

# **MOUNT PULASKI HIGH SCHOOL**



## **STUDENT HANDBOOK**

**2023-2024**

Dear Students and Families of Mount Pulaski CUSD 23,

We are very excited to welcome back all of our students, staff and families to an exciting new school year and chapter in our lives! We promise to focus our work this year to engage and inspire our students and staff to self actualization, being all that they can be. Our work is guided by the vision of empowering our students to be innovative and high-performing individuals who see the world and their future through a global lens.

As in past years, our district works diligently at creating handbooks in our grade school and high school that promote and inform students and families of our universal expectations that guide our day to day interactions. Please be sure to review the handbook to become familiar with our systems and practices.

It is also very important for our community to maintain strong relationships and good communication between all stakeholders. It is our district goal to form collaborative relationships with all of our stakeholders to develop globally minded and influential citizens. We encourage your input and welcome new conversations!

We look forward to a fantastic school year full of achievement, new memories and fulfilled expectations! We wish all of our stakeholders good luck in the upcoming year! Go Toppers!

Respectfully,

Fredrick A Lamkey, Mount Pulaski CUSD 23 Superintendent

Superintendent's Office - (217) 792-7222

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***This handbook was approved on Monday, April 17, 2023, by the MPCUSD #23 Board of Education at which point it was sent to print for SY24. The most up-to-date version of this handbook is available on the school website (should additional changes occur and be voted on by the Board after publishing in the physical student handbook).***

**<https://www.mtpulaski.k12.il.us/o/cusd23/browse/95069>**

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

### **Core Beliefs**

- Student-centered decision making is our top priority
- All people feel safe, welcome and valued
- Integrity, diversity and respect for all is imperative
- Students will be challenged with rigorous curriculum and instruction
- A strong partnership among parents, community and school is essential.
- Parent involvement is critical to student success
- Opportunities and encouragement for continuous improvement are integral for success.

### **Vision Statement**

We are an innovative, high-performing community that produces globally-minded, influential citizens.

### **Mission Statement**

We engage and inspire students to become mindful and productive citizens promoting growth and success for all.

### **Slogan**

Inspire-Engage-Empower

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

### **Personal Responsibility of Mount Pulaski CUSD #23 Students**

As a student at Mount Pulaski CUSD #23, you are expected to be aware of and to accept your individual responsibilities in the following areas:

#### **1. The Teaching-Learning Process:**

You deserve the best instruction that the Mount Pulaski CUSD #23 Schools are capable of providing. For the efforts of the teachers to be as successful as possible, and for you to work and achieve to the best of your ability, you must cooperate with the teachers.

#### **2. Respect for the Rights of Others:**



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

### 3. Responsibility for Your Own Action:

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

### **Notice**

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

## SECTION 2 – General Information

District Office	High School	Bus Barn
Mr. Fred Lamkey, Superintendent	Mrs. Heather Fricke, Principal	Mr. Gene Schoth, Transportation Director
119 N. Garden St. Mount Pulaski, IL 62548	206 S. Spring St. Mount Pulaski, IL 62548	309 E. McDonald St. Mount Pulaski, IL 62548
(217) 792-7222	(217) 792-3209	(217) 792-5687
flamkey@mtpulaski.k12.il.us	hfricke@mtpulaski.k12.il.us	Voice or Text
www.mtpulaski.k12.il.us	www.mtpulaski.k12.il.us/mphs	

### **School Day Defined**

Mount Pulaski High School is open on a regular school day beginning at 7:50 a.m. Students may only enter through the main lobby doors or the west gym entrance doors (between the gyms). These doors will be monitored. The school will also be open for 5 minutes after the dismissal of school. Students are not to be in the building beyond these hours except when supervised by faculty members or when attending or participating in a scheduled school or public function. The school day may be defined as that period of time beginning with the arrival of the student at school and ending with the dismissal of classes and the departure of the student from the school premises. All students who remain after school for extra-curricular activities are regarded as having extended the regular school day until these activities end and students leave the school premises. While students are at school, and while they are under the supervision of school personnel, they are subject to all practices, rules, and regulations of Mount Pulaski CUSD #23. Any school- sponsored activity is considered part of the school day.

### **Visitors**

All visitors, including parents/guardians to Mount Pulaski High School, are required to first check in to the main office upon entry into the school building. All building doors are locked during the school day.

### **Lost & Found**

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

### **Emergency Procedures**

Emergency procedures are a matter of concern for all individuals in the school building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster. Each teacher will have a copy of safety regulations that will include directions and procedures to follow in case of emergency. Fire drills, severe weather drills and safety response protocol drills will be

conducted during school time. Each attendance center maintains a Crisis Plan for emergencies, such as fire, storm and intruder. These procedures include lock-down and evacuation plans.

