

# Mount Carmel Junior High School

## Student Handbook

### 2019-2020



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# MCJHS Student Handbook

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# MCJHS Student Handbook

## WABASH COMMUNITY UNIT SCHOOL DISTRICT #348 2019-2020 SCHOOL CALENDAR

AUGUST	12	First Day of School / Teacher Institute Day (No School for Students)
	13	Teacher Institute Day (No School for Students)
	14	First Full Day of Classes
	30	School Improvement Day (3-hour Early Dismissal)
	31	End of August (13 days)
SEPTEMBER	2	Labor Day (No School)
	30	End of September (20 days)
	30	End of First Month Aug/Sept (33 days)
OCTOBER	11	Teacher Institute Day (No School for Students)
	11	End of 1st Quarter (41 days)
	22	Parent/Teacher Conference Evening (4:00 p.m. – 7:00 p.m.)
	24	Parent/Teacher Conference Evening (4:00 p.m. – 7:00 p.m.)
	25	No School due to Parent/Teacher Conference Days
	31	End of Second Month (21 days)
NOVEMBER	26	Thanksgiving Holiday begins at Close of School (2-Hour Early Dismissal)
	27-29	Thanksgiving Holiday
	30	End of Third Month (18 days)
DECEMBER	20	End of Fourth Month (15 days)
	20	End of 2 <sup>nd</sup> Quarter (46 days)
	20	End of 1 <sup>st</sup> Semester (87 days)
	20	Christmas Holiday Begins at Close of School (2-Hour Early Dismissal)
JANUARY	6	Classes Resume
	20	M. L. King's Birthday (No School)
	31	End of Fifth Month (19 days)
FEBRUARY	14	School Improvement Day (3-Hour Early Dismissal)
	17	Presidents' Day (No School)
	28	End of Sixth Month (19 days)
MARCH	6	End of 3 <sup>rd</sup> quarter (43 days)
	17	Parent/Teacher Conference Evening (4:00 p.m. – 7:00 p.m.)
	19	Parent/Teacher Conference Evening (4:00 p.m. – 7:00 p.m.)
	20	No School due to Parent/Teacher Conference Days
	31	End of Seventh Month (21 days)
APRIL	6	Spring Break Begins
	13	Classes Resume
	24	No School if no emergency days are used
	30	End of Eighth Month (17 days)
MAY	1	No School if no emergency days are used
	8	No School if no emergency days are used
	15	No School if no emergency days are used
	21	Last Day of School if no more than 4 emergency days have been used
	22	Teacher Institute Day (No School for Students)
	31	End of Ninth Month (16 days)
	31	End of 4 <sup>th</sup> Quarter (49 days)
	31	End of 2 <sup>nd</sup> Semester (92 days)

174 Actual Days of Pupil Attendance + 2 Parent/Teacher Conference Days + 4 Institute Days + 5 Emergency Days = 185 Day Calendar 2 Hr Early Dismissal before Thanksgiving & Christmas Holidays

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<b>DAILY</b>		
PERIOD	TIMES	MINUTES
1	8:00 - 8:51	51
2	8:55 - 9:45	50
3	9:49 - 10:39	50
4	10:43 - 11:23	40
5	11:27 - 12:18	51
6	12:22 - 1:13	51
7	1:17 - 2:08	51
8	2:12 - 3:00	48

<b>3 HR EARLY</b>		
PERIOD	TIMES	MINUTES
1	8:00 - 8:30	30
2	8:34 - 9:02	28
3	9:06 - 9:34	28
5	9:38 - 10:07	29
6	10:11 - 10:40	29
4	10:44 - 11:24	40
7	11:28 - 12:00	32

<b>2 HR EARLY</b>		
PERIOD	TIMES	MINUTES
1	8:00 - 8:40	40
2	8:44 - 9:23	39
3	9:27 - 10:06	39
5	10:10 - 10:50	40
6	10:54 - 11:33	39
4	11:37 - 12:17	40
7	12:21 - 1:00	39

<b>1 HR EARLY</b>		
PERIOD	TIMES	MINUTES
1	8:00 - 8:50	50
2	8:54 - 9:43	49
3	9:47 - 10:36	49
4	10:40 - 11:20	40
5	11:24 - 12:14	50
6	12:18 - 1:07	49
7	1:11 - 2:00	49

<b>1 HR DELAY</b>		
PERIOD	TIMES	MINUTES
1	9:00 - 9:50	50
2	9:54 - 10:43	49
4	10:47 - 11:27	40
3	11:31 - 12:20	49
5	12:24 - 1:14	50
6	1:18 - 2:07	49
7	2:11 - 3:00	49

<b>2 HR DELAY</b>		
PERIOD	TIMES	MINUTES
1	10:00 - 10:40	40
4	10:44 - 11:24	40
2	11:28 - 12:07	39
3	12:11 - 12:50	39
5	12:54 - 1:34	40
6	1:38 - 2:17	39
7	2:21 - 3:00	39

# MCJHS Student Handbook

## DISTRICT #348 MISSION STATEMENT

In partnership with the community, we strive to provide students with the skills and exploratory experiences that enable them to reach their fullest potential as independent thinkers. We also seek to create a challenging learning environment that encourages high expectations.

## DISTRICT #348 PHILOSOPHY

It is the philosophy of this district that education is an ongoing, lifelong process. Education in this district is student-centered with each child encouraged to build a knowledge base that transfers to life situations. Each Student is provided the opportunity to develop his/her potential to become a productive member of society.

We believe that:

- All students can learn.
- Education should deal with the whole student.
- The educational system should provide a secure environment conducive to learning.
- Family and community involvement is vital to the development of the student.
- The educational system is obligated to adjust and correct its course for the benefit of the student.

## MCJHS MISSION STATEMENT

We are on a mission every day to provide challenging learning opportunities so students can reach their fullest potential as independent thinkers.

## 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. This handbook cannot be, nor presume to be, all inclusive. Therefore, the principal may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools to meet situations that may arise.

## SCHOOL-PARENT COMPACT

*In accordance with Title I, Part A of the Elementary and Secondary Education Act (ESEA) the school, parents and students agree that the responsibility for improved student academic achievement is one that will be shared. The following compact outlines those shared responsibilities.*

Mount Carmel Junior High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards
- Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual child's achievement
- Provide parents with frequent reports on their child's progress
- Have staff available for consultation with parents during their daily planning periods and/or at prearranged times
- Provide parents opportunities to volunteer and participate in their child's education
- Provide school performance profiles required by Federal Law and their child's individual student assessment results, including an interpretation of such results
- Provide a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet

As a PARENT, I will support my child's learning by:

- Ensuring that my child is punctual and attends school regularly
- Making sure that homework is completed
- Participating, as appropriate, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district and responding as appropriate

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As a STUDENT, I will share the responsibility of improving my academic performance and work hard to achieve the state's high standards. Specifically I will:

- Attend school regularly
- Do my assignments
- Give my parents or guardians all notices and information received by me from my school
- Abide by school and classroom rules
- Practice the character traits of a good student

## STUDENT CONDUCT AND DISCIPLINE

The principal within the school or school function and/or the students under his/her jurisdiction, and the superintendent with respect to all schools and students shall have, and each is hereby granted the authority to make written rules and establish written standards supplemental or in addition to this policy governing student conduct, and take any action reasonably necessary to carry out or prevent endangering students, interference with any educational function, and destruction of school property. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The following policy is developed in compliance with Senate Bill 730, sections 10-20.14 and 24-24. It is also in compliance with the policies of Wabash Community School District #348. An environment that provides equal opportunity for all students and permits the teacher-learning process to proceed in an orderly manner is the objective of Wabash Community Unit School District #348. Individual rights afforded by our Constitution create the foundation and success of public education. It is based upon the concept of self-discipline, which will allow all individuals to exist in a world of change.

