly used admission test in Illinois and other Midwestern states. It is a 4-part test giving scores in a range of 1 to 36 in English, Math, Reading and Science Reasoning. A fifth score of "Composite" is computed and sent to the colleges of a student's choice. Scores are considered to be indicators of a student's potential to succeed in college. Most colleges require an ACT score of 18 or above for admission. The SAT (Scholastic Aptitude Test) is administered by the College Entrance Examination Board (CEEB) and is commonly referred to as "college boards." Two scores are computed on this test: Verbal and Mathematical. The range of scores is from 100 to 800. Most colleges give preference to students with a combined score of 1000 or more. Normally, most students take the ACT and SAT in the spring of their junior year. However, many students do not finalize their college plans until their senior year, and therefore, may take the ACT or SAT in the fall of their senior year. Many students take it earlier in hopes of securing admission to highly selective schools or in hopes of obtaining financial aid. Both tests are scheduled on Saturdays and must be registered for about 6 weeks prior to testing. Either test may be taken more than once and the highest score will be used. Students with a high-class rank and ACT or SAT score may qualify for a state scholarship. To be eligible, the student must take the test as a junior.

FINANCIAL AID

Students must actively pursue financial aid information from the high school guidance counselor and college guidance offices of each college under consideration. Financial aid resources change frequently. Federal and State guidelines and funds vary annually. New information typically becomes available in January of each year. According to state law, all seniors are required to complete either the FAFSA or the corresponding waiver. The federal deadline for submission is June 30th of the year prior to college attendance. Students can and should begin as soon after October 1st of the year prior to college attendance as possible. Students must check with the guidance office regarding all available scholarships from local sources. Many individuals and organizations provide opportunities for Midwest Central students. Many have been fortunate in recent years to obtain extra help this way. Unfortunately, the single most important source of financial information is seldom used, and that is the financial aid office of the prospective college or university under consideration. From these institutions, local scholarships, fellowships, grants-in-aid,

or loans are available along with the latest information on financing. Please contact the guidance counselor regarding any advice or information pertaining to higher education finance.

HOMEBOUND TUTORING

A student who is seriously ill and has a doctor's excuse to be absent for more than 10 consecutive school days may be placed on homebound tutoring, as arranged by the counselor. The following guidelines will be used for academic credit:

The goal is to keep the student current with classroom activities so he/she will be on pace to rejoin the regular class when released from medical care.

The tutor will work with the classroom teacher on a weekly basis to adapt/coordinate assignments and grades.

Assignments will be returned promptly. Assignments not completed within an acceptable period (generally, 2 weeks) would receive a zero, unless the teacher is alerted to problems by the tutor or medical personnel. Students should finish homebound work for each quarter within 2 weeks after the end of the quarter. After this time, a homebound "I" grade reverts to an "F" like any other class.

Students on homebound tutoring are not exempt from semester exams. If illness prevents the homebound student from taking semester exams at school, the tutor will administer exams at home following exam timelines as much as possible.

SCHEDULE CHANGES

All schedule changes must be approved by the counselor. A letter from the parent of the student requesting a change in schedule must be directed to the counselor explaining why the change is needed. The following are the only reasons a schedule may be changed:

1. Schedule error
2. Repeating a required course that had previously received a failing mark
3. Teacher or administration request

ATTENDANCE POLICIES

The school day begins when the student arrives on the school premises in the morning, and ends when school is dismissed and the student has left the school grounds. For students riding the school bus, the school day begins when the bus is boarded in the morning and ends when the student departs the bus in the evening. Students are allowed in the building from 7:00 a.m. until 3:30 p.m. unless special arrangements have been made with a teacher, coach or the principal. **ONCE A STUDENT HAS ARRIVED ON SCHOOL GROUNDS, HE/SHE IS NOT PERMITTED TO LEAVE SCHOOL PREMISES WITHOUT FIRST RECEIVING THE EXPRESSED PERMISSION OF A SCHOOL ADMINISTRATOR OR SCHOOL STAFF. A STUDENT MAY NOT EXIT THE BUILDING WITHOUT EXPRESSED PERMISSION FROM AN ADMINISTRATOR OR SCHOOL STAFF.**

The regular class schedule will be as follows:

Period EB	Period 1	Period 2	Period 3	Period 4	Period 5A	Period5B	Period 6	Period 7	Period 8
7:03	7:55	8:45	9:35	10:25	11:15	11:49	12:23	1:13	2:03
7:50	8:42	9:32	10:22	11:12	11:45	12:19	1:10	2:00	2:50

The early dismissal class schedule will be as follows:

Period EB	Period 1	Period 2	Period 3	Period 4	Period 5A	Period5B	Period 6	Period 7	Period 8
7:03	7:55	8:37	9:19	10:01	10:43	11:15	11:47	12:29	1:11
7:50	8:34	9:16	9:58	10:40	11:12	11:44	12:26	1:08	1:50

The half-day class schedule will be as follows:

Period EB	Period 1	Period 2	Period 3	Period 4	Period 6	Period 7	Period 8
7:03	7:55	8:26	8:57	9:28	9:59	10:30	11:01
7:50	8:23	8:54	9:25	9:56	10:27	10:58	11:30

It is the philosophy of Midwest Central High School that good habits of school attendance will carry over in adult life. Our attendance policy is an outgrowth of this philosophy. We believe that a part of success in school and in adult life has to be attributed to good attendance. Parents are to call the school before 9:00 a.m. on days when their student is absent. A parent having no phone must send a note with their son or daughter upon their return to school explaining the nature of their absence. The note **MUST BE DATED** and signed by the parent. A forged note or a fake phone call will result in disciplinary consequences.

EXCUSED ABSENCES

Absences from school will be excused when the cause is unavoidable, such as: when the student has been ill; for doctor, dentist and eye appointments; serious illness in the family; attendance at a funeral of a relative; or for another reason deemed necessary by the parent where arrangements have been made in advance by the parent with the principal's approval. After every excused absence, **IT IS THE STUDENT'S RESPONSIBILITY TO CHECK WITH HIS/HER TEACHERS CONCERNING MAKEUP WORK.**

UNEXCUSED ABSENCE

Students skipping classes, or students who miss school for reasons that are not accepted by the school such as oversleeping, car trouble, haircut appointment, or other personal business which could be taken care of during off-school hours, will be given an unexcused absence for that day or that class. Unexcused absences may result in disciplinary consequences, and the student will be required to take semester exams.

1. Parents are to notify the school the day that their son or daughter is absent and the reason for the absence. This is to be done by telephone by 9:00 a.m. If you do not have a telephone, send a dated note to the office when the student returns.
2. For an unexcused absence, the student will receive a zero for any graded work missed. Other disciplinary consequences may result.
3. If a student's absence has wrongly been assigned as unexcused, that student has 5 SCHOOL DAYS after returning to school for the unexcused absence to be changed to an excused absence. On the 6th day following an unexcused absence, an absence cannot be converted to an excused absence and work cannot be made up for credit.

DOCTOR'S NOTE LIST

Students who miss 8 days or more will be placed on the doctor's note list. Students on this list are required to furnish a doctor's note every time they are absent from school. If no doctor's note is brought in, that absence will remain unexcused. An unexcused absence can result in further disciplinary measures, as well as not receiving credit for any schoolwork completed during the unexcused time. If attendance improves, a student may be removed from the doctor's note list one time only.

ABSENCES & CO-CURRICULAR ACTIVITIES

Students who do not attend school (excused or unexcused) may not attend school-sponsored co-curricular activities the day of their absence unless the absence has been due to a school-related function. A student must be in school at least one-half of the school day through 4th period or a minimum of half of their scheduled classes in order to attend a school event that day. Exemptions may be granted at the discretion of the administration.

