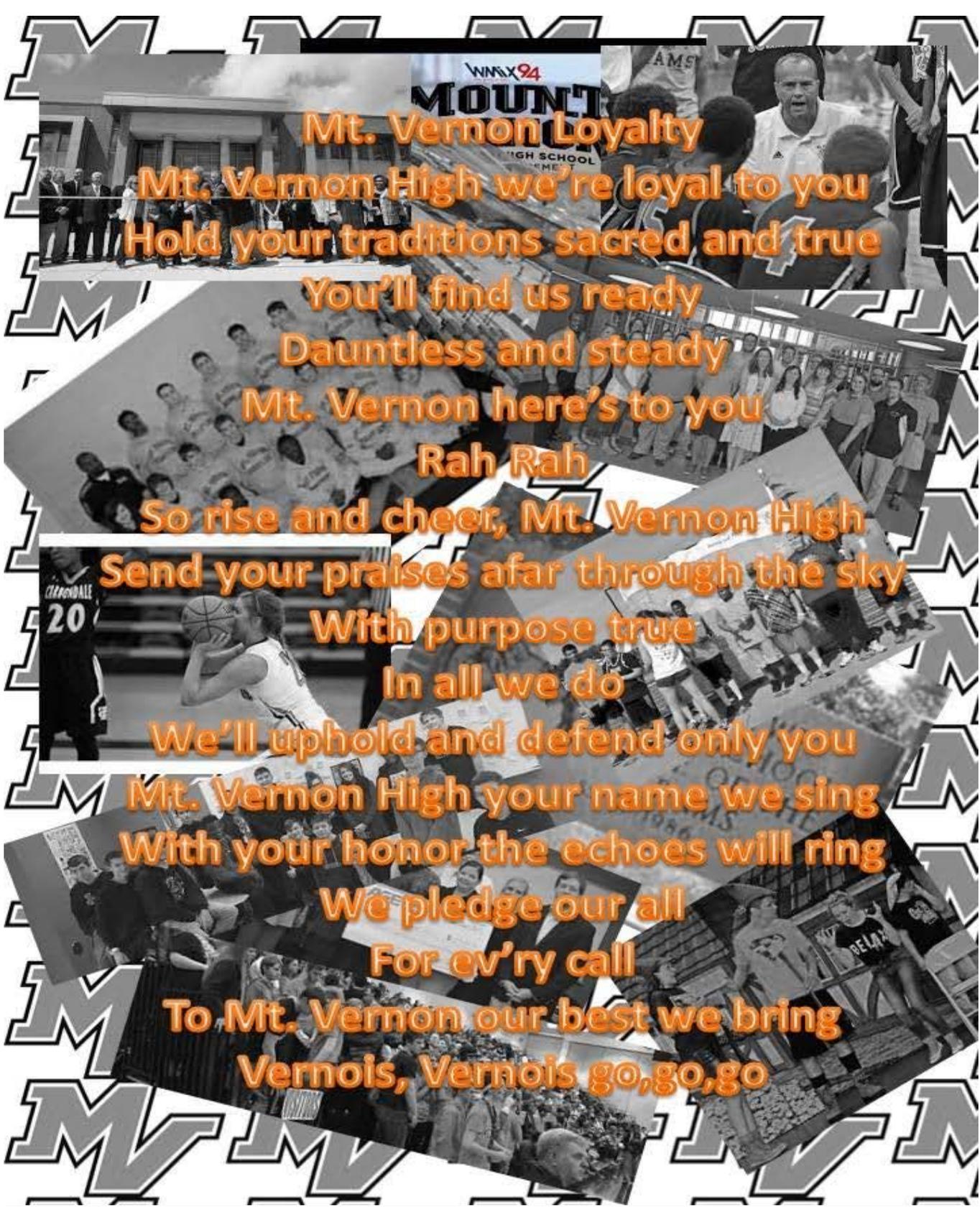


Mt. Vernon Township High School
District #201

Student Parent Handbook

2022-2023





Mt. Vernon Loyalty

**Mt. Vernon High we're loyal to you
Hold your traditions sacred and true**

You'll find us ready

Dauntless and steady

Mt. Vernon here's to you

Rah Rah

So rise and cheer, Mt. Vernon High

Send your praises afar through the sky

With purpose true

In all we do

We'll uphold and defend only you

Mt. Vernon High your name we sing

With your honor the echoes will ring

We pledge our all

For ev'ry call

To Mt. Vernon our best we bring

Vernois, Vernois go,go,go



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General Information

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations [or code of conduct]. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

FOREWORD

This book is designed to give, in convenient form, important information about the Mount Vernon Township High School. It is hoped that it may assist new students in adjusting themselves to the life of the school and that to all it may be a constant reminder of the school's general procedures, ideals, and traditions. Students are urged to read this book carefully and to keep it for reference throughout the year.

PHILOSOPHY

The following statements are embraced by the Board to serve as a philosophical base for the educational program conducted by Mt. Vernon Township High School District No. 201.

We, the educators, citizens, and taxpayers of Mt. Vernon Township High School, perceive education to be a lifelong process by which an individual grows intellectually, socially, and emotionally. We believe that education occurs as experiences are gained. Education must be so functional and dynamic that it contributes to the development of the capabilities of all youth to their optimal extent.

Because we believe that our democratic society best enables our students to develop their creative, intellectual potential, we should strive to prepare our students for a society of enlightened citizenry that seeks to perpetuate democracy. The purpose of education is to contribute toward the development of each student's mind, body, and character. Mt. Vernon Township High School is not the sole educator of its students but shares this responsibility with the home and the community. Because education is a means to economic success and intellectual development, it is a public good that should have the support of all citizens.

We believe the purposes of the educational program of Mt. Vernon Township High School are the development of skills, attitudes, and modes of inquiry which will allow for lifelong learning, the promotion of opportunities and environments which contribute toward the self-confidence and self-respect of each student, and the accumulation and understanding of a body of knowledge which will allow the student to function as a responsible and productive adult in the economic, social, and democratic environment of America.

We believe that the students of Mt. Vernon Township High School should strive to achieve a quality education that includes the following:

1. The acquisition of the skill and knowledge of the language arts which are essential for student success in virtually all areas of the curriculum and are central requirements for the development of clear expression and critical thinking.
2. The development of mathematical skills to provide essential problem-solving tools applicable to a range of scientific discipline, business, and everyday situations.
3. The study of science which will provide for a conceptual framework for the understanding of natural phenomena and their causes and effects.
4. The participation in social sciences which will help students understand themselves and society by preparing them to become decision-making citizens in a democracy and by developing critical thinking and problem-solving skills through the study of world community complexities.
5. The opportunity to participate in the fine arts as a means to express themselves creatively; to respond to the artistic expression of others; and to understand society, history, and nature.
6. The participation in educational programs in physical development and health in order to acquire a knowledge and attitudes necessary to achieve healthful living; to develop physical fitness, coordination, and leisure skills; and to learn the effects of drug and alcohol abuse upon the human body.
7. The right to participate in special education, vocational education, foreign language study, and extracurricular activities in accordance with the individual's interests, aptitudes, and abilities.



We believe that since education continues throughout one's life, Mt. Vernon High must adapt and respond to the changing needs of society and must provide opportunities for continuing education to its citizens. Education policies of this school district should enhance the capacity of students to achieve their fullest potential and are best made by widespread participation of educators and non-educators working together

NONDISCRIMINATION NOTICE

Mt. Vernon Township High School District No. 201 of Jefferson County, Illinois, does not discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to or treatment of employment opportunities in its programs and activities.

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

The Superintendent, has been appointed by the Board of Education as the Coordinator of Non-Discrimination. All complaints or inquiries shall be directed to the District Office, Mt. Vernon Township High School, 11101 N. Wells Bypass, Mt. Vernon, Illinois, 62864.

Any appeal of a decision given by the Superintendent may be filed in writing with the Board of Education at the above address. An appeal must be filed within fourteen days of receipt of the original decision.

STUDENT DROP OFF

In the mornings students riding the bus will be let out in front of A building adjacent to Wells Bypass. Students being dropped off by a parent/ guardian will need to enter the marked drop off lane in the parking lot adjacent to Ambassador Drive. Students who are arriving after the start of school, regardless of driving themselves or being dropped off will need to enter the school through A Building adjacent to Wells Bypass.

BELLS AND PASSING REGULATIONS

What are the arrangements for passing at the ends of periods?

The following presents the plan for bells:

1. Preliminary period-morning
 - a. Building opens at 7:45
 - b. 1st Bell 8:05 - Students should start moving to classrooms.
 - c. 2nd Bell 8:08 - Warning, two minutes before tardy (final) bell.
 - d. 3rd Bell 8:10 - First hour begins
2. Between Classes
 - a. 1st Bell - Students pass to next block class.
 - b. 2nd Bell - Warning, two minutes before tardy (final) bell.
 - c. 3rd Bell - Tardy Bell

These general suggestions about passing should also be observed. In every case unless another plan is announced:

- a. Keep to the right and move rapidly.
- b. Leave and enter certain rooms (designated by teachers) single file.
- c. Make long turns at the foot of stairs (F Building Staircase)
- d. No running.
- e. Conduct yourself as a good citizen at all times.



Bell Schedule 2021 - 2022

Class Period	Time
0 (Early Bird)	7:17 - 8:05
1	8:10 - 8:58
2	9:03 - 9:51
3	9:56 - 10:44
4 (class & lunch)	10:49 - 11:37
5 (class & lunch)	11:42 - 12:30
6 (class & lunch)	12:35 - 1:23
7	1:28 - 2:16
8	2:21 - 3:09



BUILDING LOCATIONS

The high school is divided into seven parts. "A building", which houses our administrative offices, is facing East and N. Wells Bypass. Any student showing up to MVTHS, after 8:05, must use the "A building" entrance. "F Building" which faces north and East Ambassador Dr. houses a number of student oriented facilities and is the main student entrance/ exit in the morning and afternoon.