In the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the District is authorized to take certain action reasonably desirable or necessary to help any students, to further school purposes, or to prevent an interference with the educational process. School personnel are also permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Some misconduct is much more serious than other behavior and requires different approaches and clearly defined actions. Counseling, circles, reprimands, detention, referral to the assistant principal, dean, or the principal's office, parent conferences, lunch/recess detention, after school detention, suspension (in and out of school), and expulsion are some of the actions available to school personnel in dealing with students involved in school discipline problems.

Expulsion shall take place only after the parents have been given the opportunity to appear at a meeting of the Board to discuss their child's behavior. Notification thereof shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective.

Mt. Carmel Junior High School moved from a punitive disciplinary system that relied on pre-determined consequences to an in-depth approach that incorporates the principles of Restorative Justice. The premise is based on empowering students to be accountable for their actions through encouragement and support. In most cases, there will still be a consequence associated with an undesirable act but the goal is to find out what caused the behavior to prevent reoccurrence.

## GENERAL STUDENT BEHAVIOR

It is impossible to list all kinds of disruptive behavior. Disciplinary action will be taken against any student guilty of gross disobedience or misconduct, including but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including E-cigarettes (vapes) or any other electronic smoking device.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students under the influence will be treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances. Students under the influence will be treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling drug-related paraphernalia.
5. Using, possessing, distributing, purchasing, or selling marijuana-related paraphernalia, including medicinal marijuana.
6. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can be considered a weapon.
7. Threat to do bodily damage to teacher or any other school employee.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or any educational function or is disruptive.
13. The use of vulgar, obscene or indecent language, writing or acts.
14. Forged notes, passes, excuses, and/or signatures.

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15. Throwing objects.

16. Gross disrespect and/or verbal abuse toward a teacher, another school employee, or a student will result in immediate consequences for the offending student. Gross disrespect will not be tolerated, and will result in severe disciplinary consequences.

17. Students physically abusing another student or member of the school community. Immediate disciplinary action will range from detention to possible suspensions. Fighting on school property will not be tolerated. Fighting is considered a serious disciplinary violation. Students initiating (starting) fights or continuing them past a point of reasonable self-defense, will be considered for expulsion from school. Discipline penalties will range from detention through expulsion.

18. Sexual Harassment of students is prohibited as approved by the Board of Education on September 20, 1999. \*Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, request sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex. A full copy of the District #348 Board Policy is available upon request.

- **While using the Hallways and Corridors of the school, students are expected to:**

- Be polite, courteous, and cooperative.
- Students are not permitted in the building prior to 7:20 a.m. After such time, students are to report directly to the main gym.
- Have a pass in their possession if they are in the halls during class time.
- Recognize the rights of fellow teachers and students by:
  - Not congregating in the halls, in such a way that other people cannot get by easily.
  - Not sitting on the floor in the hallways during school hours.
  - Not shouting or making loud noises.
  - Not running, wrestling, throwing things, or other inappropriate activities.
  - Not having food in the halls. Food and drinks are to be consumed in the cafeteria.
- Accept the disciplinary actions that result from misbehavior in the corridors.
- Courtship – In an effort to control relationships on school property here at Mt. Carmel Junior High School, the following policy will be used for handling undesirable behavior. Undesirable behavior is categorized as caressing, leaning up against one another, hugging, kissing, etc.

- **While in the classrooms of the school, students are expected to:**

- Enter the room in an orderly manner.
- Have in their possession all necessary class materials, pencils, books, etc.
- Remain in the classroom for the entire period or until the teacher gives directions to leave.
- Follow all teachers' classroom rules.
- Treat teachers, class members, classroom furniture, and school materials with respect.
- Leave food and drinks for lunch in lockers. Food and drink are not to be taken into classrooms.
- Accept the disciplinary actions that result from behavior that interrupts the learning process.

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

1. On or adjacent to school grounds before, during, or after school hours and at any other time when a school group is using the school.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Each teacher shall, when students are under their charge, have the right to take any action reasonably necessary to carry out or to prevent an interference with the educational function of which they are in-charge. This includes the right of the teacher to remove the student from the classroom and/or activity, subject to affording each student due process. Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension, and a parent has the right to a review.

Mount Carmel Junior High School Administration may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

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## ACCIDENTS

All accidents and injuries are to be reported to supervising teacher/staff member and to the office immediately. (See Insurance & Insurance Claims for more information.)

## ASBESTOS MANAGEMENT PLAN

The school's asbestos management plan is on file in the principal's office.

## ARRIVING AND DEPARTING FROM SCHOOL

Upon arrival at school before 8:00 a.m., all students are to report to the Junior High entrance, which is on the north end of Pear Street. Students are encouraged not to arrive before 7:30 a.m. Doors will remain locked until 7:20 a.m. However, at 7:20 a.m., students on school premises are to report to gym 1 where they will remain until 8:00 a.m. Students will be dismissed and will pass by grade directly to their lockers and to their 1<sup>st</sup> period class. We ask parents to pull up in the right hand lane on Pear Street to drop off students. We do not want students crossing in front of traffic. We also ask when picking students up, you do so on Pear Street in front of the Junior High Entrance, on 3<sup>rd</sup> Street, or in the back parking lot by Gym 1. Students may exit from the awning covered sidewalk (not from Gym 1). Students will be dismissed from school at 3:00 p.m.

## ATHLETICS

- The interscholastic athletic program and Mt. Carmel Junior High School consists of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Boys and Girls Basketball; 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Girls Volleyball; 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Cheerleaders; 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Boys and Girls Track, and 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Boys' and Girls' Wrestling
- All participants are required to have a physical examination and school insurance or a signed statement indicating coverage by a parent's health insurance.
- Athletes and Cheerleaders, from the time they enter school *until promotion to high school* are expected to conduct themselves in a manner that will make them a credit to themselves, their family, their school, and their community. A meeting will be scheduled with all prospective athletes at the appropriate time to cover information related to participation.

### Cost for Participation

- Participation in athletics will cost \$100 per student per sport (Cheerleading, Basketball, Volleyball, Track, Wrestling) with a per student maximum of \$200 per year and a family maximum of \$500 at the district level.
- If a student is currently receiving free priced lunches and are unable to pay for athletics, the parent/guardian can apply for reduced pricing through the building principal.
- This cost for participation does not guarantee playing time in athletic contests.

### Transportation

- Transportation to games is provided by district transportation.