ASSIGNMENT MAKE-UP POLICY

1. For every day a student is absent (excused or serving an out-of-school suspension), a student will be given 1 school day to make up assignments missed during the absence. 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, the day the student returns to school.
4. If assignments are to be made up during class time, that teacher will be responsible for the supervision of the student and assignment.
5. The student is responsible for taking care of any unexcused absence. A student has 5 school days following an unexcused absence to change it to excuse or the student will remain unexcused.
6. Certain long-term assignments and projects (ex. term papers, poetry projects, etc.) 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 from the due date.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. See also Board policy 6:150

COLLEGE DAYS

Seniors who have a "C" average or above, 95% attendance and plan to attend a post-secondary institution after high school graduation may arrange for a college day. Juniors may be granted a college day with administrative approval only for a specific appointment or college activity designed for high school juniors. Students must use the college day form supplied by the counselor and must submit it at least 48 hours in advance of the day. This one college day will not be counted as an absence if the student provides verification of visiting the post-secondary institution. An additional college day may be requested and approved by the HS administration, but it will count as an excused absence. Students will not be granted a college day the last 2 weeks of either semester. Students who fail to follow this policy will be given an unexcused absence.

LEAVING SCHOOL DURING THE DAY

STUDENTS MAY NOT LEAVE SCHOOL GROUNDS WITHOUT PERMISSION after they arrive in the morning until school is dismissed. If a student wishes permission to leave school during the day, the student must come to the main office. Students must present a note from their parent or call home from the main office and get permission from a parent or guardian BEFORE the student will be excused to leave school. Students leaving school in any other manner will be given an unexcused absence. After receiving permission, students must sign out in the main office before leaving and exit the front main doors of the school.

PRE-ARRANGED ABSENCES

A STUDENT PLANNING TO BE ABSENT ON FAMILY BUSINESS, INCLUDING A FAMILY VACATION, MUST PRE-ARRANGE THE ABSENCE IF THE ABSENCE IS TO BE EXCUSED. The school must be notified by a parent requesting the student to be absent and specifying the days to be missed. If approved, an administrator will sign a pre-arranged absence form. The student will take that form around to each class to arrange for assignments. The form then MUST be returned to the office prior to the student being gone. FAILURE TO PRE-ARRANGE AN ABSENCE WILL RESULT IN THE STUDENT BEING COUNTED UNEXCUSED. A student may be required to turn in assignments prior to leaving on a pre-arranged absence. All other pre-arranged assignments are due upon the student's return to class. This policy applies to all family-related, planned absences or vacation, including activities like state athletic tournaments, deer hunting, Take Your Child to Work days OR college days.

RELIGIOUS HOLIDAYS

A student who is unable, because of the observance of a religious holiday, to attend classes on a particular day or days shall be excused from any examination or any study or work assignments on such days and shall be allowed to make up any exam or assignment he/she may have missed. The student must present a written note from his/her parent/guardian to the HS office at least 5 days prior to the student's anticipated absence.

SENIOR CLASS TRIP

Pending Board of Education approval, a senior class trip may be scheduled either semester of the senior year. Graduating seniors who are passing all classes, have fewer than 2 demerits on the student disciplinary scale and have met all other class qualifying standards are eligible to go on this trip. School Board-approved mid-term graduates are not eligible to attend a 2nd semester senior class trip. A senior class trip committee may be selected to be responsible for planning the itinerary and making the proposal to the other seniors and the Board of Education. The trip is to be structured to miss no more than 1 day of school. At least one parent of each student going on the class trip must sign medical forms and permission slips for their child. Parents will have a list of activities for the trip and will mark which activities their child may and may not participate in. School chaperones, will attend and monitor the class trip. All school rules apply to student behavior on the class trip. Severe misbehavior may require the student's parents to come get their child. All student luggage (purses, backpacks, etc.) will be checked by the chaperones. All students' prescribed medication is to be kept and dispensed by the chaperones. Spending money for the class trip is the responsibility of the individual student.

STUDENT PRIVACY

The Board of Education has adopted and continues to use policies regarding student privacy, parental access to information and administration of certain physical examinations to minors. Copies of these policies are available upon request to the building principal.

TRUANCY

A chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. When a student reaches a level of chronic truancy, the school shall refer the student to the Truancy Officer in the Regional Office of Education for follow-up.

BEHAVIOR EXPECTATIONS/DISCIPLINE

It is impossible to have a good learning situation where there is unnecessary noise and confusion in the classroom or hallways. We, therefore, feel very strongly that discipline is essential for a good learning situation. Bullying, hazing, profanity, participation in dangerous playful acts, continual disobedience, fighting, truancy, forgery of names on excuses and destruction of school property are all subject to disciplinary consequences.

For the purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, or that the student manifested an intent to have control, custody, or care of any object or substance, including situations where 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) on or in a student's locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. The grounds for disciplinary action, including those described more thoroughly elsewhere in this Handbook, 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 other time;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an education 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.

STUDENT DISCIPLINE

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, offering, purchasing or selling tobacco materials by students is prohibited on the school bus, in the school building and on school grounds. This includes any school activity such as dances, basketball games, field trips, or any activity sponsored by the district. A student found CONSUMING OR IN POSSESSION OF SMOKING MATERIAL (tobacco products, lighters, matches, chewing tobacco, e-cigarette, vapor, etc.) on school property or at school activities, will be assigned an in-school suspension for a first infraction. A second violation of the no consumption or possession of smoking material rules will result in an out-of-school suspension. Any student who is found warning other students who are using tobacco will receive disciplinary consequences.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted on school grounds at any time and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - e. "Look-alike" or counterfeit drugs, is defined as a substance whether or not containing an illegal drug or controlled substance, but (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. It is not necessary that the "look-alike" drug resemble an actual drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale or inject cannabis or controlled substances into the body; and (b) grow, process, store or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using an electronic device (i.e. cellular telephone, iPod, tablet, or any other electronic device) in any manner that disrupts the educational environment or violates the rights of others is prohibited, including but not limited to viewing or sharing inappropriate content, using the device to take photographs in locker rooms or bathrooms or other prohibited locations; to cheat or attempt to cheat; or otherwise to violate student conduct rules. Teachers may permit listening to music in their classroom at their discretion, but that permission ends at the end of that period.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive or discriminatory behavior that causes, attempts, or risks psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, bias incidents, hate acts, hate crimes or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truant.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - a. Being a member;
 - b. Promising to join;
 - c. Pledging to become a member; or
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling and hazing.
15. Engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an education 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.

16. Engaging in sexual activity or indecent conduct.

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. Any expulsion from school will result in the student forfeiting all academic credit for the current semester and for any time related to the remainder of the expulsion.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community service efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.
13. Electronic device confiscation. A staff or administrator may confiscate any electronic device from a student observed or suspected of a violation under prohibited student conduct for the use of electronic devices. The confiscated electronic device will either be stored on the teacher's desk or in the high school office for either the remainder of the class period or the remainder of the school day depending upon frequency and severity of the violation.

A student who is subject to expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall 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.

APPEALS PROCEDURES

1. Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons, property, or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

WEAPONS

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least 1 calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil and pen is considered a weapon if used or attempted to be used to cause bodily harm. The Building Principal or

designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm, explosive device or weapon to school. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

REQUIRED NOTICES

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

The concept of progressive discipline means imposing sanctions that are appropriate under the circumstances, including heavier sanctions for repeated misconduct of any type. Progressive discipline does not require the least serious sanction for the first offense of misconduct. Progressive discipline shall be imposed in the discretion of the school official taking into account the nature and extent of misconduct, the effect upon the victim, the risk of harm or injury, the age and maturity of the student subject to discipline and any other educationally relevant factors.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, or corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teacher may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

ASSISTANT PRINCIPAL

The assistant principal is responsible for attendance, discipline and supervision of student activities at the high school. This person is in charge of the high school in the absence of the principal.

CHEATING

Cheating is defined as engaging in academic dishonesty, including turning in someone else's work; intentionally plagiarizing; wrongfully giving or receiving help on a test, quiz, exam or assignment; altering your work or someone else's work including report cards or Progress Reports; or wrongfully obtaining test copies, answers or scores. Students found cheating would be given a grade of zero on the material on which the student was working. Other disciplinary consequences may also result. Students issued an out-of-school suspension for cheating will not be recognized with any high honors designations.