### **High School Bell Schedules**

<b>Period</b>	<b>3:15 PM Dismissal</b>	<b>2:02 PM Dismissal</b>	<b>11:30 AM Dismissal</b>	<b>10:00 AM Late Start</b>
Doors Open + Breakfast	7:50 AM	7:50 AM	7:50 AM	9:45 AM
1	8:10 AM - 8:58 AM	8:10 AM - 8:48 AM	8:10 AM - 8:35 AM	10:00 AM - 10:33 AM
2	9:02 AM - 9:47 AM	8:51 AM - 9:28 AM	8:38 AM - 9:00 AM	10:37 AM - 11:11 AM
3	9:51 AM - 10:36 AM	9:31 AM - 10:08 AM	9:03 AM - 9:25 AM	11:15 AM - 11:45 AM
4	10:40 AM - 11:25 AM	10:11 AM - 10:48 AM	9:28 AM - 9:50 AM	12:57 PM - 1:28 PM
5A	11:29 AM - 12:14 PM	11:31 AM - 12:09 PM	9:53 AM - 10:15 AM	11:49 AM - 12:19 PM
1st Lunch	11:29 AM - 11:59 AM	11:31 AM - 12:02 PM	Will Not Meet	11:49 AM - 12:19 PM
5B	12:03 PM - 12:48 PM	12:05 PM - 12:43 PM	9:53 AM - 10:15 AM	12:23 PM - 12:53 PM
2nd Lunch	12:18 PM - 12:48 PM	12:12 PM - 12:43 PM	Will Not Meet	12:23 PM - 12:53 PM
6	12:52 PM - 1:37 PM	10:51 AM - 11:28 AM	10:18 AM - 10:40 AM	1:32 PM - 2:04 PM
7	1:41 PM - 2:26 PM	12:45 PM - 1:23 PM	10:43 AM - 11:05 AM	2:08 PM - 2:39 PM
8	2:30 PM - 3:15 PM	1:26 PM - 2:02 PM	11:08 AM - 11:30 AM	2:43 PM - 3:15 PM

### **Mandated Reporters**

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

### **Accidents**

All accidents that occur at school or during school sponsored activities must be reported to the staff member in charge or the office as soon as the accident happens. Insurance forms must be received by the insurance company office within 3 days following the accident. It is necessary that all accidents be reported immediately, as at times it is necessary to contact your licensed medical professional at once. If this is the case, the student's registration card will be consulted and their licensed medical professional will be contacted, if possible. The parent/guardian will be informed as soon as possible.

## **School Closing**

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

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

<b>CITY</b>	<b>RADIO STATIONS</b>
Atlanta	WLCN FM 96.3
Clinton	WHOW AM 1520
Decatur	WSOY AM 1340 - WDZ AM 1050 - WDZQ FM 95Q
Springfield	WMAY AM 970 - WNNS FM 98.7 - WTAX AM 1240 - WDBR FM 103.7 - WABZ FM 93.9 - WQQL FM 101.9 - WYMG FM 100.5

<b>CITY</b>	<b>TELEVISION STATIONS</b>
Champaign	WCIA TV Channel 3
Decatur	WAND TV Channel 17
Springfield	WICS TV Channel 20

3. School will be in session if at all possible. It is possible that the high school may be open even if the grade school is closed and vice versa. In the case of a Remote Learning Day, see the Remote Learning Plan on our website.
4. Schools may be open even if bus transportation is not available. In such cases, students are expected to get to school on their own initiative.
5. Those parents who have a TeacherEase account with an e-mail address will be notified by that address. Those parents with a valid cell phone number in TeacherEase will be notified via an Apptegy text alert. Information will also be posted on the website and the school facebook page.

## **Mount Pulaski CUSD #23 Continuous Notice of Nondiscrimination**

Mount Pulaski CUSD #23 does not discriminate on the basis of race, color, national origin, sex/gender, sexual orientation, ancestry, age, religious beliefs, or physical or mental disability, gender identity, status of being homeless, or actual or potential marital or parental status, including pregnancy. Mount Pulaski CUSD #23 is an equal opportunity employer. Inquiries regarding Non-discrimination policies, Section 504 and Title IX policies can be directed to the Superintendent. The Nondiscrimination Coordinator is: Melanie Hinson (mhinson@mpulaski.k12.il.us)

## **Registration Materials**

### Admission Procedures

Admission Procedure All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

## **Fees & Cost**

The school establishes fees and charges to fund certain school 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(s) or guardian(s) 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 are available in the school office and 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 at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family; Unusual expenses such as fire, flood, storm damage, etc.; Unemployment; Emergency situations; or When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

All students pay a basic registration fee which includes the use of textbooks, technology (hardware & applications) and workbooks. Some workbooks may cost an additional fee.

STUDENT FEES	FEE
*Registration	\$125.00 (full price) - \$50.00 (reduced)
Driver Education - Behind the Wheel	\$50.00
Student Parking	No Fee - Signed Release Required
L-Tech at Lincoln High School	\$50.00
Lock (Freshman must purchase a school lock)	\$5.00
Lost Locks	\$5.00

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

STUDENT NUTRITION ITEM	FEE
Breakfast	\$1.50 (full price), \$0.40 (reduced)
Student Lunch	\$3.00 (full price), \$0.40 (reduced)
Student Extra Entree	\$2.50
Adult Lunch	\$3.50
Extra Milk	\$0.30

ATHLETICS DEPARTMENT	FEE
High School Activities (IHSA Sponsored)	\$40.00
High School Golf (IHSA Sponsored)	\$70.00
*Admission - Single Annual Pass	\$50.00
*Admission - Adult	\$4.00
*Admission - Students Out of District	\$3.00
*Admission - Seniors 62+	\$2.00
*MPHS & MPGS Students	FREE

\*Prices may vary & the Annual Pass will not be valid for any postseason games.