- In Building A 1st Floor are the District Office, Main Office, Student Services, and Attendance Office.
- In Building A 2nd Floor are the Freshmen Academy and the Freshmen Academy Office.
- In Building B are general classrooms, the Nurse's Office and the CTE Office.
- In Building C are general classrooms.
- In Building D are the CTE classrooms.
- In Building E are the main gym, auxiliary gym, multipurpose room, and the Athletic Director's Office.
- In Building F are general classrooms, the Media Center, and the Cafeteria .
- In Building G are the art classes, music classes, and Schweinfurth Theater.

BREAKFAST & LUNCH

Breakfast

A state approved breakfast will be served in the school cafeteria in the cafeteria from 7:45 a.m. to 8:00 a.m. each day school is in session. Students must stay in the cafeteria or designated areas while in cafeteria and follow all school rules. When students are finished eating, they may stay in the cafeteria or may go to the commons areas to wait for the 8:00 bell to ring. The cost of breakfast for students is \$1.50 and the adult cost is \$2.50. Fees will be set by school board. There will also be items for sale a la carte. Any student who has a letter from the State of Illinois qualifying the student for the free lunch program will receive breakfast free as well.

Lunch

Mt. Vernon Township High School provides a state approved lunch each day school is in session and has a lunch period. The projected cost of lunch for students is \$2.75 and the adult cost is \$3.75.

Students may only purchase food during their lunch period. Students should always go to the end of the line, keeping order, and not cutting in line or playing around. All school rules apply during the lunch period in the cafeteria and surrounding areas. School personnel do have the right to step to the front of the line because of their school duties.

•All students will remain on campus for lunch. Any student who leaves the building/ campus will not be allowed re-entry.

•Students and staff may bring their lunches from home. Those who do prefer to bring their lunch must eat in the cafeteria or designated areas. All lunches brought from home should be stored in the students' lockers until their lunch period begins. Parents should not bring lunches for their students. Deliveries from parents and outside entities will be turned away.

•Please help to keep your school clean by putting all waste material in the proper containers.

•Students are not to stay in the classrooms during their assigned lunch periods unless attending a school sanctioned student organization meeting. A teacher must be present for all such meetings.



FOOD/SNACKS

Food items and drinks are not allowed in the classroom.

FEES FOR STUDENTS

•If a student is eligible and has been verified for free lunches, the student may be eligible for book fee waiver, Driver Education fee waiver, participation fee waiver, Physical Education fee waiver, and/or Music fee waiver.

Parking Fees

•This year registration/textbook fees will be established by the Board of Education. The parking fee is \$20 for the year. Please make check payable to Mt. Vernon Township High School.

Driver Education Fees

•All students taking Driver Education are required to pay \$20.00 to the Illinois Secretary of State to receive a driving permit. All students taking Driver Education behind-the-wheel training will be subject to a \$50.00 district fee. Students taking this training the first semester will need to pay the fee at registration. The fee will be due at the beginning of second semester for second semester students. The \$50.00 fee should be paid in the Bookroom on or before the dates stated above. Students will need to pay this fee before blue slips (certificates of completion) will be issued.

Graduation fees

•A \$40.00 fee will be charged to all seniors for the purchase of a cap, gown, and to cover additional graduation costs.

Art Fees

•Ceramic students will incur additional fees. Included in Ceramics classes is the use of clay. A minimum \$25.00 fee for ceramics supplies will be collected at registration. Additional fees may be assessed as needed for assignments.

Extracurricular Fees

•A \$25.00 participation fee will be charged to each student who participates in a team or organization that consistently competes with other schools or organizations. The teams/organizations that require this fee are all athletic programs, Chess Team, FBLA, WYSE, Math Team, Scholar Bowl, Youth and Government, FFA, Mock Trial, and Speech and Acting or any competitive activity. The \$25.00 fee must be paid in the Bookroom before the first scheduled competition. The coaches/sponsors will give more information to the participants regarding the fee and time-line for payment. Students must pay the \$25.00 participation fee for each activity in which they participate. Refunds will be made only until the first day of competition. There will be a \$50 limit per student.

Music Fees

•All Music students will be charged a \$25.00 uniform fee. The fee will be collected by the Bookroom. The instructors will give more information as to time-lines when this fee must be paid.

PENALTIES FOR NON-PAYMENT OF FEES

If a student has an unpaid debt to Mt. Vernon Township High School, the following restrictions will be applied until the debt is cleared through the Bookroom:

- 1.Registration for Driver's Education can be postponed until second semester of senior year.
- 2.Issuance of parking permit denied.
- 3.Attendance for Homecoming, Sweetheart or Prom denied.



4.Participation in Commencement (Graduation) Ceremony denied.

SCHOOL DISTRICT RECORDS POLICY

It shall be the policy of Mt. Vernon Township High School District #201, Mt. Vernon, Illinois, to make available, upon written or oral request, copies of public records maintained by said district in accordance with the provisions of the Freedom of Information Act, Public Act 83-1013 (effective July 1, 1984).

INSTRUCTIONAL SUPPLIES

- Parents of students presently enrolled in Mt. Vernon Township High School should be aware that PA 83-603, The Textbook Act, requires that school districts purchase a sufficient number of textbooks and provide them free of charge to children whose parents are unable to pay for them. Students of parents receiving public aid and/or qualifying for Free Lunch Program are eligible to receive these textbooks. The textbooks must be properly cared for and returned to the school at the end of each semester of school.
- Parents who feel they are eligible for the program should make application in the District Office at the high school. Parents whose children are presently enrolled in the high school and who have not paid the school fees during the time their children have been in high school may be eligible to have the school fee waived and removed from the school records. Anyone who may be eligible should provide proper verification records and make application in the District Office. Any appeal of a waiver denial must be made to the Superintendent of Mt. Vernon Township High School within 14 days of the denial.
- Extra fees for certain classes are not covered by fee waivers (e.g. Ceramics). Students that receive a fee waiver for books and do not return books are still responsible for replacement costs.
- All basic texts may be rented from the school at the beginning of the year and at the beginning of the second semester. All rented books must be returned when the course is completed. This will be at the end of the first semester or at the end of the year. Students who would like to have books for summer study may purchase them from the book room. Students withdrawing from school must check in their books in the book room on the day they leave.

The following schedule will be used to issue refunds when a student withdraws from school during the months indicated:

- August – full refund
- September – full refund
- October – December – no refund for first semester, but second semester fees, if paid
- January-February – full refund of second semester fees
- March – one-half refund of second semester fees
- April - until end of school year – no refund

The following schedule will be used to charge fees when a student enters school during the months Indicated:

- August through October – full semester fees
- November-December (during first semester) 1/2 semester fees
- January (during second semester)-March – full semester fees
- April-May – one-half semester fees

Refunds will be issued to guardian on record.

Library books and rented textbooks are the property of the school and must be kept in good condition. There should be no throwing or tossing of books at any time or any place. Damage done to textbooks or library books must be paid for by those to whom they are charged. Certain student privileges may be withheld until payment for lost or damaged books has been made.

The majority of the students take pride in its appearance and avoids defacing desks and other property. Students can help by cooperating with the custodians in keeping the rooms, corridors, and grounds neat and clean, by making the proper use of school property, and by encouraging others to be more thoughtful in this respect.



Academics

EDUCATIONAL OBJECTIVES

The Educational Objectives of Mt. Vernon Township High School District No. 201 will have been achieved when the students of this district demonstrate their ability to do the following:

1. To develop and utilize the basic language arts skills of reading, writing, speaking, and critical thinking.
2. To understand and solve the numerical problems of everyday life.
3. To accept the study of science as the quest for objective truth.
4. To accept and appreciate the rights and responsibilities of the individual and the community.
5. To understand, appreciate, and practice the principles of our American democracy.
6. To express themselves creatively and to respond to the artistic expression of others.
7. To develop and maintain sound physical and mental health and understand the potential effects of drugs and alcohol.
8. To earn a living, establish realistic vocational goals, and accept the responsibilities of work.
9. To understand the role of the consumer in the American economic life and use resources wisely.
10. To practice the principles underlying successful living and family life.
11. To participate in a program of continued learning experiences.
12. To accept responsibility for one's own learning.
13. To develop an understanding of humanity's individual differences, abilities, and capacities.
14. To examine and understand world cultures and problems in order to be a contributing member of the world society.
15. To function cooperatively and effectively in relationship to other individuals in work groups and other social groups.

Mt. Vernon Township High School exists to provide the educational opportunities within which our students should gain the experiences necessary to achieve the educational objectives set forth above.

CITIZENSHIP POLICY

Mt. Vernon Township High School teachers use standardized criteria for awarding citizenship grades at the end of each quarter. This scale was adopted to give more insight to parents regarding their student's classroom behavior.

- 1 = Exemplary Behavior: Student regularly attends class, is on time and prepared to work cooperatively and respectfully with the teacher and other students.
- 2 = Good Behavior: Student usually attends class, is on time and prepared to work cooperatively and respectfully with the teacher and other students, but occasionally receives warnings or reminders.
- 3 = Problem Behavior: Student receives repeated reprimands or referrals for any of the following: poor attendance, tardiness, inadequate preparation, lack of materials, disrespect, off-task or disruptive behavior.

ADMISSION AND REGISTRATION

One must be an eighth grade graduate or a transfer student from a recognized high school.

They are required to register during the preceding spring or summer at a time set by the high school superintendent. At that time they select their subjects for the coming year. Information on the selection of subjects is given in the Course Handbook.

Students who live in the Mt. Vernon Township High School District do not have to pay tuition. Those who live outside this district will be required to pay in full the per capita cost at the beginning of school.

All students entering this school for the first time are required to have physical and dental examinations by their family physicians and dentists or submit a statement of objection on basis of constitutional grounds signed by the parent or guardian.