COMPUTERS (see also ELECTRONIC NETWORKS/INTERNET)

Use of the student computer network is a privilege that all students must respect. Each student will be assigned a password that must not be shared with other students. Any of the following acts in relationship to the student or administrative computer networks will result in disciplinary consequences:

1. Obtaining or attempting to obtain someone else's password
2. Changing or attempting to change anyone's password, including your own
3. Defacing and/or vandalizing any computer hardware, software, equipment, program or web site
4. Accessing or attempting to access another person's computer files
5. Running any program or software not part of the approved student network
6. Copying or attempting to copy any program or software
7. Accessing or attempting to access any program or software not specifically assigned for an educational purpose
8. Distributing or otherwise sharing pyramid-type communications, such as chain letters, excess e-mail (more than 5 copies), or other types of multiple communications
9. Participating in sending, receiving, printing or distributing e-mail or other computer-related materials considered lewd or offensive
10. Committing any other acts in relation to the student or administrative network that are detrimental to the educational process.

A student may use the lab only if there is a faculty or staff member to supervise. STUDENTS ARE NOT ALLOWED TO BE UNSUPERVISED IN THE COMPUTER LAB. In order to use the computer lab, all above rules apply, plus 1) no food or drinks are allowed, 2) students are responsible for throwing away all trash and 3) excessive use of printer paper or cartridges will result in a fee being charged. Students must log in and log out properly each time.

Midwest Central is implementing a 1:1 device program which will provide students with a computer and internet access at school and at home. These devices are regulated by a domain controller and actively monitored with restricted access to the internet (both at school and home). Students are not allowed to use their devices when eating or drinking from open containers. Damage to devices by accident or neglect will include fees identified in our MCHS user agreements. The 1:1 initiative will include an annual technology fee as identified during registration. Students will not be able to keep computers over the summer so that MCHS tech personnel can perform maintenance and accountability. Upon graduation or disenrollment from MCHS, students must return all issued technology and peripheral items (bag, mouse, etc.); an option to buy the device may be offered upon graduation based on administrative determination and inventory. Students who misuse technology or exhibit a pattern of technology misuse may be subject to disciplinary action and/or restricted use

DETENTIONS

Detentions will be used as a disciplinary action by individual teachers or by an administrator for student misbehavior. Central detentions will be served after school for a minimum of 40 minutes. Students receiving a central detention will have a written or digital notice sent home to parents. The notice will state the nature of the offense and the day and time the central detention is to be served. During detention, students are to be quiet, stay in their seats and do school-related work. Failure to serve a detention or misbehavior in detention will result in further disciplinary action.

DEMERITS

Demerits are a recording system for student behavior and discipline. Demerits will result in a loss of privileges, a conference with the student's parents and an administrator, and/or a suspension. The following is a list of consequences of demerits (Note: one detention = .3 demerit; 3 detentions = 1 demerit; one in-school suspension = .5 demerit; one out-of-school suspension = 1 demerit):

1. One demerit = notice to the student's parent/guardian requesting a meeting to discuss student's behavior;
 2. Two demerits = loss of privileges to attend field trips, activity hour events, assemblies and co-curricular dance (other than Prom); notice to the student's parent/guardian requesting a meeting to discuss student's behavior;
 3. Three demerits = loss of privileges to attend all extra-curricular events as a spectator or participant for the remainder of the school year, loss of privileges to attend Prom and notice to the student's parent/guardian requesting a meeting to discuss student's behavior;
 4. Four demerits = notice to the student's parent/guardian requesting a meeting to discuss student's behavior;
 5. Five demerits = loss of privilege to participate in graduation ceremony and notice to the student's parent/guardian requesting a meeting to discuss student's behavior;
 6. Six demerits = notice to the student's parent/guardian requesting a meeting to discuss student's behavior;
- Any additional demerits will be handled with discipline consequences as they arise.

DESTRUCTION OR DEFACING OF SCHOOL PROPERTY/VANDALISM

Any action that causes damage or expenditure of money or labor to restore the property to the previous condition will be considered destruction of property. In addition to disciplinary action, the student responsible for the destruction will be required to make restitution of damages or monetary reimbursement.

DRIVING MOTOR VEHICLES TO SCHOOL

High school students who will be driving to school must have a Midwest Central High School parking permit. This permit is issued for \$20.00 to students at registration. The form to be completed by the student includes the student's name and address, make of car, license plate number, and driver's license number, who is the actual owner of the car and signatures to indicate compliance with all MCHS parking policies. This information is kept on file in the office in case of emergency. During the school day, the parking permit must be in plain view on the lower driver's side of the front windshield of the student's car. If the student loses the parking permit or drives more than 1 vehicle, an additional parking permit can be purchased for \$20.00. Failure to display a parking permit may result in the car being removed from the parking lot at the owner's expense and/or further disciplinary consequences and/or possible fines.

ELECTRONIC AND VISUAL COMMUNICATION DEVICES

Electronic devices (cell phones, headphones, tablets, cameras, music players, etc.) are authorized as a privilege for personal use before school, after school, during passing periods, and during lunch. Students are required to store their personal devices in a pocket, purse, bag, or locker ("out of sight-out of mind") at the start of each class. Students are NOT authorized access or use of electronic devices in the classroom or study hall setting unless (a) permission is expressly granted by the supervising teacher and in accordance with classroom rules, (b) the use of a device is included in a student's IEP or 504 plan, (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The use of electronic devices may NOT disrupt the educational environment (for the user and surrounding students), violate the rights of others, or cause disruption to the operations

of the school. A student is required to relinquish possession of an electronic device when faculty or administration determine that the use of such a device violates the terms described herein. Students who violate the terms of electronic device usage are subject to disciplinary measures.

ELECTRONIC NETWORKS/INTERNET

The School Board's goal is to include access to electronic networks/internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. The School District is not responsible for any information that may be lost, damaged, or unavailable when using electronic networks, or for any information that is retrieved via electronic networks. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to electronic networks. "Electronic Networks" include all information accessed by Internet sites, e-mail, on-line services, web pages, instant messaging, text messaging, bulletin board and other such systems. The use of electronic networks shall be consistent with the curriculum adopted by the District as well as the varied instructional need, learning styles, abilities and developmental levels of the students. Use of electronic networks shall comply with the selection criteria for instructional materials and library-media center materials. Each student and his or her parent(s)/guardian(s) must sign the authorization form before being granted use. Students must have specific permission from the staff member in charge of the web pages in order to post any material to the district web pages or any other district-sponsored or endorsed electronic network. All material posted to the district web pages or any other district-sponsored or endorsed electronic network must follow all district guidelines for accuracy, fairness and educational relevance. The failure of any student to follow the terms of the Authorization for Access to Electronic Networks, or this handbook policy, will result in the loss of privileges, disciplinary consequences and/or appropriate legal action.

FLOWER DELIVERY

It is good to remember others at special times as long as it does not disrupt the educational process. Flowers, balloons, etc. which are sent to students at school will be kept in the main office and the student will be notified to pick them up at the end of the day.

FUND RAISING

Selling of candy or other items for non-school organizations is prohibited at school. Personal items or materials are not to be sold, traded or given away at school.

GANGS AND GANG-LIKE ACTIVITY

Gang and gang-like activity is prohibited on or about school grounds, on school buses or on school grounds at any school activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts. No student on or about school property, on a school bus or at any school activity shall engage in gang activity, including but not limited to:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Committing any or omitting any act or using any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 - A. soliciting others for membership in any gang
 - B. requesting any person to pay for protection or otherwise intimidating or threatening any person
 - C. committing or threatening to commit any illegal act or other violation of school district policies
 - D. inciting other students to act with physical violence upon any other person

Violation of any of the above will result in disciplinary consequences and may result in police charges being filed.

HALL PASSES

Students are not permitted in the hall or restrooms during class periods without a pass. All necessary materials for classes and study periods such as books, pencils and paper will either be carried by the student or acquired during the passing time between classes. When a hall pass is issued by a teacher for an acceptable reason, the student must show the pass. STUDENTS IN THE HALLS OR RESTROOMS WITHOUT A PASS MAY BE ISSUED DISCIPLINARY CONSEQUENCES.