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

ALL FEES ARE DUE BY THE LAST FRIDAY OF SEPTEMBER. A LATE FEE OF \$25 WILL BE ASSESSED IF FEES ARE NOT PAID BY THIS DEADLINE, UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE BUILDING PRINCIPAL. Students who qualify for free or reduced lunches will qualify for free or reduced school fees.

### **Student Personal Property**

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

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a

school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students will have one (or more) score(s) on college entrance examinations included on the student's academic transcript. To opt out of this, contact the high school counselor. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act



authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.
- Throughout the school year, the District may release directory information regarding students, limited to:
- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
  - Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## **Telephones**

The telephone in the office is to be used for emergency calls. Students may use this phone for local or reimbursable calls. All students are expected to ask permission to use the phone. Parents are asked to limit messages to absolute necessities.

Classroom phones are for staff member use only. Students are not allowed to answer or place calls on classroom phones.

## **Annual Notice to Parents about Educational Technology**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, Mount Pulaski CUSD #23 may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district.

## **Search & Seizures**

To maintain order and security at Mount Pulaski High School, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison and/or police officers.

### **School Property and Equipment As Well As Personal Effects Left There By Students**

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

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

### **Student Searches**

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

When feasible, the search should be conducted as follows:

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

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

### **Video & Audio Monitoring Systems**

A video and/or 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 the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Police or DCFS Requests to Interview Students**

The administration at Mount Pulaski CUSD #23 feels it is imperative that we cooperate with local police authorities and representatives from the Department of Children and Family Services (DCFS). There have been occasions when police officers or DCFS workers have asked to question students during the school day. It is important for parents and students to understand that the school administration does not have the right to prevent or delay DCFS workers from questioning students. If given authorization by the DCFS workers, the principal or other school personnel will attempt to contact the parents of the student prior to any discussions with the police. If contact is made, parents have three options, and these options are available strictly at the discretion of the police. Parents may:

simply approve the police request with no restrictions, ask the principal or other school authority to sit in with the student during the interview, or request that the police officer delay the interview until later in the day when either or both parents can be present. If the parents cannot be contacted, DCFS workers will have the right to question a student. With DCFS approval, however, the principal or other school personnel will be present with the student during the interview. Any student who is 17 years old or older may be interrogated by the police, without parental notification, as long as the building principal is present. In all cases when the police are questioning students, the building principal or his/her designee must be present.

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the building principal.

### **The Steven's Amendment**

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

### **Student Handbook**

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

### **Food & Drink**

Without prior permission from the building principal and classroom teacher, no outside beverages or food will be allowed in classrooms; however, clear/transparent plastic bottles filled with water are allowed. The bottle must have a securable opening (flip top, screw top - no straws). No open cans or bottles of soda/beverages may be kept in lockers at any time. Soda and snacks are allowed only in the cafeteria.

## **SECTION 3 – Attendance and Truancy**

### **Attendance Requirement For Credit or Promotion**

The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-I.-15). Valid cause for student absence shall be illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound taps, or other reason as approved by the building principal.

The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 to cause such a child to attend school the entire time it is in session during the regular school term.

In the event of any absence, the student's parent/guardian is required to call the school at 217-792-3209 to explain the reason for the absence. Up to nine (9) absences will be considered excused if a call is made into the high school office by 9 a.m. on the day of the absence. In the event that the office must contact a parent to determine the whereabouts of the student or for parents calling after 9 a.m., the absence will be considered unexcused. If the office is unable to reach a parent to determine the whereabouts of a student or if a phone call is made after 9 a.m., then a note must be sent the next day to be considered excused. If a student-athlete arrives at school for a partial day, a note from a licensed medical professional or college or a funeral (parent notified) will be required for them to participate in practices or games.

When a student enters school after the start of the day, he/she must report to the school office, before going to class, to receive an admit slip from the secretary. The student should have a note with them explaining their absence for the morning, whether from a parent/guardian or from a licensed medical professional should the absence result from a medical appointment.

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

### **Excused Absences**

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

1. Students absent due to a valid cause as per Illinois school code law as confirmed by parent notification (see above).
2. Up to 5 mental health days as confirmed by parent notification (noting that a conference with the counselor will occur after the 2<sup>nd</sup> mental health day is taken to develop a plan of action based on the student's mental health needs)
3. College Visit Days - Limit of 2 per semester. These days must be verified by the college or university visited. Additional days may be granted by the building principal for testing and assessment. (See Pre-arranged Absences.)

4. Observance of a religious holiday.
5. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if total absences are in excess of 9 days per school year).
6. Court appearance demanded by official summons or subpoena verified by court.
7. Funeral (confirmation by a parent/guardian).
8. School sponsored activities, i.e. field trips, athletic events or scholastic competitions (See Pre-arranged Absences.)