### Attendance at Practice or Games

- An athlete must attend school for a half-day to participate in the game or practice.
- Mandatory Attendance At Practice - If the athlete is in school he/she must attend practice unless personally excused by the coach before practice.
- The athletic director, faculty members, and coaches will communicate to address individual cases when necessary. This will be addressed at the preseason coaches' meeting.

### Alcohol, Tobacco, Controlled Substances, or Drug Use is Prohibited

- The possession or use of alcohol, tobacco, e-cigarette, any item containing nicotine, controlled substances, and substances represented to be a drug, or drugs other than those prescribed by a physician are prohibited. The use of medical marijuana by students while at school is prohibited.
- When a violation has been confirmed, appropriate disciplinary action will be taken including possible suspension from a team and/or from school.

### Hours

- No Games the Following Day--Off the streets and home by 10:00 p.m.
- Nights before School Days/Game the Next Day--Off the streets and home by 10:00 p.m.
- No School the Next Day--Off the streets and home by curfew.
- No School the Next Day/Game the Next Day--Off the streets and home by 10:00 p.m.

### Scholastic Eligibility

- All athletes are expected to maintain passing grades in order to remain eligible. "Passing grades" is defined as a grade of D or above in any class.
- Students failing will not be eligible on a weekly basis.
- Each Thursday during this sport's season, teachers will report athletes through Online Grade Books who are failing to the office.
- Coaches will be informed of students who are failing and are ineligible to participate in games for one week.
- Any student ineligible for two consecutive weeks may be dropped from the team.



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## Athletes in Legal or Disciplinary Trouble

- Any disciplinary problem in the school will result in appropriate disciplinary action including possible suspension from athletic competition and/or school.
- Any trouble with law enforcement agencies may result in suspension from athletic competition.
- Any suspension results in exclusion from all school functions the day of the suspension including athletics.

## Number of Sports

- Athletes may participate in only one sport during any season.

## Insurance and Physical Requirements

- No contestant shall be permitted to compete in a practice or a game without having a physical dated within the last 390 days and insurance coverage on file in the school office.
- These rules are the school minimum penalties. The coach in each sport has the right to implement stronger rules as long as the coach has prior approval of the principal and athletic director and they are communicated to the team members and parents in an appropriate fashion.

## Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## ATHLETIC EVENTS-STUDENT BEHAVIOR

Good sportsmanship is expected. One who plays fairly and loses without complaint or wins without gloating demonstrates good sportsmanship. Each student shall follow the rules of courtesy and sportsmanship at all times. Students shall behave in a manner that will bring credit to themselves and to their school, recognizing that the good name of our school is valuable to everyone in our community.

## ATTENDANCE INFORMATION

One of the commonly observed causes of academic failure is frequent absence from school. Parents are, therefore, encouraged to work with the school in seeing that their children are in school each possible day when school is in session. The success of your child depends upon regular attendance. Although assignments completed in lieu of class attendance meet the legal requirements for makeup work, such assignments are only a poor substitute for the learning experience your child gains from attending class.

We are mandated by law to make a reasonable effort to telephone and notify parents of a child's absence from school. You can help us meet this requirement by calling Mt. Carmel Junior High School at 262-8886 prior to 9:00 a.m. when your child is absent. If you do not notify us and your child is absent, we will call you sometime during the morning. The office opens at 7:30 a.m. For your convenience, the office has an answering machine that is turned on when the office is closed.

- Excused Absence (E) - Illness with a Doctor's statement, observance of a religious holiday, death in the immediate family, family emergency, or other situations beyond the control of the student, school related absences such as field trips or sports activities, court appearances, college or military visits.
- Verified Absence (V) - When a student is absent without a doctor's statement, but with verification by parent/guardian in person, by a telephone call or note (MCJHS does not accept a note).
- Truant Absence (T) - When the school has not been notified in person, by a telephone call or note (MCJHS does not accept a note) by the parent/guardian of the reason for the student's absence.
- Tardy (X) - Students are to be in their respective classroom and seat when the class starts.
- In-School Suspension (I) - Students who are assigned to the Alternative Education Room (AER).
- Out of School Suspension (O) - Students who are suspended out of school.
- Truant - A child subject to compulsory school attendance and who is absent without valid cause for a school day or portion thereof.
- Chronic Truant - A child subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days.

**Five (5) Verified Absences and/or Truant Absences** - The school will notify the parent/guardian by telephone, letter, or home visit that their student has reached the above total.

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<sup>1</sup> Substitute Illinois Elementary School Association if appropriate.

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**Ten (10) Verified Absences and/or Truant Absences** – The school will send a letter to inform the parent/guardian that a conference will be set-up with the Wabash County Truant Officer and may include the School Resource Officer, Principal or Assistant Principal or Teacher.

**Fifteen (15) Verified Absences and/or Truant Absences** – The school will send a letter to inform the parent/guardian that their student has been referred to the Wabash County Truancy Review Board. The Principal will provide the past 180 days attendance with referral. A copy of referral will also be sent to the Truant Officer. Students with 5% absence over past 180 days will be classified as Chronic Truant.

**Eighteen (18) Verified Absences and/or Truant Absences** – The school will send a letter to inform the parent/guardian that their student is a “chronic truant”.

The Wabash County Truancy Review Board will monitor student’s attendance for the next year and will use available resources to improve the student’s attendance. Students may be assigned Community Service, In School suspension or as an Alternative to Expulsion after school curriculum, alternative school, or other resources. Counseling and other services may also be used. If attendance does not improve, chronic truants will be turned over to the State’s Attorney’s office.

[According to Illinois School Code section 105 ILCS 5/26-2a] a “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

## Tardy Policy

Tardy or late to class is generally preventable and each student is expected to be in his/her classroom when the tardy bell sounds. If a student is arriving late to school, he/she will report to the office for a tardy slip. Tardies between classes will be handled by the teacher of the class to which the student is tardy. If a student is having difficulty arriving on time, it is expected the student will learn how to manage time better. Therefore, the 5<sup>th</sup> and 10<sup>th</sup> tardy will result in a lunch/recess detention. The 15<sup>th</sup> and 20<sup>th</sup> tardy will result in an after-school detention being assigned. At 25 tardies and after, the student will receive 2 after-school detentions at each multiple of five thereafter.

## BICYCLES AND SKATEBOARDS

Students who ride bicycles and skateboards to school are advised to follow these practices:

- Lock and secure your bicycle to the bike racks upon arrival at school.
- Skateboards are to be secured in the main office each morning and picked up after school each day.
- Do not ride another student’s bicycle/skateboard unless you have a permission note from the owner.
- When coming to and going from school, obey all traffic laws and remember you are riding in a high traffic area. Stay on the sidewalk.

## BOOK RENTAL AND FEES

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. Textbook Rental and fees are collected on Registration Day. Families who for some reason cannot pay fees the first day should contact the office so arrangements can be made to make payments or develop a plan.

The fees payable at Mt. Carmel Junior High School are as indicated:

Book Rental	40.00
Workbooks	5.00
Student Activity	5.00
Technology Fee	20.00
Extra Supplies	7.00
<b>TOTAL</b>	<b>\$77.00</b>

# MCJHS Student Handbook

## BULLYING

The District and Mount Carmel Junior High School (MCJHS) are committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from bullying, harassment or intimidation. This environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. Our school has adopted a zero-tolerance policy to help promote this environment and to repair the harm done to the victims.