HARASSMENT/BULLYING/CYBER-BULLYING

The Midwest Central CUSD 191 Board of Education has adopted Policy 7:180 and 7:20 Preventing Bullying, Intimidation and Harassment. It follows in part.

7:180: This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically (cyber-bullying). Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

7:20: This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses)

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.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, harassment, and/or discrimination may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, cyber-bullying or retaliation for asserting or alleging an act of bullying, bias incidents, hate acts or hate crimes.

Cyber-bullying means bullying through the use of technology or any electronic communication. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Each of the following Board policies will be enforced:

- a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
- b. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

If a student feels that they are a victim of bullying or cyber-bullying they need to report it immediately to a staff member so that it can be reported to administration for investigation. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct. If you would like a copy of the entire Policy 7:180, please notify your school's principal or refer to our website.

IN-SCHOOL SUSPENSION

This is an alternative form of discipline, which may be assigned for certain violations of school rules instead of an out-of-school suspension. Possible examples, including situations involving truancy, class cuts, excessive tardiness and repeated public display of affection, are behaviors that can result in the student being assigned an in-school suspension. All students must abide by the following ISS rules:

1. In-school suspension day is the same as the regular school day: 7:50 to 2:50.
2. Talking will be permitted only upon receiving permission from the supervisor.
3. Students may not be in possession of or use any electronic device during ISS. Any electronic devices the student may have in their possession during an ISS are to be turned in to office staff at the beginning of the day. If a teacher requires work to be completed on a computer, a laptop may be provided for the duration of that class hour only.
4. You may not leave your assigned seat without permission.
5. You will be courteous at all times to the supervisor and all others involved.
6. All assignments are to be completed and returned to the supervisor that day.
7. Students will receive credit for all written work that is completed satisfactorily while on in-school suspension. Work not completed as assigned will become a zero.

8. After assignments have been completed satisfactorily, you may read material appropriate for school and approved by the supervisor.
 9. You must bring all books, materials and supplies to the in-school suspension.
 10. There will be a supervised morning and afternoon restroom break.
 11. You may not sleep or assume a sleeping position.
 12. Lunch will be eaten in the in-school suspension room at a time designated by the supervisor.
 13. No eating or drinking.
 14. No card playing or game playing allowed.
 15. All outer wearing apparel will be hung in the appropriate area.
 16. If you are ill, the nurse will be called to the in-school suspension room
 17. If you are excused absent or go home ill on a day of your in-school suspension, your next day of attendance will be substituted.
 18. You will promptly exit the school grounds at dismissal and not return until the following morning unless otherwise approved by the in-school supervisor.
 19. Students who successfully complete daily ISS may participate in extra-curricular activities.
- ANY VIOLATION OF IN-SCHOOL SUSPENSION CONDITIONS MAY RESULT IN ANOTHER IN-SCHOOL SUSPENSION.

LIBRARY

The library is to be a quiet area. Students should bring pencils and books and use the library facilities for academic purposes. It is your privilege and responsibility to use the library for study and research purposes. When you enter the library, you make a commitment to respect the study habits of other students working in the library. All students must comply with the following rules:

1. The library is a place for studying quietly and doing work that requires the use of library materials. Anyone being disruptive will be asked to leave. If a student is asked to leave the library due to misbehavior, that student will face disciplinary consequences.
2. Students must report directly to the library from class or study hall. Do not stop at your locker, the restroom, for a drink, etc.
3. Students may leave the library during class time only with a specific pass from the teacher who sent them OR with a specific hall pass from the library staff.
4. There are several computers available for student use in the library. Teachers and students using computers for class projects have first priority. Personally owned computer software is not to be used on these computers.
5. Students are responsible for library materials checked out. Students are also responsible for library materials in their lockers. Students risk losing library privileges if proper procedures are not followed. Disciplinary consequences may also result.
6. Use of the Internet, e-mail and all software must follow school rules or disciplinary consequences may result.

LOCKERS

All students are assigned a hall locker at the time of enrollment. Hall lockers are the property of the school and must be used for their intended purpose: storage area for books, school supplies and outer garments. Students are to use their assigned locker and NOT the locker of another student. Each student will receive his/her own combination that is NOT to be given out to other students. PE lockers and locks will be issued to those students taking PE. A penalty of \$6.00 will be charged for each lock not returned at the end of the term. Clothing for PE and sports is to be kept in the PE lockers and NOT in the hall locker.

Students taking certain vocational classes may also be assigned a locker. Items for these classes are to be kept in these lockers. **ALL LOCKERS MUST BE KEPT LOCKED.** If school officials believe that the student has placed illegal or dangerous material or prohibited substances in any of their assigned lockers, school officials may search the locker, with or without the student's knowledge or consent. The school is not responsible for items stolen from lockers.

Students may carry backpacks or book bags during the school day. Backpacks must be managed in a manner that keeps hallways, classrooms, and classroom aisles clear. Administration has the discretion to regulate the size of bags and revoke this privilege if it becomes a safety concern or is a disruption to the educational environment. Administration reserves the right to conduct reasonable searches in accordance with the "Search and Seizure" section of the handbook. Violation may result in disciplinary action.

LUNCH

Midwest Central High School has a closed lunch period. No one is allowed to leave the school building for lunch; this includes semester exam times. Monthly hot lunch menus are written and posted to our website. In addition, an ala carte menu is available daily, or students may bring their lunches. Lunches may not be charged. Free and reduced lunch forms may be picked up in the main office. The cafeteria is maintained for the convenience of students and teachers. It is a dining room, and students are to conduct themselves accordingly. Students will go to the end of the line in the cafeteria when lining up for lunch. Trays are to be cleaned and returned to the kitchen by the person using the tray. No food or food containers are to be left on the table. Student misbehavior during the lunch hour will result in disciplinary consequences. The main hallway running east and west and the area outside the building to the east (next to the band room) may be used as a lounge area during your lunch period. The west patio area in front of the cafeteria, accessed only through the door in the cafeteria may also be used during lunch. The hallways north (to the parking lot), south of the main hallway (the horseshoe) and the foyer are off limits during this time.

OFFICE AREA

Students who have business in the office area are to state their business to the secretaries or office helpers through the office window. Students may enter the office area only with the permission of the secretaries or administration.

PARKING LOT

All vehicles parked on school grounds are subject to search according to school board policies.

1. Where to Park - The student parking lots are north and east of the building. All vehicles in the lot are to be parked AWAY from the building, in marked places starting with the row of cars even with the light pole. No students may park west or south of the building. **PARKING IN RESTRICTED AREAS IS PROHIBITED.**
2. Moving the Car - The vehicle is to remain parked until school is dismissed in the afternoon, unless permission is granted by an administrator to move the vehicle. **IF YOU HAVE PERMISSION TO GO TO THE PARKING LOT DURING THE SCHOOL DAY, YOU MUST EXIT THE FRONT MAIN SCHOOL DOORS.**
3. Students in Cars - **CARS MUST BE LOCKED.** No person may sit in a car while the car is on school grounds. If a student is found in a car, that car will not be allowed on school grounds for the rest of the year. It is the responsibility of the driver to make sure his/her car is locked so students will not sit inside it.
4. Student Behavior in the parking lot - Students are not allowed to loiter in the parking lot during the school day. Any student found in, around, behind or alongside of a parked vehicle, including sitting on or leaning on it, will be subject to immediate disciplinary consequences, including being banned from the parking lot for the remainder of the year.
5. **REMEMBER - Driving a vehicle to school is a PRIVILEGE that may be revoked by school officials at any time. Drive slowly, carefully, park where designated, and **keep your vehicle locked at all times.****
6. Reckless driving and/or failure to follow parking lot rules may result in loss of parking privilege and/or further disciplinary consequences.

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from excessive show of affection while on school grounds. This includes kissing, necking, fondling and embracing. The only show of affection that is allowed is to hold hands. If students persist in excessive show of affection, they will be warned by an administrator. After a warning has been given, disciplinary consequences may result.