Medical appointments or illness verified by a medical note are excused absences and do not count against the 9 allotted absences per school year. **Rarely do scheduled medical appointments take a full day. In those cases, the medical excuse must indicate that the appointment required the student to be absent from school the entire day. Otherwise, missing school for medical appointments should take less than 4 hours. It is the responsibility of the parent/student to have the medical professional indicate the time the student left the office on the medical excuse.**

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

### **Unexcused Absences**

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

1. Any absence that is not confirmed with a parental/guardian, medical, or college note within the 48-hour grace period.
2. Truancy
3. An illness which lasts for more than two (2) consecutive days that is not verified by a medical note.
4. Vacation days taken with family; however, credit may be given if the student meets the expectation of the building principal and classroom teachers. (See Prearranged Absences.)
5. Personal reasons or business/work
6. Failure to attend because of transportation problems, unless transported by school bus.

Parents will be notified after a student's 5<sup>th</sup> and 7<sup>th</sup> absence in a school year. Another notification will occur at the 9<sup>th</sup> absence. Parents will be informed by letter and concern is shared about their student's attendance. The letter informs parents that, if the student misses any more school for the remainder of the year (beyond the 9<sup>th</sup> absence), a licensed medical professional's medical excuse will be required for the absence to be considered excused.

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



The following is a list of consequences for unexcused absences:

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

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

### **Pre-Arranged Absences**

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

If a student knows ahead of time that they will be absent from school, the student is required to complete a Pre-arranged Absence form which can be obtained from the building principal. All assignments are due as the teacher notes on the form. Any outstanding late work may be required to be turned in prior to participating in a school sponsored event. Credit for the student's work is dependent upon the form being returned on time. A student who fails to complete a Pre-Arranged Absence form or fails to turn in a Pre-Arranged Absence form to the office prior to attending a family event may be subjected to disciplinary actions. The absence could also be considered unexcused.

### **Family Trips**

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

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

5. No absences will be approved during semester or final exams without prior approval of the administration.
6. Pre-arranged family trips will count against the 9 allowed excused absences.

### **Truancy**

A truant is defined as a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or a portion thereof. Examples of truancy include oversleeping, missing the bus, shopping, working, babysitting, going on vacations that were not prearranged, having car trouble, and leaving school without administrative approval. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Appropriate supportive services and available resources which must be provided to the chronic truant may include, but not be limited to:

- |                         |                              |
|-------------------------|------------------------------|
| 1. Conference           | 2. Letter to parent/guardian |
| 3. Telephone contact    | 4. Saturday Detention        |
| 5. In-School Suspension | 6. Referral to ROE #17       |
| 7. Home Visit           | 8. Truancy Review Board      |

In addition, the State of Illinois requires every parent to properly care for, train, educate, discipline and control each child. To educate means to see that your child is in all classes every day. If this does not occur, the law states that parents can be fined from \$25 to \$500 or be imprisoned in the county jail or both. Students who "skip" or who miss all or any part of a school day without parent or school consent

will be subjected to discipline according to the unexcused absence policy and/or at the discretion of the principal.

### **Tardiness**

Tardiness is a part of permanent records at the high school and may have an effect on the student's ability to secure jobs in the future. Students are allowed four (4) minutes to pass between classes. This gives students more than ample time to move orderly between classes, go to the restroom, and use their lockers. Consequences for being tardy to class:

- 1<sup>st</sup> - 3<sup>rd</sup> Tardies – Conference with Principal
- 4<sup>th</sup> Tardy - After school detention assigned
- Every following set of 4 tardies (up to 24/semester) - After school detention assigned
- Every following set of 4 tardies (#28 - #48/semester) - Half Day In-School Suspension
- Every following set of 4 tardies (#52 and on/semester) - Full Day In-School Suspension

Exception: If a student is extremely tardy to a single class, a disciplinary consequence will be assigned at the discretion of the building principal.

### **Attendance – Extra-Curricular Participation**

Any student who is more than 15 minutes late to school without valid cause from a parent/guardian, or leaves school, will not participate in practice or any extra-curricular event that night. Students who leave school because of sickness, who are tardy or absent for any reason other than for medical appointments, or who miss school because of college visits or funerals (all must be verified), will not be allowed to attend or participate in extracurricular activities or practice on the same day. This pertains to that day only. Any student who is failing any course is not allowed to attend any extra-curricular event (including practices, team travel to away games, managing school teams, etc.) per the weekly eligibility list.

### **Assignment Make-Up Policy**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make-up all missed work, including homework and tests. Parents may request homework be sent home for a student.

1. For every day a student is absent, a student will be given one (1) school day to make up assignments missed during the absence. A maximum of five (5) school days will be allowed for make-up work. Unusual circumstances will be subject to the discretion of the teacher.
2. Students with a medical condition could be given additional time to make up assignments. A licensed medical professional's note requesting additional time is required.
3. If an assignment and or test has been assigned prior to a student being absent, even with an excused absence, the student will be expected to take care of the assignment and/or test the day the student returns. Unusual circumstances will be subject to the discretion of the teacher.
4. It is the responsibility of the student to contact each teacher for the assignments missed, preferably before or after class, on the day the student returns to school.