Bullying is defined as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing, verbally, or electronically that places a person in reasonable fear to them or their property; causes a substantially detrimental effect on the student's physical or mental health; or substantially interferes with student's academic performance or ability to participate in school activities or privileges provided by the school. Bullying, as defined, can take various forms, including but not limited to, harassment, threats, intimidation, physical violence, sexual harassment, slurs, drawings, theft, public humiliation, and/or destruction of property. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. Bullying is characterized by being repeated and intentional as well as having a power or size difference between victim and bully.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violations of this policy.

### PROCEDURE – Reporting Bullying

Anyone can make a report of bullying. Reports can be made in any of the following ways. Report in person should be made to the Administration, Social Worker, or any faculty member. Faculty members will report any bullying complaints to the Administration and/or the School Resource Officer. To report a bully situation via email, use "Stop Bullying Now" button on the schools' or district web page, which will send a private email to the School Resource Officer. The Text-A-Tip Line, 26-ACES-TIP-2 (1-262-237-8472) can also be used to send a private text message to the School Resource Officer. All reports will be taken seriously. Any reports of bullying found to be false will be considered a violation of this policy and can result in action being taken against the complainant.

### PROCEDURE - Remedies

Once a report of bullying has been received and investigated by the Principal, Social Worker, or School Resource Officer and is found to be substantiated, remedies will be administered. Be advised that each report will be viewed/handled on an individual basis depending on the severity. At all times, the offender will be made aware of the detrimental effects of bullying by the Principal, Social Worker, and/or School Resource Officer.

## BUS RULES AND REGULATIONS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or designee. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal or designee. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

## CAFETERIA/LUNCH/BREAKFAST INFORMATION

The cafeteria provides a lunch program authorized by the state. Well-balanced meals are provided for all students at a cost of \$2.50 per meal. Adult lunches are \$3.00. Students have the choice of purchasing a hot lunch or to bring their lunch. A breakfast is available at \$1.00 for students and \$1.25 for adults.

MCJHS is utilizing Lumen as our computerized system that allows you to prepay for purchasing breakfast, lunch, and extra milk. Parents may prepay any amount as often as you wish. Students will still be able to purchase with cash on a daily basis. No change will be given in a daily or prepay transaction. It will all apply to the credit of your student's account. To prepay, students may bring cash or check to the cashier in the morning or at lunch. You can check the status of your child's account on the Lumen Parent Portal and you may prepay online there as well.

Money will be deducted from your student's account when he/she uses the account to purchase meals and/or extra milk. Your child will use the same account number that he/she had the previous school year. If the student is new to the district, he/she will be assigned an account number to memorize. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. Please be assured that the system is confidential. All students will go through the line and be recorded in the system regardless of the meal status or payment method.

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The time that the students spend in the cafeteria is a great learning experience for lessons such as communicating with their peers in an unstructured setting and learning to navigate appropriate and inappropriate relationships. Due to safety and student confidentiality concerns, parents are not allowed to eat with their child in the cafeteria. With that said, parents may take their child out to lunch during the student's lunchtime. However, for safety purposes again, parents must come into the school office to sign them out.

## CELL PHONE/ELECTRONIC DEVICES USAGE AND RULES

MCJHS discourages bringing electronic devices such as cell phones, games, iPods, or MP3 players to school. These expensive items often can be broken, lost, or stolen. If students bring these items, they are to abide by the following rules.

### Cell Phone Use

1. Students are permitted to use cell phones only during the following times:
  - Before school hours prior to entering the school building, unless specifically approved by the morning supervisors on the bleachers.
  - After regular school hours for that day
  - After school or sports activities, only with the permission of the coach, instructor, or program director
  - At evening or weekend activities outside or inside the building
  - With teacher permission for educational purposes
2. The unauthorized use of cell phones for any purpose - including telephone calls, text messaging, photographs, recordings (video/audio), and other functions is not permitted at any time on school grounds during the school day except for the above times.
3. Cell phones must not be visible during the school day and should remain in the student's hallway locker at all times during the school day.
4. Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.
5. Cell phones being used as an MP3 player or cameras built in will still be considered a phone with the same restrictions.

### Other Electronic Devices

1. Electronic devices are allowed to be used prior to entering the building and after school hours. They should remain in the student's hallway locker at all times during the school day.
2. Teachers may grant permission for students to use electronic devices for special circumstances within the school day.
3. Personal cameras are not to be utilized at school due to privacy concerns.

### Cell Phone/Electronic Device Consequences:

- First Offense: Student's cell phone/electronic device will be confiscated and returned to the student at the end of the day.
- Second Offense: Student's cell phone/electronic device will be confiscated and returned to the student at the end of the day. The parent/guardian will also be notified of the second offense for cell phone/electronic device by the office.
- Third Offense: Student's cell phone/electronic device will be confiscated and returned to the student at the end of the day. The student will receive a lunch/recess detention.
- Fourth Offense: Student's cell phone/electronic device will be confiscated and returned to the student at the end of the day. This offense will result in an after-school detention.
- Fifth Offense: Student's cell phone/electronic device will be confiscated and returned to the student at the end of the day. This offense will result in the student turning-in the cell phone to the office each day for the rest of the semester or for a minimum of 1 month if it is close to the end of the 1<sup>st</sup> semester.

## CHEATING/PLAGIARISM

No student at MCJHS needs to cheat or plagiarize. Teachers and staff provide numerous support services for students to help them achieve success honorably. Students who make an effort for themselves and seek appropriate help when they need it will not need to cheat or plagiarize. Examples are as follows and are not limited to the examples given: cheat sheets, answers on hand, copying from another student's work, giving away answers to another student, passing notes with answers, copying homework or class assignments. This includes sharing information in any format (written, verbal, electronic, or otherwise). To plagiarize, students are taking other's ideas, writing, or answers and pass them off as their own. Consequences for cheating/plagiarism will be in accordance with the MCJHS discipline plan.

## CHILD CUSTODY

The school presumes that the person who enrolls the student is the residential parent of the student. The residential parent is responsible for discussions regarding day-to-day care and control of the student. Parents, legal guardians, or defacto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent or as otherwise authorized by statute. The school, unless otherwise informed, assumes that there are no restrictions regarding the non-residential parent's right to be kept informed of school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of a Court Order which curtails the right(s). If the rights are questioned by the non-residential parent, the issue will be referred to police authorities for resolution. Unless there are Court restrictions, the non-residential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of

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teacher or principal conferences or summaries. Notice to the non-residential parent's request for records will be provided to the residential parent. The student is not permitted to be released to anyone, including the non-residential parent, during the school hours without the approval of the residential parent.

## CLOSED-CAMPUS POLICY

The closed-campus policy was developed because of problems with students in stores, restaurants, and the yards of people in the area of Mt. Carmel Junior High School. Under this policy, students and their parents are allowed two options. Under no circumstances will students be allowed to go out and eat without being accompanied by an adult. Each student leaving the building for lunch is to have on file with the office, written permission from his/her parent.