SCHOOL POLICIES CONCERNING REGISTRATION

All eighth grade graduates and underclass students residing in the high school district are expected to register during the spring for classes to be offered the following year. All eligible students who move into the district or who transfer from another school are expected to register as soon as possible. The compulsory attendance laws of the State of Illinois mandate that any student who has not reached his seventeenth birthday must be enrolled in school. Any student enrolling late, without a valid cause, will receive a zero for work missed that is not made up in its entirety.



SCHEDULE CORRECTIONS

Students will have the first 3 days of each semester to make a schedule correction. Students will have 5 additional school days to change a class to a Study Hall. Changes in course requests will not be made for the following reasons: to change teachers, to change lunch or study halls, to be with friends, etc. No schedule corrections will be made after the deadlines, other than those that are administrative in nature. An automatic failing grade will be issued if a course is dropped after day 9 of the semester. Occasionally, conflicts develop, such as conflicts between classes or actual scheduling errors. These types of schedule corrections, being administrative in nature, will be made, and need to be addressed as soon as possible in writing, over the phone or in person with your school counselor.

HOMEWORK POLICY

Homework provides students with reinforcement and supplemental learning opportunities that cannot be scheduled in the limited instructional day. It encourages the development of self-discipline and good working habits, and it helps emphasize high academic standards. Therefore, homework should be an integral and relevant part of every student's instructional program and should be used according to the following guidelines:

1. Homework should be used to provide students with the opportunity to practice, supplement, extend, and reinforce that which they have learned in the classroom.
2. Teachers should inform students of the amount of homework that is required for their classes.
3. Teachers should carefully prepare and thoroughly explain homework assignments.
4. Teachers should monitor homework assignments and provide prompt feedback and correction to students.

STUDY HALLS

All students are required by law to be under the supervision of school personnel a minimum of five clock hours per day. To insure this supervision, all students will be assigned to study hall when they do not have a regularly scheduled class. Students who refuse to attend assigned study halls or are guilty of misconduct during study hall will be subject to the same measures of discipline as in the case of any other class.

SEMESTER EXAMINATIONS

- All students are required to take semester examinations. In all courses of instruction examinations shall be scheduled during the last week of each semester. The semester exam grade shall count twenty percent of the total semester grade. Students who missed the examinations have five school days following the last day of exams to make-up the exams.
- Students are required to remain in class during the entire period of time scheduled for the examination. Any student who leaves the classroom during the examination period without teacher permission may receive a zero grade on the exam.
- Students will be exempt from semester examinations if they have a passing grade both quarters, meet attendance requirements, and have a signed parental consent form for the exemption. Any student who has an in-school or out-of-school suspension during the semester is required to take all semester exams.
- Attendance requirements shall be considered met if students have not been truant, have not acquired more than 3 excused and/or business absences in a semester, and have not acquired more than 2 tardies during the semester per period. Students may also be exempt from semester examinations if they have earned a course grade of A for the semester, have not been truant, and have not acquired more than 2 tardies per period. A signed parental consent form is required.
- In summary, a student may be exempt if he/she has (1) not been suspended for the semester, a passing grade both quarters, no more than 3 excused absences, no more than 2 tardies, not been truant for a class, or (2) a course grade of A for the semester, no suspensions for the semester, no truant, and 2 or fewer tardies for a class.

NOTE: Any student who is exempt from the semester examinations and wishes to take any of them to improve his/her grades or feels he/she would like to do so to prepare for college may do so without penalizing his/her grades. In other words, students who are exempt may take the semester examinations to improve their grades, the semester examinations will not lower their grades.

WEIGHTED GRADE POLICY

Students who complete the year-long Advanced Placement Classes will receive weighting when their class rank and GPA are computed. Any student who drops the class prior to the end of the year will not receive the intended benefit of the class and therefore will not receive any grade weighting. One important criterion for receiving a weighted grade involves taking the AP Exam normally administered in May. Specifically, any student who takes any AP class, completes the class, and elects NOT to take the AP Exam will receive no grade weighting. Additionally, any student who does NOT take the AP test will have the first semester weight removed from his/her grade point average, which will result in a lower GPA and class rank at the end of the school year. Weighted Grades and AP Classes offered: AP Calculus, AP Literature and Composition, AP Language and Composition, AP Biology, AP Chemistry and AP American History



Weighted Grade Computation:	
Grade	Weighted with AP Exam (semester grade weight)
A	2.5
B	2.0
C	1.5
D	1.0

MARKS AND REPORTS

A five-letter system of marking is used as follows: A (90-100) represents excellent work; B (80-89), above average; C (70-79), average work; D (60-69), below average; E (59-0), failure. An average of D is required for passing. In determining marks, work done in recitation or laboratory, in tests, in preparation of note books or reports, etc., are all taken into consideration.

An incomplete may be issued as a quarter or final grade to students who have been approved by the school nurse and/or the administration. Students who need extended time to complete course requirements should seek approval from the school nurse and/or the administration for a grade.

At the close of each quarter, grade reports will be mailed to parents. Final grade reports at the end of the year will be mailed to the parents. (The Grading Policy is subject to review and/or revision by the Curriculum Committee.)

HOME-BOUND TUTORING

If a student registered at the Mt. Vernon Township High School is, because of illness, injury, or for some other justifiable reason, unable to complete a subject by class attendance, he/ she may be able, after meeting the following requirements, to complete that subject and get credit:

1. The administration first must decide if the student shall be allowed to make a credit in a subject some way other than by class attendance.
2. The head of the department of the subject considered must give permission for the subject to be completed outside of the classroom.
3. The teacher from whose class the student has withdrawn for legitimate reasons (if the student is not in a class, then a teacher shall be designated by the head of the department) shall consult with the administration and the head of the department to decide what work comparable to regular classroom work shall be completed by the student to qualify for a credit in that subject.
4. Tutors for these students must be qualified in the subject to be taught. The administration not only reserves the right to decide who is qualified to tutor but also must give its permission for the tutor.
5. The students must be given a course of study for the subject. The work in the subject must be comparable to that of regular class work.
6. If the student is taking a course that requires a final examination, he/ she shall take a final examination made by the classroom teacher in whose class the student would have been. This examination will be given by a teacher designated by the high school.

HOME-BOUND SERVICE

Home-bound services offer academic instruction at home during the period of time when a student is not able to travel to and from school daily due to medical reason per their physician. In order to be placed on home-bound a medical statement must give the specific reason why home-bound services are needed and given to the school nurse.

1. Home-bound service must be for 2 weeks or more.
2. This is an educational service offered by the school to provide consistent, effective and efficient instruction while the student is unable to attend regular classes.
3. Home-bound tutor from our district will provide minimum of 5 hours of tutoring services each week of school.

Pregnancy: Duration of home-bound services is 4 weeks before EDC and 6 weeks after the birth of the child. Approximately 10 weeks of tutoring is provided, however, length of time is variable if complications of pregnancy exist.

SUMMER SCHOOL

A summer school program is designated for those students who are failing to keep up with their classes. Students who plan to attend summer school should check with their counselor.



BILINGUAL EDUCATION POLICY

It is the policy of the Board of Education of Mt. Vernon Township High School to provide, in accordance with Article 146 of The School Code, a locally determined program of transitional instruction for children of limited English- speaking ability. The program shall be based upon individual student language assessment and shall provide content area instruction in a language other than English to the extent necessary to ensure that each student can benefit from educational instruction and achieve an early and effective transition into the regular school curriculum.

STUDENT EXCHANGE POLICY

Mt. Vernon Township High School District No. 201 will accept students from other countries as full-time students and will grant grades and credits for all courses in which those students are enrolled if such students are sponsored by an approved student exchange program or are residing with a legal guardian or resident within this district.

Such students will be eligible for and entitled to receive a diploma from Mt. Vernon Township High School providing:

1. A diploma has not been earned from another high school.
2. Any student involved is enrolled in Mt. Vernon Township High School for at least one year.
3. The minimum numbers of credits and required courses for graduation have been earned through acceptable transfer credits and/or while in attendance at Mt. Vernon High. The administration shall determine if any such student is eligible for diploma.

Mt. Vernon Township High School District No. 201 will permit students accepted by a state department approved student exchange program to spend no more than one school year in study in a secondary school program in another country. This one year of study may occur during any year of that student's enrollment at Mt. Vernon High. Credits earned while the student is enrolled in that exchange program will be counted toward the minimum number required credits for graduation from this school if those courses and credits are approved by the administration, subject to review by and/or appeal to the Board of Education. Mt. Vernon students participating in an approved student exchange program must have required courses for graduation taken from a North Central Association approved school to count toward completion of those requirements for graduation.

Any student who participates in an approved student exchange program will be eligible for and entitled to a diploma from Mt. Vernon Township High School providing that student has earned the minimum number of credits required for graduation while enrolled in Mt. Vernon High or by approved transfer credits, has successfully completed all required courses, and has satisfied all other graduation requirements.

A student who is participating in a student exchange program approved by the administration and/or Board of Education does not have to be attending classes in this school district during the last semester prior to graduation in order to receive a diploma from Mt. Vernon High.

DISTRICT COPYRIGHT POLICY

It is the policy of Mt. Vernon Township High School, District #201, to abide by the copyright laws. District employees will be expected to adhere to the spirit and the letter of such laws. The legal or insurance protection of the district will not be extended to employees who violate copyright laws by making, acquiring, or using unauthorized copies.

Student Services

STUDENT IDENTIFICATION CARDS

Each student will be issued an identification card. This card is to be carried at all times during the school day and is to be presented upon the request of any member of the administration or faculty. The card also entitles a student to a reduced admission price to certain school activities. Students must have their I.D. for entrance for all extracurricular activities and any other activities the administration identifies. A fee will be charged to replace a lost card. New ID cards are obtained in the Tech Services Office. Replacement cost for an I.D. is \$5.00.