5. A student has two (2) school days following an unexcused absence to change it to excused absence or the student will remain unexcused.
6. Certain long-term assignments and projects may have specific due dates set and are announced to all students in advance. These projects are due on or before the due date unless specific arrangements are made and approved in advance by the teacher involved. Students missing a due date due to illness may be required to provide a licensed medical professional's excuse to be exempt for the due date.
7. Students who are suspended out of school are responsible for collecting their work and completing it. Students will be given one (1) day for every day suspended to make up work. A maximum of five (5) school days will be allowed for make-up work. Students will be allowed full credit for the work.

## **SECTION 4 – Discipline**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes (e-cigarettes), vapes, vape pens, and other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages or powders. Students who are under the influence of an alcoholic beverage or powders are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a licensed medical professional's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a licensed medical professional's prescription or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a licensed medical professional, or when used in a manner inconsistent with the prescription or prescribing licensed medical professional's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

- i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, smartwatch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch or passing period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Public Displays of Affection-overt affection is defined as any excessive display of affection and other behaviors which cause embarrassment to onlookers and interferes with everyone's right to an orderly, educational atmosphere.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When & Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

5. During periods of remote learning.

### **Disciplinary Measures**

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

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

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

### **Detentions**

**Detentions assigned by teachers** – A detention assigned to a student by a teacher could be served any day of the week. Parents/guardians and students will be notified by the teacher at least one day in advance so that transportation arrangements can be made if necessary.



**Detention assigned by principal** – A detention assigned to a student by the principal must be served on Tuesdays or Thursdays. Detentions are 30 minutes and will be held from 3:15 p.m. - 3:45 p.m. Parents/guardians will be notified by the principal at least one day in advance so that transportation arrangements can be made if necessary. Students who refuse to serve assigned detentions will be assigned a Saturday detention.

**Saturday Detention** – A Saturday detention is 2 hours and will be held from 8:00 a.m. to 10:00 a.m. Parents/guardians will be notified by phone and/or email by the principal. Students will assume full responsibility for transportation to and from the detention. Students are expected to work on school work during this time. Students are also allowed to read a school appropriate book or magazine. Students who refuse to serve an assigned Saturday detention will be assigned an In-School suspension.

### **In-School Suspensions**

Any student assigned an in-school suspension must abide by the following in-school suspension rules:

1. Talking will be permitted only upon receiving permission from the supervisor.
2. You may not leave your assigned seat without permission.
3. You will be courteous at all times to the supervisor.
4. All assignments are to be completed and submitted to the assigned teacher or returned to the supervisor.
5. Students will receive credit for all work that is completed. Work not completed as assigned will become a zero.
6. Students must bring all books and materials to the in-school suspension.
7. Students may NOT sleep or assume a sleeping position.
8. Lunch will be eaten in the suspension area at a time designated by the supervisor.
9. No eating or drinking.
10. No game playing allowed.
11. No cell phones are allowed during in-school suspension. Cell phones will be given to the supervisor upon arrival. Cell phones will be returned to students at the end of the school day.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction

of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "lookalikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

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

### **Cell Phones/Mobile Electronic Devices**

Students are not allowed to use their cell phone/smart watch during scheduled class periods (including study hall and SEL) without the expressed consent of the classroom teacher. During scheduled class periods, the phone/electronic device/smartwatch must be silenced and out of sight. It

is recommended that the device(s) be left in the student's assigned locker or placed in the provided classroom cell phone holder. If the student requests a pass out of class (for restroom, a drink, etc.) during a class period, the student must leave the device behind in the classroom in the designated cell phone holder or no pass will be issued. Mount Pulaski CUSD #23 assumes no responsibility for lost, stolen or damaged cell phones/electronic devices/smartwatches. Students may use their cell phones before school, during the student's assigned lunch period, during passing period, and in the cafeteria or gym during lunch. Unauthorized use of the cell phone is a disruption to the educational environment and will not be tolerated. MPHS staff will ask for and take cell phones/electronic devices/smartwatches if a student is found to be in possession in an area that is not designated by the policy, and the cell phone/electronic device/smartwatch will be turned into the office. Misuse of cell phones and mobile electronic devices/smartwatches will result in the following disciplinary consequences:

**1<sup>st</sup> Offense** - Verbal warning - The device(s) will be confiscated for the remainder of the day. The student will receive the device back from the principal or administrative assistant at the end of the school day.

**2<sup>nd</sup> Offense** - In addition to the device being confiscated for the remainder of the school day, the student's device must serve a "phone suspension" the following school day. If a phone suspension is assigned, then the student is required to turn in their device upon his/her arrival at school the following day. The device is kept in the office for the entire school day. The student will receive the device back from the principal or administrative assistant at the end of the school day.

**3<sup>rd</sup> Offense** - In addition to a phone suspension, the student will be assigned an after-school detention.

**Additional Offenses** - The student receives a week long phone suspension and an after-school detention.

If a student refuses to submit his/her cell phone/electronic device when asked by a staff member due to a violation of this policy, the student will be suspended for 1 full school day.

The possession and use of cell phones and other electronic devices may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State Law, i.e. sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cell phone may be searched by administrators upon reasonable suspicion of sexting. All sexting violations will require the principal to contact the police.

Earbuds/headphones may only be worn in the cafeteria before school, in the cafeteria and/or gym during lunch, and in classrooms (**only when approved by the teacher**). While in the hallways during the school day, no more than 1 earbud may be worn at any given time.