- Option # 1 - A child will go home daily and will eat at home with a parent or guardian.
- Option # 2 - A child will eat lunch at school daily unless a note signed by the student's parent is brought to school for the day or days the student will join the parent/supervising adult for lunch. Students are not allowed to leave unless this note is brought to school and submitted in advance.

## COMPUTER USAGE POLICY, DISTRICT INTERNET RULES, & DISTRICT ISSUED STUDENT EMAIL

We are pleased to offer students at Mt. Carmel Junior High School access to Chromebooks, the district computer network for the Internet, as well as district issued student email. To gain access to the Internet and district issued student email, all students must obtain parental permission by signing on the last page of the student handbook and the permission form given to the office. Access to Chromebooks will be obtained by signing a separate Chromebook User Agreement. Access to the Internet will enable students to explore thousands of libraries, data bases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to the student from access to the Internet and district issued student email, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Wabash Community Unit School District #348 supports and respects each family's right to decide whether or not to permit their child access at school. Please submit your request for your child not to receive access in writing to the school administration.

Students are responsible for good behavior on school computer networks and district issued student email just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Access to network services and district issued student email is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access requires responsibility. Individual users of the district computer network and district issued student email are responsible for their behavior and communications over the network. It is presumed that users will comply with district standards; the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network and district issued student email, but we do have strong firewall and content filtering capabilities that do limit access to certain material/activities.

Network storage areas and district issued student email shall be treated like school lockers. School administrators shall review files and communications stored on the system responsibly. Users should not expect that files stored on the system will always be private. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance that they exercise with other information sources such as television, telephones, movies, radio, and other potentially offensive media.

District issued student email will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user. The use of the district issued student email must be in support of education and research and must be consistent with academic actions of Mount Carmel Junior High School and will be under the supervision of Mount Carmel Junior High School staff. Use of the district issued student email for any illegal or commercial activities is prohibited.

Violations shall result in a loss of access as well as other disciplinary or legal action including prosecution under federal or state law.

### User Responsibilities

As outlined in Board Policy and procedures on student rights and responsibilities the following are not permitted:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems, or networks.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's account, folder, work, or files.
8. Using the network or district issued student email for commercial purposes.

## DENTAL AND DOCTOR APPOINTMENTS

While we encourage parents to secure such appointments after school and on Saturdays, conditions do exist that make it necessary to have this attention during school hours. When this is necessary, the parents should make arrangements with the school office the day before the appointment by sending a note. This will allow the student to secure assignments prior to the absence. Upon return from an appointment, students should bring a doctor's note for the absence to be excused.

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## DRESS CODE

The mode of dress should reflect the proper attitude toward school and promote self-respect. Dress should not create distractions or result in disruptive actions. Items worn should not include objects that could be used as weapons. Students should dress for "school business" in a clean, neat, and safe manner. Although the school recognizes that fads come and go, and styles of dress are ever changing, certain standards are expected.

Courts have ruled that any appearance that (1) creates a disturbance (2) causes amusement or laughter (3) provokes looks and stares, shall not be allowed in public schools. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others will be subject to discipline.

Discipline begins with required changing of clothing and substituting clothing from locker or supplied by administration. Students will not be allowed to phone home for clothing. Any additional clothing issues deemed inappropriate by the staff and administration will not be allowed.

**The following are specific expectations:**

1. No clothing with suggestive language or images.
2. No clothing advertising drugs/tobacco/alcohol.
3. No holes in pants 4 inches above the knee. (Scuff marks, rips, or tears are not considered holes as long as no skin is exposed.)
4. No shirts that expose cleavage, bare midriff (front or back), or underarm areas.
5. Clothing must have half or full sleeves.
6. No skirts, skorts, dresses, or shorts that are not of modest length no more than 4" above the knee.
7. No clothing that reveals or exposes undergarments and or impairs the wearer's ability to walk.
8. No bare feet and/or footwear that is unsafe.
9. Hairstyles, dress and accessories that pose a safety hazard are not permitted.
10. No hats, bandanas or sunglasses inside the school building.
11. Sleepwear such as pajama pants are not to be worn.

## EMERGENCY DRILLS

As part of the school safety program and to ensure the safety of your child, fire and disaster drills are held at intervals during the school year. Procedures are posted in each classroom and reviewed by teachers with students periodically.

## EMERGENCY FORMS

Each parent/guardian at the beginning of the school year fills out an emergency form for use should your child be injured or be involved in some emergency during the year. Please help us keep this information current by notifying the office of any changes in work place, name, address, email, or telephone. It is important that these forms are correct. Keep in mind also that the emergency contacts listed on this sheet will be the only adults that the student will be released to in the event of an emergency situation.

## ENCORE CLASSES

The Encore classes include Physical Education, Health, Family And Consumer Science (FACS), Band and Tech Skills. Physical Education is required of all students unless excused for medical reasons or if the student needs remedial reading or math services. Seventh and eighth grade students have physical education or health five days a week all year long. If excused for a medical reason, the student will have to write a one page report every day on a sport. The reports need to be turned in by the end of the week. This is to receive a grade in P.E. because it is a participation grade.

Students may wear existing PE uniforms; however, if a student is new to MCJHS or existing uniforms need to be replaced, students will have a chance to purchase a new PE uniform from the PE Department. PE teachers will write initials on the uniform.

Every student will be assigned a lock. If the lock is lost at the end of the year, the student will be charged \$6.00 to replace the missing lock. MCJHS is not responsible for stolen articles. Students are reminded to lock their PE lockers.

**Girls/Boys need the following items:**

- Maroon shorts that have at least a six-inch inseam
- Plain gray t-shirt
- Socks
- Gym shoes to leave in P.E. locker
- Deodorant (no perfume or sprays)

## FAMILY LIFE AND SEX EDUCATION-ABSTINENCE

The need for a strong family institution in which family members can live together in dignity and with respect for self/others cannot be overemphasized. Therefore, the family is fundamental to any sex education program developed within or outside the school district. The school plays a vital part, acting in conjunction with and reinforcing parents and church, in providing family life and sex education information. Parents will be given at least 5 days' advance notice prior to instruction in classes of this nature.

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## FIELD TRIPS

Field trips are part of the educational program and students are generally expected to participate. Students whose parents object to the child's participation in a field trip will notify either the principal or teacher in writing. Those students will not participate in scheduled field trips.

## FOOD & DRINK

Food and Drink are only allowed in the cafeteria during breakfast and lunch. Any other times must be approved by a staff member and consumed under his/her supervision. Due to the competitive foods act, food or drink must not be sold during the school day other than the approved meals in the cafeteria. Open containers of food and drink are not allowed to be stored in lockers.

## GRADING SCALE

Letter Grade	Percentages
A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60
F	59 - 0

## GRADING: PROGRESS REPORTS AND ONLINE POSTING

The grading of a student's work is solely the task of each individual teacher in his/her classroom. Grades will be comprised of tests, homework, and daily activities. For the convenience of the parents, teachers will post student grades online to the program provided by District #348, once per week.