OPERATING LOCKERS

Lockers are located in the East hallways of Building B and C on both floors

1. Learn the combination numbers shown in the upper right-hand corner of your schedule.
2. To unlock lockers in your assigned area, please contact the CTE Dept. regarding instructions
3. These suggestions should be followed:
 - a. A student should not tell others his combination.
 - b. A student should keep his locker locked. If a locker is left unlocked and a student loses their belongings, they should blame themselves, not others.
 - c. If a locker does not operate properly, the student should report the matter to the Main Office.

MEDICAL/DENTAL EXAMINATIONS

New students (residing in the state of Illinois) MUST HAVE ON FILE OR IN HAND, their current physical and immunization records. No appointment card will be accepted. Medical Suspension will begin on September 15, 2022.

Students entering from out of state/country will have 30 days from date of registration to comply with Illinois requirements.

Physicians and dentists must fill out medical examination forms. Students are to submit these forms to the school nurse during the registration process in late August. The physical examination given by the school for athletic participation does not qualify for the required exam for school entrance.

Prescription/Non-Prescription Drugs & the Administration of Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program.

If it is mandatory for a student to take prescription or non-prescription medication at school, these procedures (recommended by State Board of Education and Illinois Department of Public Health) must be followed to ensure a safe and healthy method of administration.

1. The parents or guardians must obtain a written order for prescription and non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be given. This order must include: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and any other pertinent information, intended effect of the medication, other medications the student is receiving and the time interval for reevaluation. This order will be kept in the school health files.
2. The parents or guardians must present a written request that the medication be given during school hours. It is the parent's/guardian's responsibility to bring the licensed prescriber's order, written request, and medication to school.
3. All prescription medication must be presented in the original pharmacy container. Non-prescription medication shall be brought in with the manufacturer's original label and the student's name affixed to the container.
4. All medications (including refrigerated medications) shall be maintained in a secured area in the Nurse's Office.
5. With the parents' consent and the licensed prescriber's order on file, the medication may be given only by Illinois State Board of Education certified or medically qualified personnel.
6. Each dose of medication shall be documented by the person administering the medication. Documentation shall include the name of the medication, date, time, dosage, route, and signature of the person administering or supervising student in self-administration. If the medication is not given as ordered, the reason shall be documented and signed.
7. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication. If medication has not been picked up by the end of the school year, medication will be disposed of and documentation made in the student health file.
8. All permission for long-term medication shall be renewed annually. Changes in medication shall have written authorization from the licensed prescriber.
9. Mt. Vernon Township High School will permit the self-administration of asthma medication provided the parents or guardians provide written authorization and a written statement from a physician, physician's assistant, or advanced practice registered nurse that states the name and purpose of the medication, the prescribed dosage, the time or times at which or the special circumstance under which the medication is to be administered.



The parents or guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

This permission is effective for the school year in which it is granted and must be renewed each subsequent school year.

After all requirements are met, a pupil with asthma may possess and use his or her medications while in school, while at a school-sponsored activity, while under the supervision of school personnel, and after-school care on school-operated property.

The school district retains the discretion to reject requests for administration of medicine.

STUDENT ACCIDENT INSURANCE

- Mt. Vernon Township High School has purchased a program of Accident Coverage Insurance for the current school year. The coverage is very broad. It will cover medical expenses related to accidental injuries which are incurred in school programs while under supervision. It does not cover illnesses or conditions unrelated to an accidental injury. It does not cover heat exhaustion, hernia, nonprescription drugs, orthopedic appliances unless prescribed exclusively for rehabilitation (playing brace), fighting unless as an innocent victim, and the use of continuous passive motion or any electric bio-mechanical devices.
- The limits of the coverage are from the first dollar to a maximum of \$25,000.00 per claim for medical bills that may be incurred within one year from the original date of accident. It also includes a \$1,000.00 accidental death benefit and a \$5,000.00 dismemberment schedule.
- The coverage purchased by the district is Supplemental Coverage on all students being covered. Payment of claims is made only in excess over any family or employer group insurance or plan that must contribute its maximum first. The school's coverage is designed to pick up shortages and, if no other coverage is available, to pay the claim to the limits of the policy. Students belonging to an HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization) must follow the proper procedures outlined by their applicable plan before this coverage can honor any medical expenses.

If an injury is sustained in a school-sponsored and supervised activity, the student and/or parents should obtain a claim report from the School Nurse. If the injury is sustained in an athletics activity, claim reports should be obtained from the Athletic Director.

SCHOOL CONCUSSION POLICY

In accordance with Illinois State Law HB 200/ HB 5431/ SB07 MVTHS has adopted a concussion policy that fulfills state requirements. This policy covers any injury sustained in an inter-scholastic event, and said policy and its implementation are governed by the Concussion Oversight Team. This team consists of the School Nurse, Certified Athletic Trainer, and Administrator. Any inquiries into the specifics of the policy can be made through the Athletic Office, and the policy, in full, can be found on the school website (www.mvths.org).

STUDENT CHRONIC INFECTIOUS DISEASE POLICY

(Approved June 30, 1988)

The Board of Education of Mt. Vernon Township High School District No. 201 recognizes that the student with a chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance the individual's rights with the District's obligation to protect the health of all District students. This policy does not apply to special education students because they are covered under the rules and regulations governing special education students as outlined by Public Law 94-142.

Chronic Infectious Disease Review Team

The Board of Education further recognizes that the management and control of a school environment free from communicable and chronic infectious disease requires the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a Mt. Vernon Township High School Chronic Infectious Disease Review Team shall be appointed by the Board. Team members shall include a physician advisor, a faculty member selected by the administration, the school nurse, the Principal, and the Superintendent. The Superintendent shall be authorized to convene the Chronic Infectious Disease Review Team.

The responsibilities of the Chronic Infectious Disease Review Team shall be determined by the Board



of Education and shall include the responsibility

1. to review, on an individual basis, the medical history of the student who has a communicable or chronic infectious disease;
2. to recommend to the Superintendent modifications to the student's day or program, as necessary, to protect public health;
3. to recommend the possible temporary exclusion of the student from his or her regular educational setting;
4. to recommend when the student may return to his or her regular educational setting
5. to recommend additional rules and/or procedures concerning hygiene designed to reduce or eliminate the risks of transmission of the infectious disease.

The Chronic Infectious Disease Review Team shall be guided by the policies of the School Board, rules and regulations promulgated by the Illinois Department of Public Health, and all other relevant state and federal laws and regulations, and shall consult the student, the parents, the student's personal physician, and public health authorities before taking any action or making any recommendations. In cases where there is a dispute between the personal physician and public health officials, the Chronic Infectious Disease Review Team shall be guided by the advice of public health officials.

In the exercise of its responsibilities, the Chronic Infectious Disease Review Team shall respect the privacy rights of each student and take such precautions as may be necessary to secure the student's privacy.

PARKING LOT AND MOTOR VEHICLE REGULATIONS

Parking facilities are available for students who intend to drive to and from school. The parking fees \$20 per year. The school does not accept the responsibility for guaranteeing students a place to park nor does it guarantee the security of personal possessions. Therefore, personal driving is an individual responsibility. The following rules and regulations are necessary and will be enforced:

1. Observe the traffic laws and ordinances of the state and city.
2. Students are to park in designated student parking lots only (Student Parking is located on the North side of campus by Ambassador Drive). All vehicles must be parked with the front end of the car in first and are to be parked between parking stripes leaving ample room between automobiles to allow a person to exit without difficulty. The parking adjacent to Wells Bypass is reserved for MVTHS Staff.
3. Follow the instructions of the parking lot supervisor.
4. Obtain a student parking permit from the Attendance Office. All student and staff vehicles must be registered.
5. Parking permits must be displayed on the interior of the front windshield. Permit number must be displayed right side up and readable.
6. Students are not to be on the parking lot during assigned class periods.
7. Illegally parked vehicles may be towed at the owner's expense.
8. School officials may investigate vehicles parked on campus in order to provide security and to maintain a proper school environment.

Violations of the above regulations will be referred to the Assistant Principal. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

School Policies

DISCIPLINE POLICY

Teachers may remove students from classrooms for disruptive behavior, and the student will be dealt with according to the seriousness of the offense. Gross misbehavior may result in removal from class, suspension, probation, or expulsion from school as provided in Section 10-22.6 of The School Code of Illinois. It is recommended that teachers attempt to solve the disciplinary problems which arise in their classes; but if a student fails to respond or



to cooperate and thus becomes detrimental to the well-being of the rest of the class, he/she will be sent to the Attendance Office. An attempt will be made by the administration to work with parents or guardians in resolving the problems which students encounter. If this fails to bring about the desired results, the student will be removed from class, suspended, placed on probation, or expelled, as the above-named section of The School Code of Illinois provides.

MISCONDUCT

The following paragraphs summarize the policies of the Board of Education of Mt. Vernon Township High School concerning misconduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct, for they not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Without these, tax money spent on uncooperative students is largely wasted.

Any student who is guilty of misconduct will be subject to suspension, probation, expulsion, and/or court action as dictated under the mandates of the law. Any known violations should be reported immediately to the school authorities.