RECREATIONAL EQUIPMENT

All recreational equipment is to be left at home except at times designated by the staff. This includes but is not limited to: wired or wireless speakers, skateboards, roller blades, shoes with skates/heelies, squirt guns, computer games, laser pointers, toys, stuffed animals and any other item that would be disruptive to the classroom environment.

SCHOOL BUS SAFETY GUIDELINES

If you have the privilege to ride the bus to and from school, you must abide by the rules and regulations set by the school and the state. The driver is responsible for setting reasonable rules of conduct. Electronic visual and audio recording devices may be used on school buses in order to monitor conduct and maintain a safe environment. No student may ride a bus to and from school other than the bus to which he or she has been assigned. **NOT OBSERVING THE RULES MAY RESULT IN SUSPENSION OR EXPULSION FROM RIDING THE BUS.**

THE SCHOOL BUS SAFETY RULES ARE:

1. In accordance with Illinois State law and Midwest Central CUSD #191 Board of Education Policy #7:220, electronic visual and audio recordings may be used on school buses in order to monitor conduct and to promote and maintain a safe environment. This notice is to inform you that such recording will be conducted.
2. The most important person on the bus is the driver. School bus drivers must be able to devote 100% of their time to driving the bus in order to drive safely; therefore, they cannot be distracted by the conduct of their passengers.
3. The bus driver's relationship should be on the same level as that expected of a teacher. Should a student persist in violating any of the rules and regulations, it will be the duty of the driver to notify the school administrator, and after due warning has been given to the student and parents, the school administrator may forbid such student the privilege of riding the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail. Always listen to drivers instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Bus seats are assigned; therefore students must occupy seats assigned to them.
5. Students must be on time at the designated bus stops.
6. No eating or drinking is allowed on the bus.
7. Students must not throw wastepaper or other items on the floor or out the window.
8. Students must not try to get on or off the bus or move inside the bus while it is in motion. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Students are permitted to leave the bus only at appropriate stops.
10. Students must be absolutely quiet when approaching a railroad crossing and remain that way until the bus driver has looked both directions and begins moving again.
11. Smoking is not allowed on the bus nor shall students have in their possession any smoking-related materials.
12. Pushing, shoving or fighting on the bus may result in a bus suspension.

13. Students are not permitted to damage the bus. Any damage to the bus must be reported to the driver at once.
14. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus. Windows are not to be lowered beyond black line.
16. Be aware of moving traffic and pay attention to your surroundings. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
17. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
18. Tablets, iPods, smart phones, and other electronic devices must be silenced on the bus unless a student used headphones. Students bringing any electronic device on the bus do so at their own risk. Any damage to personal electronic devices is the responsibility of that student.
19. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
20. Never run back to the bus, even if you dropped or forgot something.
21. Other prohibited bus conduct includes willful injury or threat of injury to a bus driver or to another rider; use of profanity; willful disobedience of the bus driver's or other supervisor's directives; or any such behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Students - PLEASE NOTE: If your bus conduct is unsatisfactory, the same procedure will be followed as if you are in a classroom. The following will be contacted: (1) YOUR PARENTS (2) YOUR PRINCIPAL. OBEY YOUR BUS DRIVER, AND NONE OF THE ABOVE SHOULD HAVE TO BE CONTACTED! The consequences of breaking the rules could include any of the possible disciplinary consequences: verbal or written warning; central detention; bus suspension; out-of-school suspension; expulsion from riding the bus; expulsion from school.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison 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 students. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals 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 may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted with 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 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 reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When possible, 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 as the student. Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. In matters of serious disobedience or misconduct, the student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

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.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. In matters of severe disobedience or misconduct, the student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

If a search produces evidence that the student has violated or is violating either 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.

SMOKING POLICY

The Midwest Central Board of Education has adopted a policy of no use of tobacco for anyone, including adults, on District 191 school grounds and at school-sponsored events. This includes night activities and outside organizations that might use school facilities.

SODA/SODA MACHINE/SNACK MACHINE

Without prior permission from the building administrator, no outside beverages 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 main hall and the cafeteria. Keeping cans, plastic bottles, wrappers and other litter picked up is the responsibility of all students. Students are not to stomp cans or plastic bottles on the floor or throw them at the trash container. Spills are to be cleaned up by the student responsible for the spill. In addition, there are to be no glass bottles in the school building.

STUDENT DRESS

It is the obligation of parents and the responsibility of students to see that reasonable and proper dress and appearance are maintained at all times in school and at school activities. Continued exhibitions of dress that distract, cause damage to the school's furniture or flooring, or disrupt the educational process will not be tolerated. Undergarments must not be visible. The neckline of tops must not extend beyond/below the width of the female's palm from the collarbone. (The Palm Rule) Tube tops, bare midriffs, strapless tops, spandex/bicycle shorts (worn alone), or tank tops are not allowed. Low cut, backless, cropped tops (belly shirts) or thin-strapless/spaghetti-strapless tops are not allowed. Students are not to wear clothing or jewelry that promotes alcohol, tobacco, drugs or related products. Clothing with sexually or racially objectionable language or artwork or double meaning phrases or slogans is prohibited. Shorts are to be no higher than a 5 inch inseam and skirts/dresses are to be no higher than 5 inches from center of the kneecap. If pants or jeans are worn that have holes in them, the holes should not be located any higher than fingertip length. Knee-length opaque (not see through) leggings under shorts or skirts are permitted. PE shorts should extend to, or past fingertip length. Shirts should not expose your midriff if your arms are raised to shoulder height. Students will not wear low-cut sleeveless shirts. No hats, hoods or sunglasses are to be worn in the halls or classrooms. Pants, shorts or skirts must be worn near your waist and secured so that undergarments are not exposed. Students choosing to wear unacceptable clothing shall be required to change the clothing. Refusal to cooperate and/or repeated violation of the policy shall result in further disciplinary consequences.

STUDENT WELFARE – SEXUAL HARASSMENT

The School Board is committed to creating a positive learning environment for all of its students and employees and will not tolerate sexual harassment or sexual violence. Under certain circumstances, bullying, harassment, sexual harassment and sexual violence may constitute abuse under Illinois statutes. In all such cases the District and its employees will comply with the statute and take immediate action to protect the victim(s) of the alleged abuse. According to Illinois law, a District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. Any failure to file such a report constitutes a criminal offense under Illinois law.

Sexual harassment consists of verbal or physical behaviors related to a person's gender and which create an intimidating, hostile, or offensive environment. Such behaviors include, but may not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement, or submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting such student. Sexual harassment also consists of unwelcome verbal or physical conduct that interferes with an individual student's work or academic performance or performance in co-curricular activities or other District programs. Such harassment as visual displays of degrading sexual images, sexually suggestive conduct or banter, or offensive remarks of a sexual nature are expressly prohibited. Non-sexual conduct, such as bullying, intimidation, hostility, rudeness or name-calling, is abusive and therefore harassment and is expressly prohibited. **It is not necessary that the individual alleged to have sexually harassed a student intend that the conduct result in sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.**

The confidentiality of the reporting party will be observed provided it does not interfere with the District's ability to investigate or take corrective action. Retaliation against anyone reporting or thought to have reported sexual harassment behavior violates this policy. Such a violation shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy. Illustrations of such retaliation include, but are not limited to, unfair grading, unfair evaluation, unfair assignment, withholding important information, public or private ridicule, oral or written threats, name calling, refusing to meet with the person and further harassment. False charges of sexual harassment will not be tolerated and will violate this policy.

A District employee may be suspended pending an investigation, and if the allegations of sexual harassment are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law. An allegation of harassment, including sexual harassment, by one student to another student shall also be investigated. If the allegations are substantiated, the student may be subjected to disciplinary measures.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with any District staff member, teacher or District administrator. All staff have a special responsibility for implementation of responsible administration of this policy. The appropriate administrator with whom the complaint is filed shall inform the student of the student's rights under this policy and the administrator shall undertake corrective action. If a problem is beyond the capability of the administrator to effectively corrected, the matter shall be referred to the Superintendent for appropriate action.