Progress Reports are issued four times each year (approximately every nine weeks) and as often as the teacher feels necessary to inform parents and students of student achievement. Grade reports are to be signed by parents or guardians and returned within one week. Parents and students should note the teacher comment section of the grade report.

## GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student, a group of students, a parent or parents, or a member of the community involving: the meaning, interpretation, or application of established policies, difference of treatment, application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Any hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity to participate for all persons involved in the process. Information is available in the office of the superintendent, building principal, Title IX coordinator, 504 coordinator, and athletic director. Time limits refer to days when school is in session.

Step I – The student(s) and/or parent(s) ("grievant") should discuss the matter with the person(s) with whom the grievance issue arises within 14 days of the time when a reasonably alert person should have been aware of the event giving rise to the grievance. An oral response must be provided within 5 days thereafter.

Step II – (if appropriate, otherwise proceed to Step III). If the problem is not resolved at Step I, the grievance should be referred informally to the Title IX or 504 Coordinator, if appropriate. A meeting must be held within 5 days from notification of referral and a written response made within 5 days thereafter.

Step III – If the problem is not resolved at Step I or II, the grievance should be formally referred in writing to the Building Principal. A meeting shall be held within 5 days from receipt of written notification and a written response provided to the grievant within 5 days thereafter.

Step IV – If the grievance is still not resolved, grievant should within 10 days, submit the grievance in writing to the Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted and documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and Superintendent or a duly appointed district representative within 10 days and a written response provided within 5 days thereafter.

Step V – If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Board of Education within 10 days from the receipt of the response in Step IV. The grievant may then appear at the next regular meeting of the Board of Education or a special meeting, if called by the Board. A written response will be provided within 10 days thereafter.

Step VI – If the issue is not satisfactorily resolved at Step V, the grievant(s) may appeal the grievance in writing and, if grievant(s) so choose, request a meeting with the Regional Superintendent of Schools in Region 20.

Step VII – If the issue is not satisfactorily resolved in Step VI, the grievant(s) may appeal the grievance in writing to the Illinois State Board of Education/State Superintendent.

Due process shall exist through the grievance procedure and shall include the rights to representation, presentation of witnesses and evidence, confidentiality, review of relevant records, and proceed without harassment and/or retaliation.

## GUIDANCE SERVICES

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Mount Carmel Junior High School offers Guidance services to all students. These services include (but are not limited to): counseling; conferences for students, parents, and teachers; testing, both individual and group; and career counseling and information. All students and parents are encouraged to visit the counselor. It is one of the counselor's goals to help each student in school reach his/her fullest potential. The Guidance Office is located in the main hallway, south of the main offices. Conferences may be arranged by parents by telephoning Mt. Carmel Junior High School or by sending a note or letter to the counselor. The counselor may request a conference when need is noted.

The counselor(s) and/or social worker(s) will determine or recommend services from data-based information, research-based practices, as well as professional referrals, in combination with their professional training and experience.

## Erin's Law

**Erin's Law** (105 ILCS 5/22-65) was signed into Illinois law on January 24, 2013. **Erin's Law** requires that all public schools in each state that passes the law to implement a prevention-oriented child sexual abuse program which teaches:

1. Students in grades pre-k through 5th grade, age-appropriate techniques to recognize child sexual abuse and tell a trusted adult
2. School personnel all about child sexual abuse
3. Parents & guardians the warning signs of child sexual abuse, plus needed assistance, referral or resource information to support sexually abused children and their families

District #348 teaches these age-appropriate techniques to students in pre-k through 8<sup>th</sup> grade.

## HEAD LICE

Mt. Carmel Junior High School will observe recommendations of the Illinois Department of Public Health regarding head lice:

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

## HEALTH CONCERNS

Wabash District #348 adopted a new policy in 2010 - 2011 related to Food Allergy Management. The purpose of the policy is to reduce the risk of exposure to allergens when a student is at school. If a student has a known food allergy, please notify the school nurse with that information.

In addition, the district remains proactive in managing childhood diabetes. The district is required by state law to have a Diabetes Medical Management Plan on file for any students who have been diagnosed with diabetes. That plan needs to be updated at least every year. If your child has been diagnosed with diabetes, please contact the school nurse so we can have close collaboration to ensure a safe and positive learning environment.

## HOMELESSNESS

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

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

## HOMEWORK AND MAKE UP WORK

Homework is purposeful when it provides needed practice in newly developed skills, helps train a youngster to work independently, and enriches and extends his/her school experiences. One of the teacher's objectives in preparing homework assignments is to promote initiative, responsibility, and self-reliance while enhancing skills. For the convenience of the parents, there will be a link to lesson plans on the school website.

In an effort to help students be better organized, learn to complete assigned work on time, and improve communication with parents, all students are encouraged to carry and record their assignments in a calendar or notebook. Parents should talk about school with their youngsters each day, discuss the assignments, and later check to see that the work has been completed. Parents should never do homework assignments for their children, but after discussing the assignments, should allow the child to complete them independently.

If a student consistently spends more time than an hour on homework, if grades are low, or he/she has no homework, a conference with the teachers, counselors, Assistant Principal, or Principal may be needed.

A student that has been absent is to contact his/her teachers when he/she returns to arrange for make-up work he/she has missed. When absence is anticipated, the student should arrange to do the work in advance to prevent extensive assignments. Make-up assignments due to absences will have the same number of missed days to make up missed work. (See Attendance Information.) All make-up work will be turned in before the end of each quarter to allow for grades to be determined.

Upon request, the school will provide books and assignments for students on the second day of absence if it is anticipated that the student will be able to do the work. Homework requests take some time for staff to complete for each child and it is highly encouraged that this work comes back complete. Requests made before 9:00



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a.m. will be ready by 3:20 p.m. If a student knows he/she will be absent for three or more days, all attempts should be made to take books and assignments home on his/her last day of attendance.

## HONOR ROLL

The Mt. Carmel Junior High School Honor Roll was developed for the purpose of recognizing and encouraging academic excellence. The following information summarizes the Mt. Carmel Junior High School Honor Roll.

### A. Standards for Recognition

- All students are eligible. A grade of an "I", "D", or "F" in any subject makes the student ineligible for consideration for the honor roll for the quarter.
- Grade point average - 4.00 system. The student to be recognized must be in one of the following categories: Honors 3.00-3.49; High Honors 3.50-3.99; Straight A's 4.00.
- Pluses and minuses are not to be included when figuring grades for the honor roll (averaging quarter grades).

### B. Method of Recognition

- The names of students in the categories Honors 3.00-3.49; High Honors 3.50-3.99; and Straight A's 4.00 will be posted in the hallway near the office at the end of each quarter.
- The names of students on the honor roll will be sent to the local media.
- The top students in each grade for the year will be recognized on Awards Day.

## INSURANCE AND INSURANCE CLAIMS

Each student will have the opportunity to sign up for school insurance at a reasonable rate. Information on specific policies and cost will be released at the time of student registration in August. Generally, school insurance is not required. Students on interscholastic teams and cheerleaders are required to have school insurance, be insured by parents through work, or sign a waiver. Students or parents filing a claim for school insurance coverage are to contact the school secretary and fill out claim forms, have the form signed by a doctor, and then forward it to the insurance company.