In addition, any student who receives 10 referrals will be placed on social suspension. Furthermore, after 15 referrals the School Board will review students' files for additional possible action. The policies of the Board of Education of Mt. Vernon Township High School concerning misconduct are as follows:

1. Cheating/Plagiarism - Cheating and/or plagiarizing school work and materials is prohibited. Any student found cheating or plagiarizing will receive a zero on the questioned material and the incident may be reported to the Attendance Office for documentation purposes. Repeated acts of cheating or plagiarism shall be subject to the Board's penalties for misconduct.
2. Closed Campus - Students must have administrative permission to leave the main building of campus at any time. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
 - a. Permission - Any student leaving school property must sign out through the Attendance Office or obtain an off-campus pass from an administrator.
3. Campus Loitering - Loitering in hallways, restrooms, and the parking lot is prohibited. A student must be in assigned areas during school hours. Loitering in the hallways during class can disrupt learning for other students. Loitering in the hallways during passing periods can result in a tardy that can disrupt the classroom when entering the period late.
4. Computer Use - Computers and other technology equipment shall be used for authorized school assignments. Usage not related to class assignments must be approved by a teacher or supervisor. Copyright laws and license agreements related to computer software shall be observed. Before accessing computers, students are required to sign an Internet Usage Agreement. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
5. Electronic Devices - In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic devices while at Mt. Vernon Township High School during class time unless authorized and approved by the Administration or supervising faculty member.
6. Students at Mt. Vernon Township High School may store cellular phones and/or pagers (that are turned off) in their cars or lockers. Mt. Vernon Township High School is NOT responsible for a lost or stolen cell phone and/or pager. Students may not use cell phones in such a manner as to disturb others. During extracurricular events, such as concerts, performances or plays, cell phones or pagers must be turned off so that they do not cause interruptions. Laser pointers are not allowed in the school. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
7. Extracurricular Activities - All students of Mt. Vernon High School are subject to the Extracurricular Code of Conduct and are expected to obey the policies, rules, and regulations found in the Student and Parent Handbook while attending or participating in school-sponsored activities. All persons, students and non-students, who attend or participate in events sponsored by Mt. Vernon High School or events held on the campus of Mt. Vernon High School are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association.
8. Failure to Report - A student who willfully fails to report to the Attendance Office or other designated office or location when requested to do so by any school employee shall be guilty of gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct.
9. False Alarm - (1) If a student does any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace; or (2) transmits or causes to be transmitted in any manner to the fire department a false alarm of fire knowing at the time of such transmission that there is no reasonable ground for believing that such fire exists; or (3) transmits or causes to be transmitted in any manner to another a false alarm to the effect that a bomb or other explosive of any nature or a container holding poison gas, a deadly biological or chemical contaminant, or radioactive substance is concealed in such place that its explosion or release would endanger human life, knowing at the time of such transmission that there is no reasonable



ground for believing that such danger exists. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

10. Fighting - Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.
 - First Offense
All persons involved in a fight, as determined by school officials, will be suspended for a minimum of 24 hours as soon as the Assistant Principal or his representative can follow due process rights for the student.
 - Second Offense
If found to be fighting for the second time during the course of the school year a student will, (a) be suspended for a minimum of 48 hours, (b) attend mandatory meetings with a school social worker, (3) participate in an anger management program provided by Tier 2 PBIS program through Mt. Vernon Township High School or from a school approve reputable outside agency.
11. Gambling - Any form of gambling or implied gambling will not be permitted on the campus of Mt. Vernon Township High School. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
12. Gross/Chronic Disobedience - Gross/chronic disobedience of school rules, including but not limited to the rules on insubordination, attendance, smoking, or behavior is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
13. Hall Passes - Students on campus during class time must carry a pass with student's name, date, hour, and time and be signed by a teacher. Students who are late for class as a result of being held by another teacher must have a pass from that teacher. Students who are in the hallways or on campus without a pass or abuse their pass privileges may have that privilege suspended or revoked. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
14. Harassment - is words or action provoking or intending to provoke another to be emotionally upset.
15. Insubordination-Insubordination is willful disregard of implied or specific legitimate directives or an attitude so defiant as to be equivalent.
16. Nuisance Items - Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, etc., are not permitted at school and streets bordering the school and should not be brought to school. Such items will be confiscated. Students bringing any of these items are subject to the Board's penalties for misconduct.
17. Obstruction of an Investigation - Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to direct questions or by giving information known to be false.
18. Personal Habits - Indecent, illegal, or unhealthy dress, appearance, or personal habits, and excessive displays of affection (kissing, fondling, etc.) are prohibited. Any T-shirt or other article of clothing which promotes an illegal activity (tobacco, drugs, alcohol, etc.) is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
19. Presence in an Unauthorized Area - After classes end for the day, students are not allowed in the building except for school-related activities such as ELO, athletics, clubs, meetings, rehearsals, studying, and detention. The school intends to be a good neighbor. Students shall not go onto our neighbors' private property. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
20. Projectiles - The throwing or casting of any snowball, stone, or other missile at any other person is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
21. Electronic Devices- In order to maintain a quiet and orderly learning environment, students are not allowed to have on their person, use, or have turned on any electronic communication and/or cellular telecommunication device while at MVTHS upon entering into the building. These would include any electronic device that incorporates voice communication, accesses the internet, or functions as a cellular phone or camera. (i.e. cell phones, pagers, cellular radio devices, laptop computers, tablet computers, eReaders, walkie-talkies, cameras, video recorders, etc.) Students must store these items in their locker during school hours and they must be turned off. MVTHS is NOT responsible for lost or stolen electronic devices and expects students to exercise due care and common courtesy when using cell phones during extracurricular time. Students who take pictures or videos of school events or personnel can be subject to disciplinary consequences and, in some cases, police action



- 1st Offense-Cell phone will be confiscated by administration and given back at end of school day.
 - 2nd offense- Cell phone will be confiscated by administration and parent has to pick up next day.
 - 3rd offense- ISS assigned/ Cell phone will be confiscated by administration and parent has to pick up next day.
 - 4th offense- days-- ISS assigned/ Cell phone will be confiscated by administration and parent has to pick up next day.
 - 5th Offense-Cell phones aren't allowed at school for any reason. Further possession will result in additional disciplinary action to be determined by administration.
22. Student Identification Cards - Each student is required to carry that student's identification card at all times during the school day and at school-sponsored activities, whether on or off campus. Upon request by any member of the administration or faculty, staff (or any official of another school district, if a school-sponsored activity occurs at another school district) the student shall present the identification card. Any student found in violation of this policy shall be subject to the Board's discipline penalties for misconduct. Students will be required to have the school issued identification card at all school sponsored activities.
23. Student Language/Student Expression - The administration reserves the right to prohibit expression which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school. Any students found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
24. Theft - The pilfering or theft of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force, or coercion is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
25. Tobacco - By state law, smoking or the use of tobacco products is prohibited at all times by any school personnel, students, or other persons while on any school property used for school purposes and on school buses. Tobacco products should not be used or visible on school grounds. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct. Students must have permission to leave the main campus at any time. The City of Mount Vernon prohibits use, possession/delivery, or sale of tobacco within the city limits to or by anyone less than 18 years of age.
- Definitions:
- Tobacco - For purposes of this policy shall mean cigarettes, cigars, or tobacco in any other form, including electronic cigarettes or e-cigarettes, smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (Source: P.A. 86-821; 86-1028.)
 - School Purposes - Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC5/10-20.5b).
26. Trespassing - Trespassing on school property by an unauthorized person or persons will be reported to the police. Visitors' permits must be obtained through the Attendance Office. If preschool age or grade school age children are brought to school for the Child Care Program, arrangements should be made for them to attend that class and no others. Students who have been suspended, expelled, or have withdrawn from Mt. Vernon High School shall not be permitted to visit without first securing permission from an administrator. Mt. Vernon Township High School has posted "No Trespassing" signs. Trespassers will be referred to the police. Persons and Vehicles found on school property from sunset to sunrise, unless directly involved with a school sponsored activity, are subject to arrest.
27. Mace and Pepper Spray - Mace, pepper spray, etc. are prohibited on school property at any time. The discharge of mace and pepper spray is a potential threat to the health and safety of students and staff. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct
28. Vandalism - The willful destruction of school property or the property of another individual is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
29. Weapons - Any student who is determined by school officials to possess, use, transfer, or control a weapon, Taser or stun guns on any school grounds, in any school bus, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use, transfer, or control is necessarily incident to a legitimate part of a bona fide school program or activity, shall be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.
- For purposes of this rule, weapon shall include, but not be limited to:
- Any type of firearm as defined in 430 ILSC 65/0.01, whether loaded or unloaded; and
 - Any type of ammunition as defined in 430 ILSC 65/1.1; and
 - Any type of explosive material, as defined in 225 ILSC 201/1003(b); and
 - Any type of knife or pocket knife; and
 - Any type of billy club, brass knuckles, metal stars, or metal pipes; and
 - Any object which substantially resembles any of the objects listed above; and
 - Any object which is actually used to cause bodily harm to another person, attempted to be



used to cause bodily harm to another person, or used to threaten bodily harm to another person. Any weapon determined by school officials to have been possessed, used, transferred, or controlled in violation of this Rule shall be retained by school officials and turned over to either a parent or legal guardian of the student or to the police.

The minimum length of expulsion may, in the Board's discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student's conduct.
- The history or record of the student's past conduct.
- The likelihood that the student's conduct will affect the delivery of education services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the Attendance Office where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school-sponsored and related activities shall be subject to the Board's disciplinary penalties for misconduct.

30. Food delivery services such as Domino's, Jimmy Johns, Door Dash, or Uber Eats are NOT ALLOWED during the school day. Students that do attempt to use these services will be subject to disciplinary action and the loss of the items delivered.

31. Due to school safety concerns, students are strongly encouraged not to bring backpacks or bags to school.

However, those who choose to do so must place the backpack/bag in the student assigned locker upon arrival. The backpack/bag must remain there throughout the instructional day. Purses may not exceed 10x8x10.

Administration reserves the right to inspect any backpack, bag, or purse.

DRESS AND CONDUCT CODE

1. Findings and Intent of Policy

The Mt. Vernon Township High School District No. 201 Board of Education hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the School District. For the purposes of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the School District, and respecting the rights of students and employees, the Board of Education finds it necessary and in the best interest of the School District to establish and enforce a Dress Code applicable to all students in the District.