## **Policy On the Use of Behavioral Interventions with Students Having Disabilities**

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

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

### **Suspension and Expulsion**

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

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

## Procedures for Implementing Behavioral Intervention Policy

The following interventions are nonrestrictive and may be used by any teacher, support service provider or administrator: Verbal warning, Prompting, Parental notification, Consultation with Student

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

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

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

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

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

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

The following procedures are prohibited:

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

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

## SECTION 5 – Academics

### **Student Registration**

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

1. 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 during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Student Classifications**

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

<b>Grade Level Classification</b>	<b>Requirement</b>
Freshman	Students with less than 6.5 credits earned.
Sophomore	Students with at least 6.5 earned credits, but less than 13.0 earned credits.
Junior	Students with at least 13.0 earned credits, but less than 19.5 earned credits.
Senior	Students with at least 19.5 earned credits.

### **Grading System**

The following grading system will be used at Mount Pulaski CUSD #23 schools:

A+: 100-99.0      B+: 89.9-88.0      C+: 79.9-78.0      D+: 69.9-68.0      F: 59.9-0

A: 98.9-92.0      B: 87.9-82.0      C: 77.9-72.0      D: 67.9-62.0  
 A-: 91.9-90.0      B-: 81.9-80.0      C-: 71.9-70.0      D-: 61.9-60.0

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

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

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

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

### **Weighted Grade Policy**

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

NON-WEIGHTED COURSE POINTS	WEIGHTED COURSE POINTS
A - 4.00	A - 5.00
B - 3.00	B - 4.00
C - 2.00	C - 3.00
D - 1.00	D - 2.00

### **Semester Grades**

The semester grade is the only grade recorded in the student’s permanent file. The semester grade will be calculated as follows:

Semester Coursework.....80%    Semester Exam.....20%

Students who are scheduled to take semester exams but do not appear to take their semester exams due to an excused absence will be given an “I” for the exam grade and semester grade. The semester exam must be completed within 5 days of the original semester exam day. Due to medical issues, a student could be given additional time to complete exams. Any medical issue must be verified by a licensed medical professional.

### **The Seal of Biliteracy**

In 2015, the State of Illinois began to recognize graduating high school seniors who demonstrate a high level of proficiency in English and in reading, writing, listening and speaking in another language.

The recognition consists of a special designation on the student's transcripts and diploma. A student earns the Seal of Biliteracy by meeting both of these standards: (1) achieving a minimum qualifying score accepted by the Illinois State Board of Education on all English portions of the SAT, and (2) earning a ranking of 1 through 5 or higher on all sections of the AAPPL in a foreign language. The State of Illinois mandates that all state universities must grant university credit to students who have earned the Seal. The amount of credit received is determined by the individual universities.

### **Graduation Requirements**

<b>Content Area / Coursework</b>	<b>Credits Required for Graduation</b>
4 years of English (English I, II, III, IV)* (2 years of writing-intensive courses - English I & III meet this requirement)	4 credits
2 years of Science	2 credits
3 years of Mathematics** (must include Algebra I and a class with Geometry content)	3 credits
2.5 years of Social Studies [1 year of World & National Events, 1 year of United States History, 1 semester of Civics (American Government)]	2.5 credits
1 semester of Health	0.5 credit
1 year of Computer Concepts	1.0 credit
1 semester of Resource Management	0.5 credit
1 year <b>chosen from</b> Art, Music, Foreign Language, Forensic Speech (Speech & Debate) <b>OR</b> Career/Vocational Education	1 credit
Nine weeks of classroom Driver Education	0.25 credit
Physical Education (unless exempt by state guidelines)	3.5 credits
Electives Remaining for Credit	8.25 credits
<b>Completion of the FAFSA &amp; SAT</b>	No credit
<b>Total Credits Required for Graduation</b>	<b>26 credits</b>

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

\*\*Beginning with the Class of 2025: Courses taken prior to enrollment in 9<sup>th</sup> grade do not count towards the 3 credit requirement; however, these courses may count toward the aforementioned Algebra I content requirement.

1. All students are required to enroll in Driver Education classroom learning. Credit can be awarded only after successful completion of the course work and driving experience as required by law. Eligibility for Driver Education is granted to students who have received a



passing grade in at least 8 semester courses during the previous 2 semesters. (Public Law PA-0 1 88) dated January 1, 1994. School policy allows freshmen who are eligible by their birthdate to enroll in driver education on a space available basis.

2. A public school transfer student will be placed at the level his/her previous school placed him/her. Foreign exchange students shall be evaluated by the counselor and principal based on their individual basis from the date of entry the student must meet the requirements of Mount Pulaski High School.
3. Additional credit recognized for graduation:  
The Mount Pulaski CUSD #23 Board of Education will grant credit for the following courses in addition to those offered within the district schools:
  - A. Evening or after school courses offered by an Illinois university, college, or junior college and subject to the pre-approval of the Board of Education.
  - B. Approved coursework from the Edmentum Plato Courseware through extension programs and summer school programs. A maximum of two (2) credits may be earned.
  - C. Courses from summer school, evening school or correspondence do not count in grade point average even though credit is given for them.
4. The Board of Education will not grant credit for the following:
  - A. Life experiences
  - B. Proficiency testing
5. High School credit is issued by Semester.
6. Nonpublic School Students, Including Parochial and Home-Schooled Students - Specific placement information can be found in School Board policies 7:30 and 7:40.