STUDENT WELFARE – TEEN DATING

The Midwest Central CUSD 191 Board of Education has adopted Policy 7:185 *Teen Dating Violence Prohibited*. It follows in part. 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.

We address our students yearly on violence in teen dating with an assembly that educates students on Erin's Law.

STUDY HALL

Study halls are assigned to students as a normal part of their course load. Punctual attendance is mandatory. Those students having deficiencies need a note from a teacher excusing them for the purpose of receiving extra help before they will be allowed to leave. Reasonable guidelines will be established for seating and study conduct. Students are to comply with these guidelines and directions given by the study hall instructor. Students failing to comply with the above expectations will be subject to disciplinary consequences. The rules below are to be followed while in study hall:

1. Students are expected to be on time, and prepared to study when the bell rings.
2. Students should have course-related material to study and be involved in studying this material during their study hall time.
3. Students are to be involved in the study of the material that they brought with them, such as reading, writing, computation, project construction and indexing. Please note that acceptable involvement does not include sleeping, being generally non-productive, talking or otherwise being a nuisance and distracting others.
4. Tuesdays, Wednesdays and Thursdays are silent study hall time.
5. Students in good academic standing (having no "F" deficiencies) may be granted the privilege of using the library or computer lab with a properly signed pass from the study hall teacher.
6. Any student needing assistance other than that which the study hall instructor might provide must have a note from the instructor who will be assisting them prior to coming to study hall.
7. Students should use the restroom and their locker prior to coming to study hall as there will be no general hall passes.
8. All trash should be thrown away at the end of the hour.
9. No eating of candy or drinking of soda is allowed during study hall.
10. Students failing to comply with the above expectations will face disciplinary consequences.
11. Students who are earning a D or F in any class shall be restricted from personal technology use during Study Hall with eligibility status determined weekly on Mondays

TARDY

When the bell rings for the beginning of any class period, all students should be in their class, ready to begin assigned work. Students tardy to class with an unexcused reason will report directly to class and will be marked tardy by that teacher. Unexcused tardies will be recorded in the office. Students who are greater than 15 minutes tardy to class will remain in the high school office until the end of that period and receive an unexcused absence for that period. Students who receive four tardies during a semester will be assigned a central detention. Failure to serve a detention will result in more serious disciplinary consequences.

Students have the option of 'buying back' a tardy detention from their record if they go one calendar month without a tardy. A student who goes one calendar month without a tardy but does not have a detention to 'buy back' may receive one free hour excused from school. Either option may only be used once per semester.

TELEPHONE

You will be called to the telephone only in the case of emergency calls. When making telephone calls that are not school business, use the telephone in the office. The telephone is not to be used during classes or between class periods. It may be used before school, during your lunch hour and after school.

You may not use your cell phone to contact a parent/guardian to come pick you up from school without first having permission from the nurse or the office. Failure to do so may result in central detention.

THE USE OF CELL PHONES OR OTHER ELECTRONIC COMMUNICATIONS DEVICES DURING THE SCHOOL DAY IS PROHIBITED, UNLESS AUTHORIZED BY A STAFF MEMBER.

WATER BOTTLES

Students will be allowed to carry clear water bottles/cups with sealable lids. Students may not have any other liquid other than water, with no supplements or additives. Students may not share their water bottles/cups with other students. Teachers may regulate the use, non-use, and storage of bottles/cups in their classroom or spaces in accordance with their expectations and rules (i.e. restricted computer lab use). Administration has the discretion to regulate the size of the bottle/cup and revoke this privilege if it becomes a safety concern or is a disruption to the educational environment. Administration reserves the right to conduct reasonable searches in accordance with the "Search and Seizure" section of the handbook. Violation may result in disciplinary action.

MEDICAL NEEDS

CARE OF STUDENTS WITH DIABETES

"Diabetes care plan" means a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services.

A diabetes care plan shall serve as the basis of a student's Section 504 plan (29 U.S.C. Sec. 794) and shall be signed by a student's parent or guardian and submitted to the school for any student with diabetes who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share the health care provider's instructions concerning the student's diabetes management during the school day. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in a diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly and include requirements for diet, glucose testing, insulin administration and treatment for hypoglycemia, hyperglycemia and emergency situations.

A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.

A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or guardian, school nurse where available, or health care provider to confirm that an insulin dosage is appropriate.

A diabetes care plan shall be submitted to the school at the beginning of the school year; upon enrollment, as soon as practical following a student's diagnosis; or when a student's care needs change during the school year. Parents shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

COMMUNICABLE DISEASES

If a student is absent from school due to a communicable disease, it will be necessary to present a statement from the doctor that it is safe for the student to return to school without exposing others to the illness.

INJURIES

A student who receives an injury at school or at any school-sponsored activity must report the accident immediately to the teacher, coach or supervisor in charge at the time of the injury, no matter how minor it may seem. This is important for insurance purposes. If medical treatment is necessary, the accident will be reported immediately to the high school principal who will arrange for such treatment. The school will first call your parents. If they cannot be reached, the student will be taken to the nearest doctor or an ambulance may be called.

CONCUSSION POLICY

Midwest Central Athletic Department complies with PA 097-0204 and district policy regarding concussions.

A suspected concussion injury will result in:

1. Removing the athlete from game/practice
2. Inform the athlete's parents/guardians about the possible concussion and give them the fact sheet on concussion symptoms as soon as possible
3. Encourage parents to have athlete evaluated by a health care professional experienced in evaluating concussion as soon as possible
4. Prohibit athlete from any game or practice until cleared by medical professional.

"Any player who exhibits signs, symptoms, or behaviors consistent with concussion shall immediately be removed from the game and shall not return to play until cleared by an appropriate health care professional."(PA 097-0204)

MEDICATION

In accordance with The School Code, it is the policy of Midwest Central Community Unit School District that medication should not be administered to a student at school or when such student is involved in school activities, except when absolutely necessary for the critical health and well-being of the student. Students needing to take prescription or non-prescription drugs at school for their critical health and well-being are required to notify the administration of their need for the medication and complete the necessary forms. According to Illinois State Law, students are required to have a doctor's note on file in order to take any medication. This includes but is not limited to over the counter medications such as ibuprofen, aspirin, creams (i.e. triple antibiotic, anti-itch), lotions, etc. The medication will be kept in the main office. The student will come to the office at the recommended time to take his/her medication. To protect the safety of students taking prescribed medications, other students, and to prevent theft or loss of medications, students shall not possess prescribed or over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol) in any school buildings during the school day. However, students with proper doctor and parent authorization and completed forms may possess an epinephrine auto-injector and/or an asthma medication for self-administration while in school and while at school-sponsored activities.

NURSE

The school nurse's office is located across from the library in the high school. When the nurse is available, she can issue PE excuses. If you have a PE excuse from your parents or doctor, please present it to the nurse. When the nurse is unavailable, P.E. excuses must be approved in the main office. After 2 days' of parental P.E. excuses, a doctor's note will be required.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

In accordance with state law, all freshmen and out-of-state students must have a physical and dental examination and proper immunizations prior to the first day of school. In addition, all students must follow state law and district policy for boosters and immunizations. **NON-COMPLIANCE REQUIRES EXCLUSION FROM SCHOOL UNTIL ALL MEDICAL RECORDS ARE IN ORDER.** All athletes, cheerleaders and pom-pom members are required by the Illinois High School Association to have complete physical examinations before their first practice session. Forms for these physicals may be picked up in the office or from any of the medical offices in the county, or can be found on our website.

SCHOOL INSURANCE

Midwest Central High School makes available an accident policy for any student who desires it at the beginning of the school year. The cost will be paid at the same time as book rental at the beginning of the school year. All insurance claims should be reported no later than 24 hours after the accident. Students must be covered under accident insurance prior to participation in extra-curricular activities.