2. Dress Code

- Students at MVTHS are expected to be neat and clean in appearance and clothing is expected to be appropriate to the school situation. The following guidelines are to be adhered to:
- Pants must not be excessively baggy or sagging. The waistband must be worn at the waist.
- Shorts, skirts and dresses must be modest in length and must reach or extend below a point 3 inches above the knee.
- All shirts, tops and dresses must have sleeves and should cover the shoulders. See-through or mesh tops must be worn with a shirt underneath that cover the chest, torso, back and shoulders. Open-backed shirts are not allowed unless an appropriate undershirt is worn.
- Cleavage and midriffs must be covered at all times.
- Clothing should not be excessively tight.
- Undergarments must not be showing.
- Clothing with holes determined by the administration to be obscene or disruptive to the teaching/learning process will not be allowed.
- Pajama bottoms are not allowed.
- Shoes must be worn at all times. House shoes or slippers are not permitted.
- Glasses/Sunglasses are not to be worn inside the building unless medically prescribed.
- Tattoos that display drugs, sex, vulgar language, alcohol or tobacco products must not be visible at any time.
- Wallet chains, chains, ropes, oversized medallions, spiked, heavy or extraordinarily ornate jewelry will not be allowed on campus.
- Garments, jewelry, belt buckles, tattoos, etc, that tend to promote the idea of alcohol, illegal substances/use, display vulgar or suggestive language/symbols, or promote animosity between groups or individuals are not acceptable. Violation of this rule will result in the students surrendering the item or being sent home to change.
- Coats may not be worn in the building during the regular school day. They must be put in the students' lockers prior to the start of school.
- Hoodies/Jackets are allowed so long as they are single-lined with no fur, flannel, fleece, etc.
- Tights, Leggings, Jeggings, etc. may be worn as long as a shirt, skirt, shorts, etc. is worn over them that reaches or extends past a point 3 inches above the knee.
- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badge, symbol, sign, tattoo, or anything which the administration deems as evidence of member-ship or affiliation in any gang, fraternities or sororities is not permitted (i.e. Insane Clown Posse, Sub-Debs, Tri-Chi, shaved eyebrows)
- No head coverings (except those worn for religious or medical purposes) such as bandanas, hats, sweatbands, "do-rags", or hairnets are to be worn or seen on campus.
- *Please note-The administration is the final judge on what is or is not appropriate. Matters of personal appearance which might reasonably be classified as bizarre, or creating a distraction, affecting the learning environment in the classroom, and/or having a negative effect on education will be prohibited.*



3. Displays of Affection

The Board of Education hereby finds and determines that excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus.

4. Violation

Any student found in violation of this policy shall be subject to discipline pursuant to the Board of Education Discipline Policy.

POLICY CONCERNING GANGS
AND GANG-RELATED ACTIVITIES

- Public school secret societies and gangs are prohibited. For purposes of this policy a public school secret society or gang means any organization composed wholly or in part of public school pupils which seeks to perpetuate themselves by taking in additional members from the pupils rather than by the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.
- Any public school secret society or a gang is not in the best interests of Mt. Vernon Township High School District. The Board of Education has determined that the presence of gangs and gang-related activities substantially disrupts and materially interferes with the District's educational process and programs.
- It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school secret society or gang.
- The following behavior committed by a student on school grounds or at school-sponsored events, whether on or off school grounds, on school buses and while traveling to and from school constitutes gross disobedience or misconduct:
 1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang.
 2. Committing any act or omission or using any speech, either verbal or non-verbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang.
 3. Using, any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. requesting any person to pay protection or otherwise intimidating or threatening any person,
 - b. committing any other illegal act or other violation of school district policies,
 - c. acting or inciting other students to act with physical violence upon any other persons or property,causing graffiti to be exhibited on school property, including graffiti intending to denote gang members' territory.

HARASSMENT

It is the policy of Mt. Vernon Township High School to provide for its students and employees an educational and employment environment free from harassment, teen dating violence (Board Policy 7.185) and bullying.

"Bullying" is the use of physical force, threats or intimidation against another person with the intent of requiring or inducing that person to engage in acts not desired by that person, or to refrain from acts desired by that person. Cyber bullying 720 ILCS 5/12-7.5

"Harassment" is words or action provoking or intending to provoke another to be emotionally upset.

Forms of harassment include, but are not necessarily limited to the following:

- Threatening - Intimidating another with promises or threats of physical harm or harm to that person, another person or property.
- Inappropriate Behavior - Making comments, gestures, advances or touching that is unwanted by another, which is intended to injure, demean, humiliate or otherwise harm another due to the victim's gender or personality. This behavior may also constitute sexual harassment. See "Sexual Harassment" below.
- Culture Harassment - Making comments or gestures, or engaging in behaviors or actions intended to injure, demean, humiliate or otherwise harm another due to the victim's culture, national origin, religion, race or other identifiable group. Prohibited behavior also includes the making of hand-signals or employing symbols which demean or attempt to demean a particular person because of that person's culture, religion, race or group.
- Hazing or Initiations - Persecuting or harassing another with meaningless, difficult, or humiliating tasks; or exacting humiliating performances from another or playing rough practical jokes upon another.
- Defamation - Spreading false rumors or gossip, whether orally or in writing, to purposefully injure the reputation of another.
- Name Calling - Calling another degrading or disrespectful names.
- Teen Dating Violence - 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. 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. Harassment constitutes gross disobedience or misconduct. A victim of harassment should report harassment immediately to any school administrator or faculty member.

SEXUAL HARASSMENT

It is the policy of Mt. Vernon Township High School to provide for its students and employees an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The violation of this policy may result in discipline of employees, including discharge. Employees, students, or other individuals who feel aggrieved because of sexual harassment should contact the Title I Coordinator, Michael Koehnke, Assistant Principal.

Sexual harassment includes any three types of misconduct on the basis of sex:

- Any instance of quid pro quo harassment by a school's employee
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, AND objectively offensive that it denies a person equal educational access
- Any instance of sexual assault (as Defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

TARDY POLICY

Students are expected to arrive on time to their assigned classrooms each day. A student shall be considered late if he/ she is not in their assigned classroom/ alternate location when the tardy bell rings. If a student is detained by a faculty or staff member, he/ she must be given a Pink Pass to be presented to the classroom teacher. Students will not be allowed to enter a class after the final bell has rung. If the classroom is locked, the student is late and must report to the Attendance Office. After tardy students report to the Attendance Office, they will then be placed in In-School Suspension (ISS) for the remainder of the period. If students are tardy for a legitimate reason they will be given a pass to class. After students receive a 5th tardy, they will be assigned a day of ISS.

Tardy Consequence by the Classroom Teacher:

- 1st tardy Verbal warning
- 2nd tardy Phone call home
- 3rd tardy Phone call home

Attendance Office Responsibility (Cumulative Tardies)

- 5th tardy - 1 Day of ISS
- 10th tardy - 2 Days of ISS
- 15th tardy - 3 Days of ISS
- 20 or more will be assessed administratively.

*Social suspension: Students will not be allowed to attend or participate in extracurricular activities; included but not limited to hops, dances, athletic contests, performances, etc. (Students may try out for extracurricular teams and organizations and may participate in practices during their social suspension, but will not be allowed to attend or participate in events or games.)

Social suspensions carry over to each semester during the year (including breaks). Students are removed from social suspension once they have one (1) or two (2) weeks (5 or 10 uninterrupted days) with no tardies, suspensions or trancies. Any excused absence that occurs during these two (2) weeks does not count as a day of the two (2) weeks. The count toward social suspension begins new at the beginning of the semester. Students must print off proof to be removed from social suspension and bring to Attendance Office.

Removal from social suspension guidelines:

- 5-10 days free of tardies, trancies, and suspensions
- All disciplinary obligations (detention and all obligations) must be served in advance
- Student must bring printed proof of two weeks of cleared attendance to attendance office

SUBSTANCE USE/ABUSE POLICY

Being under the influence of any drugs or alcohol as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, or drugs prescribed for another is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from Mt. Vernon Township High School, or in other context clearly related to school functions, such as activities which occur adjacent to school property (any property within in school zone) or school-sponsored activities which occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school-sponsored activity. Any student found in violation of this policy will be suspended for ten (10) school days and will be subject to the additional disciplinary actions described later in this policy.



A. Drugs. Unless the context requires otherwise, the word drugs includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians' Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word drugs also include substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.

B. Drug Paraphernalia - Possession of Drug paraphernalia means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to, cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILCS 685.

C. Possession - Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, any look-alike intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term possession as used herein is defined to include the use of the student's person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

D. Delivery - Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.

E. Look-Alike - A look-alike substance is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.

F. Under the Influence of Drugs - A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed drunk or drugged to be under the influence of drugs.

G. Using Drugs - A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

Searches

A. Student Searches. If there is reason to suspect that a student may have drugs or other evidence on or about his/her person, he/she shall be directed by the Assistant Principal to produce the same and, if necessary, to empty his/her pockets, the contents of any bag or purse, and the like. If necessary, the student may be physically restrained to conduct the search, and the police may be called in to assist in the search. It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs or other evidence on or about his/her person, locker, or automobile. School officials may conduct searches using any legal means including, but not limited to, drug dog searches.

B. Lockers. If there is reasonable suspicion to believe that drugs or other evidence may be contained within a student's locker and that drugs are currently present in the student's locker, the Assistant Principal, or his designee, is directed to search the locker. If practicable, the search shall be conducted in the presence of the student, but outside the presence of other students.

C. Automobiles. In the event there is a reasonable suspicion to believe that a motor vehicle located on school property contains drugs or other evidence, the vehicle, if practicable, shall be kept under observation. The Assistant Principal shall attempt to confirm that the vehicle belongs to a student by any appropriate method, including the personal knowledge of staff members or other students.