### **Exemption from Physical Education Requirement**

A student in grades 11 or 12 may submit a written request to the building principal requesting to be excused from physical education courses for one of the reasons stated below.

1. Enrollment in a marching band program for credit
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade & participate in a fall, winter & spring school-sponsored athletic program)
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade) which would not otherwise fit in the student schedule unless exempted from physical education
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the IEP.

## **Graduation Ceremony**

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

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

## **Correspondence Courses**

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

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

## **Summer School Credit Recovery Program for Students At Risk of Academic Failure**

Mount Pulaski High School offers an eight week, online Summer Credit Recovery Program. The purpose of this program is for current MPHS students who are behind on credits to have the ability to earn credits over the summer. This program is also for seniors who are short on credits for graduation. The program is only for students who are behind in credits. It is not for students to get ahead in credits or to earn credits to graduate early. Once a student completes their required work, they are done with the program. If the student finishes before eight weeks, the student does not have to continue to attend. Students are allowed to complete up to 3 classes maximum per summer. Classes are conducted one at a time and must be paid for prior to beginning the class. If a student does not complete a class, a refund is not awarded. The program begins the first Monday after the last day of student attendance for the previous school year. The program requires the students to utilize the school-issued Chromebook. The student is expected to return the device upon conclusion of the

summer coursework (prior to the start of the next school year for maintenance and upgrades). Contact the school counselor for additional details or for the online application.

### **Academic Load and Scheduling**

Students must be enrolled in seven (7) academic courses, and no more than 7, at all times. An exception is students fulfilling the Cooperative Work Training Program requirements. This allows for satisfactory time to enroll in state mandated courses. This policy will not exclude the student from enrollment in separate coursework by correspondence or pre-college work.

### **Class Schedule Change**

Schedules are based on a student's spring requests, availability of courses and personnel. Teachers have been hired and assigned based on these requests. Schedules may be changed only by the counselor or principal. You must have a very good reason for a schedule change to be granted. Students will be allowed to change schedules during the first **three (3) days** of a semester. The following criteria will be followed:

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

### **Homebound Tutoring**

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

Mount Pulaski CUSD #23 will provide homebound tutoring services under the following conditions:

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

### **Grades and Progress Reports**

Grades are continuously available to parents and students via the internet on the TeacherEase system. Official grading periods occur two (2) times each school year (roughly 18 weeks in length). Grade reports are available on TeacherEase as soon as final grades are posted. A hard copy of the final report card of the school year will be available for pick-up in the high school office if the student or parent makes a request to the school counselor to have one printed.

Up-to-date progress in coursework is available on TeacherEase for students in real-time throughout the school year. The semester grading periods end on the following dates:

- 1st Semester (Fall Semester) - December 21, 2023
- 2nd Semester (Spring Semester) - May 22, 2024

### **Honor Roll**

The Honor Roll is a means of giving recognition to students for superior scholarship. The Honor Roll is publicly announced at the conclusion of each semester. To be eligible for the Honor Roll, a student must have the following grade point average:

	<b>Straight A's</b>	<b>High Honors</b>	<b>Honors</b>	<b>Honorable Mention</b>
<b>GPA Required</b>	4.00 (no grades lower than an A-)	4.00 - 3.80	3.79 - 3.50	3.49 - 3.00

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

### **Graduate Honors**

Mount Pulaski CUSD #23 will recognize honor students in the categories of: Cum Laude (Top 25% of the class), Magna Cum Laude (Top 15% of the class), and Summa Cum Laude (Top 5% of the class). Additionally, these students will serve as a replacement for the recognition of the Top 10 students. These honors recognitions will be determined based on the students' overall (weighted) GPA after 8 semesters.

### **Transferring to Another School**

When a student transfers to another school or leaves school for any other reason, he/she must pay all fees and school indebtedness, which he/she owes. He/she must turn in all library books and turn in all textbooks & school issued technology/chargers to the principal's office.

### **Working Student's Guidelines**

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

### **Assessments and Homework**

Semester assessments are given at the MPHS. The teacher may give an examination, a series of tests or examinations, or an alternative assessment/project covering the skills and standards from the entire semester. While it is important to do well on assessments, the importance of daily work cannot be stressed enough. Students who master daily work should be able to do well on assessments. Homework is the responsibility of the student. For all absences (school related absences include field trips, athletic events, scholastic competitions, etc.), it is up to the student to go to the instructor for

their missing work. An assessment is not considered to be homework. Assessments will be taken according to each teacher's classroom rules. The teacher may have work sessions after school to ensure that students complete homework requirements. After two missed assignments, teachers may require students to attend study sessions. Failure to do so may require additional disciplinary measures. The right to make up homework is only allowed for valid cause absences.