SUICIDE PREVENTION

Students are encouraged to seek out help for themselves or others at school or through state/national resources for suicide prevention. This information is published on the district website, in the student handbook, and appears on bulletin boards in the high school office and counselor's office. It includes information for the National Suicide Prevention Lifeline (988, text or call), the Safe2Help Illinois call line (call: 844-4-safeil), the Safe2Help Illinois text line (text "Safe2" to 72332, and the safe2help IL website (safe2helpil.com).

SAFETY RULES

ANIMALS

Live animals are prohibited from being on school grounds without proper written approval and certification. See Board policy for details. The animal's owner must assume all responsibility for the care, conduct and safety of the animal. Certain academic classes may include dissection of dead animals or parts of dead animals as part of the approved curriculum. Rules for dissection will follow all School Board policies and the IL School Code.

SAFETY

During the academic year, MCHS will conduct the following safety drills: three school evacuation drills, one bus evacuation drill and one severe weather and shelter in-place drill.

FIRE DRILLS

Please use the exit indicated unless blocked. If the exit is blocked, follow the direction of the staff member in charge.

Exit to the main west door	Main office, Rooms 1,2,3,4,5,6,7
Exit to the south door.....	Rooms 8,9,10,11,12,13,14,15
Exit to the east door.....	Rooms 17,18,19,20,21,22,23,24,25, Library, Nurse's office, Teacher's workroom
Exit north door.....	Rooms 25, 27
Exit east door of shop.....	Ag shop
Exit north door of locker room.....	Physical Education (if in locker room)
Exit west door of gym.....	Physical education (if in the gym)
Exit west door of cafeteria.....	Cafeteria
Exit north door of kitchen.....	Cooks & kitchen help

1. The first student to the door shall hold the door open until all people have made an exit.
2. Quiet shall be maintained during the fire drill. Walk - do not run - but move rapidly.
3. After leaving the building, move back at least 100 feet from the building so that succeeding classes will not be crowded. All students will report to an assigned area based on the classroom they are exiting.
4. Teachers are to accompany and remain with class groups until they are a safe distance from the building; then act prudently, according to the conditions of the situation.

TORNADO DRILLS

1. If a tornado is headed in the direction of the school, or has been sighted near the school, the tornado alert will be sounded.
2. The tornado alert will be a continuous sounding of the siren attached to the sound system.

3. In case of a drill or an alert, students are to go to the horseshoe hallway and sit facing lockers on the interior walls. Students should not be in the main hallway, the hallway north to the parking lot or the hallway south of the horseshoe.
4. Students should take the most direct route to the horseshoe from the classroom that they are in when the alert is sounded.
5. Walk to the hall from your classroom. No running, please. Remain quiet so that instructions can be given if necessary.
6. When the drill or alert is over, students will be instructed over the intercom to return to their classes. In case of a power shortage, instructions will be given by the principal or administrator in charge.
7. Students should stay away from glass doors and windows.
8. Classroom windows should be left open, but close classroom doors.
9. If time does not allow students to get to the horseshoe, they should take cover in the nearest hallway, sitting with their faces to the wall, knees close to the chest, hands covering their heads.

VISITORS

With the deepening concern for the safety of our children and staff from individuals coming into the building uninvited and disrupting the school atmosphere and educational process, Midwest Central CUSD #191 has adopted the following visitor's policy:

1. **All visitors must enter and leave the high school building through the front main doors.**
2. Posted notices will direct all visitors to the main office.
3. The visitors will be greeted and **required to register** and state the nature of business prior to proceeding through the building.
4. A building "Visitor's Log" shall be maintained. Visitors' appointments will be verified or made by the office staff.
5. Visitors will be issued "Visitor Passes" which must be returned to the office when leaving the building.
6. Visitors will be escorted or given directions to classrooms.
7. Staff members should note if visitors are displaying a "Visitor Pass" and greet or assist any visitor passing through the building. Staff members shall immediately notify the main office of any visitor NOT wearing a "Visitor Pass."
8. District-wide itinerant staff or frequent outside service/consultant personnel shall be issued permanent "Visitor Passes."
9. Teaching staff will not be allowed to meet with any visitor until that visitor is registered in the main office.
10. Individuals refusing to state their name and their business at the school building shall be asked to leave. If they refuse to leave, law enforcement officials shall be called.

CONVICTED CHILD SEX OFFENDER

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

- A parent/guardian of a student attending the school and the parent/guardian is:
- Attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially.
- Participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services.
- Attending conferences to discuss other students issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school.
- Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.
- In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

CO-CURRICULAR ACTIVITIES

Dances, class parties, club events, sporting events, field trips, etc. are considered co-curricular activities. Students who are participating or observing are required to follow the same rules of conduct for all school-sponsored activities that they follow during the school day. These general rules of conduct can be found throughout the student handbook.

ACTIVITIES CODE

Participation in school activities is a privilege. The four years in which you represent your high school in extra-curricular athletic competition and other co-curricular activities, may be four of the most enjoyable years of your life. It is our philosophy that certain rules and regulations are necessary to better fulfill the reasons why we have a co-curricular program at the high school level. For specific rules and regulations of the Activities Code, such as athletic eligibility and residency requirements, please see the athletic director. The Activities Code requires participants to conduct themselves at all times, including after school and on days when school is not in session and whether on and off school property, as good citizens and exemplars of our school. The Activities Code is in force 12 months a year.

ACTIVITY FEES

Participation fees shall be assessed to all student participants in designated sports and activities as approved by the Board of Education. See the athletic director or your coach or sponsor for details and procedures.

DANCES

1. Students of Midwest Central High School who wish to bring a guest who is not a student in attendance at Midwest Central must write that person's name on a signup sheet to be located in the office. Any MCHS student who is enrolled at a designated alternative school is ineligible to attend any MCHS dance, including Prom.
2. ALL guests must be of at least high school age. NO JUNIOR HIGH OR MIDDLE SCHOOL STUDENTS (or younger) ARE ALLOWED TO ATTEND A HIGH SCHOOL DANCE.
3. You are responsible for the conduct of your guest. **The high school administration reserves the right to approve or deny the attendance of any out-of-school guest.**
4. No one may leave the dance after entering the school building, unless they are not planning to return. No out-of-school drinks or snacks are allowed.
5. All school dances must have two sponsors; a law officer may be hired for supervision.

EXTRACURRICULAR DRUG AND ALCOHOL PREVENTION PROGRAM

Midwest Central Community Unit School District No. 191 conducts random alcohol and drug screening of students participating in extracurricular activities. Further, the District also conducts alcohol and drug screenings for any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use. Participants in extracurricular activities consent to random alcohol and drug testing from the time the acknowledgement of the Activities Code is signed by the participant and his or her parent/guardian until the student's graduation or final participation in an extracurricular activity at Midwest Central Community Unit School District No. 191, whichever last occurs. If the student fails or refuses to properly perform a test or has a test result that is "positive," the student will be ineligible for participation in extracurricular contests as set forth in District policy.

FAN BUS POLICY

Students are responsible to the faculty sponsor and must follow all directions given to them by the staff member. Students who ride the bus to an activity MUST return on the bus. The ONLY exception to this would be arrangements that are made in advance with the principal. Misconduct on a fan bus will result in losing the privilege to ride the bus in the future, and further disciplinary consequences may result.

FIELD TRIPS

Attendance on field trips is a privilege. All school rules will apply. Violations of school rules on field trips may result in loss of privileges and/or further disciplinary consequences. Students who are on the doctor's note list due to excessive absences are not allowed to go on a field trip during a school day. Non-school days or unusual circumstances will be at the discretion of an administrator after consultation with the sponsor. If a student has missed 5 school days or more OR is failing one or more classes, attendance on co-curricular field trips will be at the discretion of an administrator after consultation with the teacher(s) involved and the sponsoring teacher. All class work is expected to be done IN ADVANCE of participating in a field trip. Zeroes can be assigned if the work is not turned in PRIOR to the absence.

OFFICERS (CLUBS AND ORGANIZATIONS)

In order to run for any office of any co-curricular activity, a student must not have reached one demerit on the disciplinary scale and must be passing all classes. If, once elected, a student fails to meet either of those two criteria, he/she may be removed from office by the sponsor after consultation with an administrator.