The Assistant Principal shall seek permission of the student to voluntarily search the vehicle. However, if the student does not voluntarily agree to a search, the Assistant Principal shall be authorized to open the vehicle with any key in the student's possession and search the vehicle for drugs or alcohol.

If there is reasonable suspicion to believe that an unattended automobile on school property contains drugs or alcohol but the automobile is not that of a student, the Assistant Principal shall contact local authorities immediately. If possible, the vehicle shall be placed under observation.

If, as a result of any search, any substance believed to be drugs or alcohol is discovered, an inventory of the same shall be made by the Assistant Principal. The Assistant Principal shall contact local police authorities and inform them of discovery of any illegal substances.

Disciplinary Actions and Procedures

Those students found to have violated the school's substance use/abuse policy shall be subject to the following disciplinary actions and procedures under the direction of the Principal or designated administrative staff.



A. Disciplinary Actions for Possession/Under the Influence

1. First Offense

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. The administration may, at its discretion, institute expulsion proceedings. However, within the discretion of the administration, the student and his parent or guardian may agree that the student be placed on probation.
- d. The student upon returning to school, shall report weekly to their assigned counselor for the remainder of the school year.
- e. If the student is found to be in possession of drugs, he/she shall be reported to the police.

2. Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parent/guardian will agree to probation.
- d. The parents shall be provided with information on qualified substance abuse treatment resources.
- e. The police shall be informed.

3. Probation for the Purposes of this Policy and Within the Discretion of the Administration. A student and his parents or guardians may agree that the student be placed on probation including, but not limited to, the following provisions:

a Upon the first offense, the administration is authorized to reduce the suspension to five days provided the student agrees to be screened by the District's Care Team and to follow in a meaningful way all terms, conditions, and recommendations set forth by the Care Team. If the student fails to follow Care Team recommendations, he/she shall be deemed to have committed a separate act of gross disobedience.

b Upon the second offense, the administration is authorized to allow the student to return to school following a suspension of ten days provided the student agrees to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by the specialist before being allowed to return to school. Failure to undergo assessment by a qualified substance abuse specialist within two (2) weeks will be considered a separate act of gross disobedience or misconduct.

c. By agreeing to probation, the student admits the offense occurred.

d. The terms and conditions of probation shall be established by the administration and shall be placed in writing and signed by the student and parent/guardian.

e. If the student violates probation, the student may be punished for the offense for which he/she was placed on probation and for violating the probation.

4. Third Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

- a. The student shall be suspended for ten school days.
- b. Expulsion proceedings shall be initiated against the student.
- c. The police shall be informed.

B. Disciplinary Actions for Students Engaged in Selling or Distributing Drugs or Alcohol

1. First Offense

- a. The student shall be suspended from school for ten days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. The administration shall consider whether expulsion proceedings shall be commenced.
- d. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parents/guardians will agree to probation in the same fashion established in Part A of Disciplinary Actions for Possession/Under the Influence of this policy except that no reduction in the length of suspension shall be offered to the student.
- e. The student upon returning to school shall report weekly to a member of the Care Team for the remainder of the school year.
- f. The police shall be informed.

2. Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

- a. The student shall be suspended from school ten days.



- b. Expulsion proceedings shall be initiated against the student.
- c. The police shall be informed.

ATTENDANCE POLICY

It is the policy of the Board of Education that regular school attendance is required of all Mt. Vernon Township High School students. To ensure regular attendance, the Board has approved the following policies:

1. Excused Absence:

- A student who is absent due to a valid cause shall be excused. A valid cause is defined as illness, observance of a religious holiday, death in the family, family emergency, up to 2 pre-approved college days, administratively approved business days, or such circumstances which cause reasonable concern to the parent for the safety or health of the student. A parent/guardian must verify the reason for the absence of a student by contacting the Attendance Office, or sending a note prior to, or on, the day the student returns to school.
- Any absence not verified within two (2) school days after the return of the student to school shall be classified as truancy. The school administration may extend the time to verify an absence in unusual circumstances.
- All students must sign out in the Attendance Office when leaving school early.
- Any student who leaves school because of illness must first receive permission through the Nurse's Office or sign out through the Attendance Office. Students who have an excused absence will be allowed to make up work. See item #6, makeup work.
- The five state issued mental health days will count toward the allotted five excused absence days each semester.

2. Truancy:

A student who is absent without a valid cause (School Code, 105 ILCS 5/26-2a) for any school day or portion thereof shall be truant. A student who is truant from any class shall be responsible for missed work.

Two (2) full days or 16 Blocks of truancy will result in five (5) days of social suspension, from the day of truancy. A day of truancy is based on periods missed (one (1) day = more than 1/2 day or more than four (4) periods missed). Any subsequent truancy during the suspension will extend the social suspension for up to two or more weeks leading to permanent social suspension.

A student chronic or habitual truant is defined (School Code, 105 ILCS 5/26-2a) as a student subject to compulsory school attendance and who is absent without a valid cause for a school day or portion thereof. A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5 percent or more of the previous 180 regular attendance days. Mount Vernon High School desires to see that all its students succeed. To that end, students who are chronic truants will receive supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources. A truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Punitive Action: No punitive action including out of school suspensions, expulsions or court actions, shall be taken against chronic truants for such truancy unless available supportive services and other school resources have been provided to the student. (School Code, 105 ILCS 5/26-12).

- Truancies - Students will be marked truant for the following reasons: oversleeping, working, missing the bus, car problems, babysitting, and all undocumented family emergencies as determined by the Assistant Principal. If all buses are able to complete their bus routes, students will be expected to be at school.

3. Excessive Excused Absences:

A student who is excessively absent (in most cases, 6 or more times per semester) even though the absences are excused will be required to present a doctor's documentation as proof of poor health to avoid being marked unexcused.

4. Students Seventeen Years of Age and Under:

The parent, guardian, or other person having control or charge of any child residing in the Mt. Vernon Township High School District, having graduated from eighth grade, not seventeen years of age prior to the opening of school, and not otherwise exempted, shall send the child to the high school for such time as it is in session.

The school may use the following supportive services to attempt to correct truant behavior:

- a. Notification of parent or guardian.
- b. Student and parent conferences.
- c. Placement in Crisis Classroom which includes increased counseling, tutoring, and close supervision.
- d. Referral to the proper social service agency.
- e. Referral to Truants Alternative Program.



1. On the fifth (5) day of truancy the student is referred to the ROE Truancy Program.
2. On the tenth (10) day of truancy the student is referred to the Truancy Review Board. After a student has been absent five percent (5%) or more of the previous 180 regular attendance days, a chronic truancy report will be made to the Regional Truant Officer and may be subject to the Board's Policy on Misconduct. Such as:
 - a. Suspension from school.
 - b. Expulsion from school by the Board of Education if gross disobedience and misconduct have also occurred during the school term.
5. Students Over Seventeen Years of Age:

Any person having custody or control of a child who is over the age of seventeen prior to the opening of school and who is enrolled in the high school shall cause him/her to attend school when it is in session. As trancies occur the Attendance Office will make every effort to notify the parent/ guardian. If the student continues to be absent without a valid cause, the administration will recommend that the student withdraw from school.

Penalty for Noncompliance:
Any person having custody or control of a child to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within the school year, upon conviction thereof, shall be guilty of a Class C misdemeanor and shall be subject to not more than thirty days imprisonment and/or a fine up to \$500.
6. Make-Up Work:

It is always the responsibility of the student to get all assignments missed due to an excused tardy or absence from a class. The student must see the teacher during the same school day when tardy to class and during the first school day back from an absence. Make-up work will be assigned during a time determined by the teacher which will be communicated to the student (i.e., before/after school or during class time/ELO, if possible). It is the student's responsibility to schedule with the teacher, the taking of test/quizzes missed due to an excused tardy or absence.

If students have been told by teachers prior to their absence, of homework assigned or tests to be taken during or after their absences, they are expected to have the homework completed and take the tests on the day of their return or with the class as scheduled. Many teachers at the high school level make assignments a week or more in advance.

For assignments given during the absence, students with an excused absence will be allowed a minimum of one day for each day absent to make up work for a class. However, five school days following the student's return to class shall be the maximum time given for the completion of all required work. If assignments are not completed and returned when due, a zero will be entered into the grade book and averaged into the quarter's grade. Administrative approval for an extension of time beyond the five school day period may be given for extreme emergency or illness. The student and/or parent shall be responsible for requesting this extension. Five school days following the close of the quarter or semester shall be the maximum amount of time given for the completion of all required work unless administrative approval has been given for an extension of time. If the work is not completed within the allotted time period, a zero will be entered into the grade book and averaged into the final grade.
7. Independent Students:

Students who have verified through the Attendance Office that they are living independently, without the supervision of a parent or guardian, are responsible for their own attendance. They must comply with regular attendance procedures, including the verification of any absences. Verification must be made on the day of the absence.
8. Absence Report:
 - All parents/guardians will receive mid-term and quarterly progress reports which will report the student's attendance.
 - When a student is in danger of failing a class because of poor attendance, grades and/or problematic behavior, the teacher will attempt to notify the parents/guardians, and then make a referral to the student's counselor. The counselor will meet with the teacher, the student and parent/guardian to review the academic progress of the student. If the student's performance does not improve and the teacher determines that the student cannot pass the class, the counselor may reassign the student to a study hall during that class period resulting in a loss of course credit and a failing grade which will be calculated into the GPA.

The student being reassigned to study hall will be informed of his/her right to appeal. If the student wishes to appeal he/she will remain in class until the Principal or designee has ruled on the appeal.

ABSENCE AND TARDINESS

If a student is not ready to work when the final bell rings prior to the beginning of a class period, they are tardy. Any student who is tardy should proceed to the scheduled class even though they know they are late. The teacher will determine the validity of the student's excuse for being tardy and will determine the necessary legal discipline to be invoked.