**For any accident while on school property that requires formal medical attention, it is the responsibility of the parent to make sure an accident report is filed with the school nurse within 30 days of the accident.**

## LOCKERS

The hall and P.E. lockers are assigned to students for use during the year. The school retains ownership and the right to inspect and search the lockers and confiscate items that are considered contraband, inappropriate, or dangerous. Students are encouraged to use magnets and not tape in their lockers. Tape can damage the paint. Students will be responsible for any damages done to their lockers.

## LOST AND FOUND

If a student has lost anything, he/she should check for the lost item at the designated location.

- All lost books will be turned into the library.
- Lost clothing, other than P.E. equipment, will be turned in to the office.
- All unclaimed items will be taken to Goodwill at the end of each semester.
- All other items will be turned into the main office.

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## MANDATED REPORTERS

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

## MEDICATION AT SCHOOL

The following is the policy of District #348 concerning student medications: Students should not take medication during the school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believes that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication including cough drops until a completed "School Medication Authorization Form" is submitted by the student's parent/guardian.

- No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.
- A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form," a "Policy Statement for Self-Administration of Medication," a "Parent Agreement for Child to Carry Medication," and a "Physician Request for Self-Administration of Medication."
- The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.
- Parent/Guardian 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 a student's self-administration of medication or the storage of the medication by school personnel.
- Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## NON-DISCRIMINATION STATEMENT

Equal educational and extracurricular opportunity shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity that discriminates against students on the basis of sex, sexual orientation, ancestry, age, or any other protected status. Any student may file a discrimination grievance by using the grievance procedure.

**Section 504 of the Rehabilitation Act:** Section 504 has been with us since 1973. For many years, its main thrust has been in the area of employment for individuals with disabilities and for members of minority groups. However, within the last several years, the Office for Civil Rights (OCR), charged with enforcement of Section 504, has become pro-active in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. Section 504 prohibits discrimination against persons with disabilities, including students, district patrons and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a Free Appropriate Public Education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States. All individuals who are disabled under the Individuals with Disabilities Education Act (IDEA) are also considered to be disabled and therefore protected, under Section 504. However, all individuals who have been determined to be disabled under Section 504 may not be disabled under the IDEA. These children require a response from the regular education staff and curriculum. With respect to most students with disabilities, many aspects of the Section 504 regulation concerning FAPE parallel the requirements of the Individuals with Disabilities Education Act (formerly the Education of the Handicapped Act) and state law. In those areas, by fulfilling responsibilities under the IDEA and state law, a district is also meeting the standards of the Section 504 regulations. However, in some other respects, the requirements of the laws are different. There are some students who are not eligible for IDEA services, but who nevertheless are deemed disabled under Section 504, and to whom a district may therefore have responsibilities.

Teachers or parents may request a 504 eligibility meeting to see if a student qualifies for a 504 Plan. To qualify, a student must have an identified disability that substantially limits a major life activity. The District 504 Coordinator in Wabash District #348 is Sheila Odom. Her office is located at Mount Carmel Elementary School, 1300 North Walnut Street here in Mt. Carmel. She can be reached at 618-263-3876 should you have any questions concerning the 504 process.

# MCJHS Student Handbook

Any complaints concerning this Non-Discrimination Statement should be registered with:

## **Complaint Manager: Building Principal**

Jake Newkirk, Principal  
Mt. Carmel Junior High School  
201 N. Pear Street  
Mt. Carmel, IL 62863  
Telephone: 618-262-8886

## **Nondiscrimination Coordinator: Superintendent**

Dr. Chuck Bleyer, Superintendent  
Wabash Community Unit School District #348  
218 West Thirteenth Street  
Mt. Carmel, IL 62863  
Telephone: 618-262-4181

## **PARENT CONFERENCES**

Conferences are an important part of the school program. Parents may request a conference at any time during the school year by sending a note to the teacher or calling the school. **Parents can regularly contact teachers via email from the school website. This is a terrific communication tool.** Teachers may request additional conferences as the need is noted. Conferences should be scheduled at a mutually agreed-upon time and should be scheduled so as not to take other pupils' class time or interfere with the performance of the teacher's other duties.

## **PARENT'S RIGHT-TO-KNOW**

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers. Request for such information should be made in writing to the principal or their designee. Information including the following:

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

## **PERMISSION TO LEAVE SCHOOL**

### **Illness**

Before a student can leave school due to illness, doctor's appointment, etc., he/she must either have approval of the nurse or office personnel, who will in turn notify the principal. Additionally, the parent/guardian will be notified to pick up the student.

### **Leave School Early**

Leaving school early is strongly discouraged. The proper procedure for leaving school early is for the student to present a note from his/her parent/guardian to the office first thing in the morning.

## **PESTICIDES**

In accordance with the Structural Pest Control Act, 225 ILCS 235, parents/guardians have a right to be notified, in writing, two (2) business days before the school applies any pesticides, excluding anti-microbial agents and insecticide or rodenticide baits. Parents/Guardians must register with complete information in order to be notified. This opportunity is available at student registration or you may come to the main office anytime thereafter to sign the register.

## **PHYSICAL EXAMINATION AND IMMUNIZATIONS**

All students entering school for the first time or enrolled in Kindergarten, sixth or ninth grade or enrolling from another state must complete a physical recorded on an Illinois form and dental examination and have a completed up-to-date shot record. Physical exam forms are available at the school or from a local doctor.

Required shots are: Meningitis, Polio, Old-Fashioned Measles, German Measles, Diphtheria, Mumps, Whooping Cough, Tetanus, Varicella (Chicken Pox) and Hepatitis B. The record must list each shot given and dates on which they were given and be signed by a licensed medical professional. The above requirement must be met at the time of enrollment, or by law the child must be excluded from school.

## **PICTURES**

The school may release names, pictures and/or videos of school events to the news media or place them on the MCJHS/District Website for school promotions. Should parents object to the use of their son's or daughter's picture or name being used, they need to advise the school in writing.

## **PROMOTION POLICY**

In response to the state mandate, a student shall be promoted from one grade to the next based upon academic performance measured by standards determined by the Board of Education. The principal and the grade level teachers shall make the promotion recommendation. Exemplary attendance is essential to a student's academic achievement. The standard required for promotion to the next higher grade shall be based on the following:

# MCJHS Student Handbook

- Achieving mastery of grade-level skills by successful completion of the curriculum as demonstrated by passing grades.
- Meeting or exceeding standards on standardized tests or on local assessment programs will be considered by the building principal and grade level team in reviewing the student's progress.
- Students who fail to meet the standard for promotion shall be given the opportunity to receive remedial assistance. Failure to complete the required remedial assistance program will result in retention in the grade.
- The program will be developed by the building principal in consultation with grade level/subject area teachers and the affected student's parents or guardians.

## Grades

A student with 7 or more quarter grades of "F" in the core subjects (math, science, LA, and social studies) or receives a yearlong grade of "F" in more than 2 core academics may be subject to being retained at grade level or placed in the next grade level on a conditional basis. Other grades will also be taken into consideration. In addition, if a student receives a yearlong grade of F in any one core subject area, the student will be required to complete a remedial course in that subject area. Finally, if a student has a pattern of excessive absences and/or tardies and has been referred to the Wabash County Truancy Review Board, he or she may be withheld from promotion to the next grade level at the discretion of the building administrator.