PARTIES

Parties and organizational functions may not be held at school on Wednesday evenings or Sunday. Evening activities should be concluded so that the building can be locked by 10:30 p.m.

STUDENT COUNCIL

Your representative body is the Student Council. Contact your representatives, find out what they are doing and give them suggestions whereby they can improve conditions in our school. Always keep in mind that the best improvements are those that are for the good of the majority, not those that give privileges to an individual or small group.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

The Midwest Central H.S. Counselor is the official records custodian of Midwest Central High School.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et. seq. of the Illinois Revised Statutes (1985) and the Rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375. Please see Board of Education Policy 7:15 for further information.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, immunizations and birth certificate, as well as final IEP summary if applicable. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, Par.50-2(e): 50-4(e))
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude

test scores, psychological and personality test results and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, Par.50-2(f) and 50-4(f): Rules, Section 375.10)WQ

3. Parents or any person specifically designated as a representative by a parent have the right to:

a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. The school charges 35 cents per page for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of copying. (ISSRA, Par.50-5)

b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. *ISSRA, Par.50-b (b)

c. Challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.

(i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

(ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.

(iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

(iv) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record: or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

(v) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who are not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA.Par.50-7: Rules, Section 375.90)

4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

a) to a parent or student or person specifically designated as a representative by a parent: (ISSRA,Par.50-6(a)(ii)

b) to an employee or official of the school or school district or the State Board of Education

with a current demonstrable educational or administrative interest in the student, in furtherance of such interest:(ISSRA,Par.50-6(a)(2)

c) to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school: (ISSRA, Par. 50-6(a)(3): Rules, Section 375.70(a)

(d) to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statues regarding school records; (ISSRA, Par. 50-6(a)(4); Rules, Section 375.70(d)(2)

pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records: (ISSRA, Par. 50-6(a)(5); Rules, Section 375.70(c)(3)

(f) to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents: (ISSRA, Par. 50-6(a)(6); Rules, Section 375.70(b)) subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information and the purpose of the release; (ISSRA, Par.40-6(a)(7); Rules, Section 375.60)

(h) to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the cords and to limit any such content to designated records or designated portions of the information contained within the records.(ISSRA, Par. 50-6(a)(8); Rules, Section 375.70(d))

5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par. 50-7(d))

6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted there from and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par.50-4(h))

7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, Par.50-6(a)(8); (ISSRA, Section 50-6(d)). Military and college recruiters may request student directory information. Parents have the right to request that this information be withheld form either or both.

8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA, Par. 50-6(c))

9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, Par.50-2(g))

10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school sponsored activities, organizations and athletics, the student's major field of study and period of attendance in the school. (ISSRA, Par.50-6(e); Rules Section 375.80)

11. No person may condition the granting or withholding of any right, privilege or benefit 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 the Illinois School Student Records Act. (ISSRA,Par.50-8)

12. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (Rules, Section 375-50(c))

(Any policies of the school relating to school student records which are not included in the Act or Rules.)

13. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.

INDEX

ABSENCES & CO-CURRICULAR ACTIVITIES.....	11	HONOR STUDENTS.....	6
ACTIVITIES CODE.....	26	INCOMPLETE GRADES.....	7
ACTIVITY FEES.....	26	INDEPENDENT STUDY.....	7
ADMISSION PROCEDURE.....	8	INJURIES.....	24
ANIMALS.....	25	IN-SCHOOL SUSPENSION.....	18
ASSIGNMENT MAKE-UP POLICY.....	11	LEAVING SCHOOL DURING THE DAY.....	11
ASSISTANT PRINCIPAL.....	15	LIBRARY.....	19
APPEALS PROCEDURES.....	14	LOCKERS.....	19
ATTENDANCE POLICIES.....	10	LUNCH.....	19
BOOK RENTAL/LAB FEE.....	4	MATERIALS/CURRICULUM.....	7
BULLYING/HARASSMENT.....	17	MEDICATION.....	24
BUS – SCHOOL SAFETY GUIDELINES.....	20	MID-TERM GRADUATION.....	7
CARY(CAREERSFOR AMERICA’S RURAL YOUTH).....	4	NATIONAL HONOR SOCIETY.....	7
CHEATING.....	15	NONDISCRIMINATION CLAUSE/SECTION 504.....	3
CLASS RANK.....	4	NURSE.....	24
CLASS STANDING.....	4	OFFICE AREA.....	20
COLLEGE DAY.....	11	OFFICERS (CLUBS & ORGANIZATIONS).....	27
COLLEGE ENTRANCE REQUIREMENTS.....	9	PARKING LOT.....	20
COLLEGE TESTING.....	9	PARTIES.....	27
COMMUNICABLE DISEASES.....	24	PHILOSOPHY STATEMENT.....	2
COMPUTERS.....	15	PHYSICAL EDUCATION.....	8
CONCUSSION POLICY.....	24	PHYSICAL EXAMINATIONS AND IMMUNIZATIONS.....	25
CONSTITUTION COURSE REQUIREMENTS.....	4	PRE-ARRANGED ABSENCES.....	12
CORRESPONDENCE COURSES.....	4	PUBLIC DISPLAY OF AFFECTION.....	20
DANCES.....	26	RECREATIONAL EQUIPMENT.....	20
DELEGATION OF AUTHORITY.....	15	RELIGIOUS HOLIDAYS.....	12
DEMERITS.....	16	REQUIRED NOTICES.....	15
DESTRUCTION & DEFACING OF PROPERTY.....	16	REQUIREMENTS FOR GRADUATION.....	3
DETENTIONS.....	16	SAFETY.....	25
DIRECTORY DISCLOSUE.....	2	SAT AND PSAT.....	8
DISCIPLINARY MEASURES.....	14	SCHEDULE CHANGES.....	10
DOCTOR’S NOTE LIST.....	11	SCHOOL DAY SCHEDULE.....	10
DRIVER’S EDUCATION.....	5	SCHOOL INSURANCE.....	25
DRIVING MOTOR VEHICLES TO SCHOOL.....	16	SEARCH AND SEIZURE.....	21
DROP FROM SCHOOL.....	5	SEMESTER EXAMS.....	8
DRUG TESTING POLICY.....	27	SENIOR CLASS TRIP.....	12
DUAL CREDIT.....	5	SEX OFFENDER.....	26
ELECTRONIC COMMUNICATION DEVICES.....	16	SEXUAL HARASSMENT (STUDENT WELFARE).....	22
ELECTRONIC NETWORKS/INTERNET.....	17	SMOKING POLICY.....	21
ENGLISH HONORS.....	6	SODA/SNACK MACHINE.....	22
EXCUSED ABSENCES.....	10	STUDENT COUNCIL.....	27
FAN BUS POLICY.....	27	STUDENT DISCIPLINE.....	13
FIELD TRIPS.....	27	STUDENT DRESS.....	22
FINANCIAL AID.....	9	STUDENT PRIVACY.....	12
FIRE DRILLS.....	25	STUDENT RECORDS NOTIFICATION.....	27
FLOWER DELIVERY.....	17	STUDY HALL.....	23
FUND RAISING.....	17	SUMMER SCHOOL.....	8
GANGS AND GANG ACTIVITY.....	17	TARDY.....	23
GRADE REPORTS.....	6	TELEPHONE.....	23
GRADING SCALE.....	6	TESTING.....	8
GRADUATION CEREMONY.....	6	TORNADO DRILLS.....	25
HALL PASSES.....	17	TRANSFER STUDENTS.....	9
HARASSMENT/BULLYING.....	17	TRUANCY.....	12
HIGH SCHOOL ACCREDITATION.....	3	UNEXCUSED ABSENCES.....	11
HOME AND HOSPITAL INSTRUCTION.....	11	VISITORS.....	26
HOME SCHOOLING.....	6	WAIVER OF STUDENT FEES.....	4
HOMEBOUND TUTORING.....	10	WATER BOTTLES.....	23
HONOR ROLL.....	6	WEAPONS.....	14