Parent verification of an absence shall be submitted to the Attendance Office prior to, or at the time of, a student's return to school. Any absence not verified within two school days of the student's return to school shall be classified as truancy. The school administration may extend the time to verify an absence in unusual circumstances. Any student that has left the school without being called in by their parent/ checked out with the Attendance Office will be denied reentry

If one is too ill to remain in class, he/ she should get the permission of his teacher to report to the school nurse, whose office is in Building B.

Any student who leaves school because of illness must first secure permission through the Nurse's Office or sign out through the Attendance Office.

- Students are not permitted to leave their rooms without a pass from the teacher.
- Dental and doctor appointments should be made far enough in advance in order that the students or parents may schedule these appointments on Saturdays or non-school days if possible. If not possible, these may be scheduled during a student's study period. Only in cases of emergency should class time be utilized. Parent verification of an absence should be made via phone call, phone message, or written note with guardian's signature to the Attendance Office prior to, or at the time of a student's return to school.

Students who are arriving after the start of school, regardless of driving themselves or being dropped off will need to enter the school through A Building adjacent to Wells Bypass.

RESTRAINT AND TIMEOUTS

The Illinois Administrative Code (23 IAC 1.285, as amended by emergency regulations at 43 Ill. Reg. 14314 (eff. 11-20-19) and 44 Ill. Reg. ----- (eff. 2-25-20)), states the following: Isolated time out, time out, and physical restraint, as defined in this Section, shall be used only for therapeutic purposes, or as a means of maintaining a safe environment for learning, to the extent necessary to preserve the safety of students and others. Isolated timeout, time out, or physical restraint shall not be used as a form of punishment.

Athletics

EXTRACURRICULAR ACTIVITIES (CODE OF CONDUCT)

Any student participating in extracurricular activities of any type, including athletics and cheerleading, shall be subject to the following additional restrictions:

- I. Use or possession of alcohol or drugs (including any anabolic steroid, unless being administered in accordance with a physician's prescription, or any prescription drug when not prescribed for the student by a physician, or when used in a manner inconsistent with the prescription at any time at school), a school sponsored activity, or any location 24 hours a day and 365 days a year is prohibited. If reported in written statement by the police department, sheriff's department, state police, coach, sponsor, teaching staff member or another school administrator will result in:

First Offense

1. Regular disciplinary actions of the District (if applicable).
2. A meeting shall be held with the concerned parties including the Athletic Director, coach or sponsor, the Assistant Principal, the parents or guardians, and the student. The student may not attend any practice or event until after the parent conference has been held and a screening date has been set.
3. The student shall be suspended from participation for 50% of the regularly scheduled contest/activities dates or by agreeing to undergo an assessment by a qualified substance abuse specialist approved by the high school; and submit proof of completion of the approved program, the student shall be suspended from participation for 25% of the regularly scheduled contest/activity dates. Concurrent extracurricular activities will involve concurrent suspension of 25%. If the season does not allow the student to successfully complete the suspension, the suspension will carry over into the next school term. The suspension time will be rendered invalid if the athlete does not complete the sports season, in which the suspension is served, in good standing. The coach/sponsor will determine if the student will practice with the team/group during this period.

Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)



1. Regular disciplinary actions of the District (if applicable).
2. The student will be suspended from participation for the remainder of his high school career OR by agreeing to undergo and completing an assessment by a qualified substance abuse specialist that is approved by the high school and submit proof of completion of the approved program, the student shall be suspended from all extracurricular activity participation for a calendar year starting at the time of the parent conference.
Third Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

1. Regular disciplinary actions of the District (if applicable).
2. The student shall not be allowed to participate in any extracurricular activity program for the remainder of his high school career at Mt. Vernon Township.

II. Found guilty of committing an act which would constitute a violation of any federal, state or local law or behavior which would constitute a violation of any federal, state or local law. (This does not include motor vehicle violations.)

First Offense

After investigation by the Assistant Principal and guilt has been determined, the student shall be suspended from participation for 25% of the regularly scheduled contest/activities dates. Concurrent extracurricular activities will involve concurrent suspension of 25%. If the season does not allow the student to successfully complete the suspension, the suspension will carry over into the next school term. The suspension time will be rendered invalid if the athlete does not complete the sports season, in which the suspension is served, in good standing. The coach/sponsor will determine if the student will practice with the team/group during this period.

Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

The student shall be suspended from all extracurricular activity participation for a calendar year starting at the time of the parent conference.

Third Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

The student shall not be allowed to participate in any extracurricular activity program for the remainder of his high school career at Mt. Vernon Township High School.

These sanctions apply to all students whether or not they are actively engaged in their activity at the time of violation. The penalties shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career. This policy is in effect throughout the calendar year and does not supersede District school disciplinary policies.

Rules for Participation In Athletic Programs

The following rules are to be followed by those students who participate in athletics, cheerleading, and the dance team.

Athletics is an important part of the total educational program of Mt. Vernon High School. Sports contribute to the educational development of participants by demonstrating the value of training, the importance of commonly accepted rules and regulations, the value of organized efforts, and the importance of the community spirit. Athletics is an area in which values needed for the development of our society can be emphasized, demonstrated, and enjoyed. In order to have the best possible athletic program, it is essential that athletes demonstrate an attitude of respect for discipline and a willingness to observe all school rules described in District Policy and the Student and Parent Handbook as well as the following Rules for Athletic Participation:

1. The use or possession of all forms of tobacco and tobacco products by a student athlete (a student who has been or is currently participating in athletics, cheerleading, or the dance team) at any time during the calendar year on a 24-hour basis will result in:
 - a. Each offense will result in suspension from athletic participation for 25% of the regular season contest dates.
 - i. An in-season offense is an immediate suspension for 25% of that season's contest dates. Suspensions may carry over into the next sport season if needed.
 - ii. Out of season athletes will serve the suspension during their next sport season. The suspensions will be 25% of that season's contest dates.
 - b. The Athletic Director and coaches will determine the exact number of contest dates the athlete will be suspended. The number of suspension dates will be determined by the number of regular season contest dates scheduled for that season.
 - c. Repeated offenses will continue to add additional suspensions of 25% of regular season contest dates.
 - d. Freshmen who have not yet participated in an athletic program shall receive a warning for the first offense. Repeated offenses will then result in a suspension of 25% of contest dates of their upcoming sports season.
2. A student athlete will be subject to disciplinary action including penalties imposed by the Assistant Principal, Athletic Director and/or team coach/sponsor for committing any of the following:
 - a. Falsification of a signature on the parental permission form.
 - b. Violation of any of the District Misconduct Policies.
 - c. Acts of unsportsmanlike conduct during the sports season in which the athlete is involved, such



as cheating, fighting, insubordination, or verbal abuse of officials, contestants, coaches, or spectators.

- d. Violation of team rules imposed by the coach/sponsor. Each coach/sponsor shall take the responsibility to communicate the team rules to the student athlete at the beginning of each activity season.

The Assistant Principal will investigate all violations of District Policy. The coach/sponsor may impose additional penalties for acts that may include suspension and/or permanent removal from the team. The coach/sponsor must consult with the Athletic Director before suspending and/or permanently removing a student athlete from a team. The Athletic Director and team coach/sponsor are authorized to impose the penalties set forth in this policy and shall do so based upon personal knowledge of the violation and/or evidence/testimony from school officials, coaches, and/or members of the faculty and staff of Mt. Vernon High School.

P.E. UNIFORMS

Black running shorts, P.E. uniform t-shirts, and gym shoes are required. Sweat suits are optional. P.E. Uniform t-shirts can be purchased during registration or through the Athletic Director's Office.

PHYSICAL EDUCATION EXEMPTION

It shall be the policy of Mt. Vernon Township High School District No. 201 that students may request exemption from physical education instruction for the following reasons:

- 1) Any 11th or 12th grade student who participates in an interscholastic athletic program.
If student athletes take an extra course in place of physical education and that course is a full-year course, the students may be excused from physical education for the entire year even if the interscholastic sport covers less than that time period. Student athletes who substitute a semester-long course for physical education must complete that course, regardless of the length of the sport season. Students not in either type of academic classes are expected to be reassigned to a physical education class once their particular sport's season has ended. Under this exemption, student athletes are expected to be in school for the regularly scheduled school day.
- 2) Any 11th or 12 grade student who, in order to be granted admission to a specified institution of high learning, must complete a specific academic course not included in existing state or local minimum graduation standards.
Under this exemption, it is expected that a student would not be excused from physical education to complete a needed college entrance course unless the addition of such a course to the student's schedule would require a course load of more than the normal practice in that school district.
- 3) Any 11th or 12 grade student who lacks sufficient course credit or lacks one or more specific course(s) in order to meet state and local graduation requirements.
Under this exemption, it is expected that a student would not be excused from physical education to complete coursework needed for graduation unless the addition of the course(s) to the student's schedule would require a course load of more than the normal practice in that school district.
- 4) Any student in grades 9-12 who is enrolled in a marching band program for credit if he/ she requests to be excused for ongoing participation in such marching band program.

In all instances, the school district administrators will verify the circumstances (e.g., that the student is lacking course credit or needs a specific course for college entrance), decide each case on an individual basis, and retain documentation (individual permanent record). Please note, excusals are to be granted for only those students who participate in interscholastic athletics, students who must complete a specific academic course which is required to enter a specific college/university, and to complete make-up coursework (failed coursework). Such excusals would not include activities related to normal college preparatory coursework.

PHYSICAL EDUCATION EXCUSES

Temporary Excuses: 3 days - A student unable to participate due to injury or illness must bring a note from the parent to the nurse prior to the school day.

Extended Excuses: 4 or more days - A student who is unable to participate due to injury or illness must obtain a form from the nurse to be filled out by a doctor. In certain cases, a student may be assigned to an adapted physical education class.

P. E. Policy of Dress: Students who do not dress for P.E. will receive no credit points for participation which could result in a failing grade and being dropped from the class.