## **RTI**

The state and federal government have enacted laws to ensure students get needed services to become productive members of society. The services could be in the area of mathematics, reading, or behavioral. Your child could be selected to receive services based upon their standardized tests and/or local assessment. The length of time your child will receive these services is based upon your child's performance data, which will be monitored approximately every other week using AIMS Web testing. As a general rule, we look for the student to be making progress toward the intended goal in eight weeks. At that time, the team will evaluate whether the intervention is being effective and develop a next-step plan. Parents/guardians can help your child by providing resources that will strengthen their math and/or reading skills. Look for opportunities that arise in everyday life to utilize the skills learned in school. It may be helping to measure in a construction project or helping figure out proportions while cooking. For reading, the greatest help you can provide is to simply find a regular time for your child to read or for a great bonding experience, read a book together. The internet is also rich with free resources that can build those needed skills. The greatest help is for you to be positive about the educational experiences they are encountering.

## **SCHOOL CLOSINGS**

In case of delayed school opening or school closing because of inclement weather, notification will be made via Dr. Bleyer's twitter account at @Chuck\_Bleyer, Wabash Community Unit School District #348 Website and App, local radio, and TV stations:

WVC TV-Cable Channel 15

WSJD - 100.5 FM - Mt. Carmel

WVMC - 1360 AM - Mt. Carmel

WVJC - 89.1 FM - Mt. Carmel

## **SCHOOL PICTURES**

Individual student pictures will be taken in the Fall and Spring. Parents will be presented with several optional packages and may choose the one that they prefer. Fall pictures are to be paid for when ordered and may be returned for refund or retake if the pictures are unsatisfactory. Spring pictures will be taken and the pictures will be sent home for parents to purchase. Any pictures taken home and not paid for or returned will be the responsibility of the students/parents.

All students have their picture taken whether they buy a packet or not since a picture is needed for our attendance/grade program and the yearbook. There is no charge for the cumulative folder and yearbook picture.

## Teen Dating Violence Prohibited

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

## **SPECIAL EDUCATION**

In order that instruction and training may be given to exceptional children of the school district, a special education program is maintained in accordance with the regulations and standards issued by the State Superintendent of Education.

## **STUDENT PRIVACY PROTECTIONS**

### Surveys by Third Parties

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

# MCJHS Student Handbook

## Surveys Requesting Personal Information

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

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

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

## Instructional Material

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

## **STUDENT RECORDS**

Federal and Illinois law goes into much detail on the rights and responsibilities of students, parents and school officials where records are concerned. Following is a summary of the major provisions of these laws and regulations.

Family Educational Rights and Privacy Act (FERPA) requires parents to be notified of these four rights:

- The right to inspect and review the student's education records maintained by the school.
- The right to prevent disclosure of the student's education record, subject to several exemptions.
- The right to request a school correct records which are believed to be inaccurate or misleading.
- The right to complain to FERPA officials if any of the above rights are violated.

Illinois Law is more strict than some of the FERPA regulations. The following is information on student records as it pertains to Illinois Law:

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal. The student's temporary record consists of all information not required to be in the student's permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record and disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment relating to drugs, weapons or bodily harm to another. The temporary record is reviewed every five years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.

### **Parents have the right to:**

- Inspect and copy all information contained in the student's record. There may be 35 cents per page charge for copies. However, no parent may be denied a copy of student records because of an inability to pay such costs.
- Challenge the contents of the records, except grades, by notifying the administration of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed at the school will be scheduled.
- Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.
- Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without a subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other person. Parents must be notified of the release of a court order or subpoena. All other release of information requires the informed, written consent of the parent of the eligible student.

The following is designated as public information and shall be released to the general public, unless the parents request that such information not be released: student's name and addresses, information on participation in activities and athletics, and attendance record in the school.

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No person or agency having access to the temporary record through the provisions of the Illinois School Records Act may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Parents must be notified annually of their rights under the law, as well as applicable district policies and procedures. Copies of the law, rules and regulations and local policies on student records are available from the record custodian of each school and the Superintendent of the district. Consequently, this serves as your notification.

## SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## SURVEYS - ILLINOIS YOUTH SURVEY & 5 ESSENTIALS SURVEY

Wabash District #348 participates in two statewide student surveys called the Illinois Youth Survey and the 5 Essentials Survey. The purpose of the Illinois Youth Survey is to gather information to plan important prevention and intervention programs to reduce youth drug use and associated risk behaviors. The purpose of the 5 Essentials Survey is to obtain information about the climate and culture of our school. *Both surveys are entirely anonymous.* Students do not put their names or any other identifying information on the survey. Our school will receive a report of overall results, but we and the sponsoring agency will not know which student gave which responses. All results from the survey will be presented in a group summary format only, like many opinion polls. Survey questions are available for your review at the school office. If you have any questions about the surveys, please call the office and speak to the Principal. We are hoping that most or all students in the class will participate in order to give the most valid results, but the decision regarding your child's participation is up to you and your child. If you don't want to participate, please contact the office in writing informing the school of your decision.

## TEXTBOOKS

Textbooks are provided for students through the textbook rental program. The responsibility for the safe keeping and proper care of books remains with each student. If a student loses or misplaces a book, he/she must pay for the lost book before receiving a second book. A student's grade report may be withheld at the end of the school year as a result of lost books or unpaid damage to books. Fines will be levied on damaged or misused books.

## TITLE I

Mt. Carmel Junior High School provides Title I teachers/assistants to students in need. The goal of Title I is to provide a high quality education for every child. The Title I program is monitored by the Federal Government through the Illinois State Board of Education. Title I programs at Mt. Carmel Junior High School include: Response to Intervention and the teaching of any interventions that aid in reading success.

## VIDEO AND AUDIO MONITORING SYSTEMS

A video/audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as a basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

## VISITORS

Parents or guardians are invited and welcome at any time. This will be done through our security system during the day. All doors will remain locked to the outside with an audio entrance at the right of the main doors. Once the visitor identifies him or herself, they will be allowed through the front door to the main office for a visitor's badge or to take care of needed business. All visitors must report to the school office and receive permission to be on the school grounds.

Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify him/herself properly and/or leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, all school personnel have the authority to request aid from local law enforcement agencies.

## WITHDRAWAL FROM SCHOOL/TRANSFER

The office and classroom teacher(s) should be informed two to three days prior to departure so the work, records, and grades can be completed. When possible, the office should be given a forwarding address.

On the last day of attendance, the student should turn in all books and school rental property. Also, the student should clear all accounts through the office and take all personal items.

# MCJHS Student Handbook

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT AND PLEDGE

Name of Student: \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **Computer Network and District Issued Student Email User Agreement:**

As a user of the Mt. Carmel Community Unit School District #348 computer network and district issued student email, I hereby agree to comply with the above stated rules. I will follow "The ACES Deal" as it applies to computers, district issued student email, and the internet. I understand that individuals may be held responsible for violations.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_