### **Senior 8th Hour Study Hall Exemption**

Seniors who meet specific criteria at the conclusion of each Friday will be eligible for Early Release (ER) the following week with completion of a parent consent form. ER allows a student to sign out at the office immediately following 7<sup>th</sup> hour. ER will not be allowed on specific dates as pre-determined by the principal. This would include dates for class meetings, SEL/Advisory activities with the school counselor, or other specific events deemed necessary for attendance. To be eligible for ER, the student must:

1. Have Senior standing at the beginning of the school year (August).
2. Have a 90% or higher in every class by noon on Friday the week prior to ER.
3. Have no tardies to any classes the week prior to ER.
4. Have no unexcused absences (for the entire school year).
5. Have no in-school or out-of-school suspensions (for the entire school year).

### **Senior Semester Exam Conditions**

Seniors who meet the following criteria at the conclusion of each semester will be completely exempt from taking the semester exam in a given class:

1. Must have a 90% or higher in the class
2. No unexcused absences for the entire semester
3. No more than 1 detention for the entire semester
4. No in-school or out-of-school suspensions for the entire semester

Students who have a 90% or higher in a class may choose to take the semester exam which will only be used non-punitively. Students cannot be exempt from final exams given at Lincoln Community High School or for dual-credit classes. Students who are exempt from examinations do not have to report to school for attendance for class periods in which they are exempt.

### **Honor Code - Cheating**

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

## **Evaluating Student Performance**

Student performance is evaluated by criteria that is appropriate to the course and made known to the students. Students can expect to have their work evaluated and returned within one school week of the time it was turned in. Students are given an opportunity to know and discuss the correct responses to assessment items.

## **Standardized Assessments**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

<b>Grade Level(s)</b>	<b>Assessment</b>	<b>Month(s) Given</b>	<b>Required by</b>	<b>Population Required to Test</b>	<b>Total Average Time for Students to Complete All Parts of the Assessment</b>	<b>Primary Use of the Assessment</b>
9	PSAT 9	April	State	Grade 9 Students	3 hr 30 m	Student Instruction, Other
10	PSAT 10	April	State	Grade 10 Students	3 hr 30 m	Student Instruction, Other
11	SAT	April	State	Grade 11 Students	4 hr	School Performance Ratings, Student Instruction, Teacher Evaluations
11	ISA	March - April	State	Grade 11 Students with the Exception of Those Taking DLM	2 hr 30 m	School Performance Ratings, Student Instruction, Teacher Evaluations
9-12	DLM	March - April	State	Students with a Qualifying IEP	4 hr 30 m	School Performance Ratings, Student Instruction, Teacher Evaluations
9-12	ACCESS	March - April	State	All English Learners	3 hr 30 m	Student Instruction, Other
9-11	NWEA MAP	September - January - May	School	Students Enrolled in a Mathematics Course	4 hr 30 m	Student Instruction, Teacher Evaluations, Other

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **SECTION 6 – Transportation**

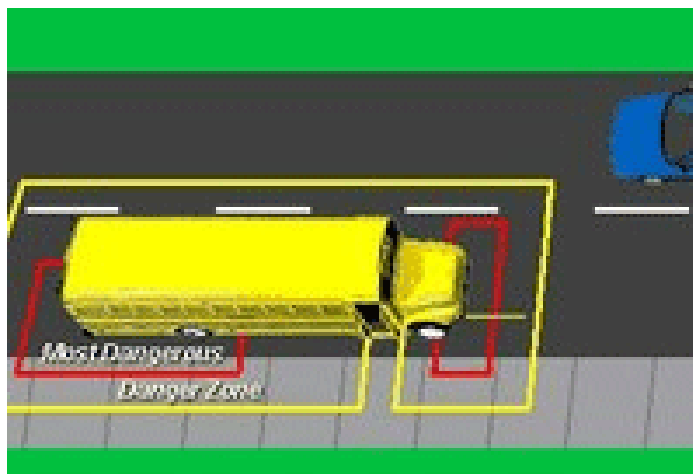
### **Bus Service and Procedures**

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

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

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





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.

### **Driving To and From a School-Sponsored Activity**

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

### **Motor Vehicles**

Students who drive to school must park in the school parking lot in their assigned spot. No student is to be in an automobile or parking lot during the school day; this includes lunch period. Students will not be allowed to take their car off the parking lot at any time during a school day unless it is authorized by the administration. Work-study students and early graduates are also affected by this policy. Exceptions: Only students who are in the Mount Pulaski High School work program may leave. Students who drive recklessly, speed, or commit other violations will receive punishment at the discretion of the building principal.

### **Guidelines for Students Who Drive to School**

Students who drive to school must complete a registration card and purchase a parking permit. Parking permits should be displayed on the vehicle's rear view mirror. Parking permits can be purchased in the office for \$20.00.

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

1. It is understood that in the opinion of the parent, the student has a legitimate need to drive to school.
2. The parent/guardian assumes full responsibility for the students driving and for the vehicle they are driving, its use or misuse, and its occupants. Mount Pulaski CUSD #23 and school personnel will not be held responsible for the automobile, its use or misuse, or its occupants.

3. The car is to be parked in the rear parking lot within the parking lines of the assigned space, or it will be towed at owner's expense.
4. Students who drive will park their cars in the lot upon arrival at school and leave the car parked throughout the school day.
5. A student, who for some legitimate reason must use his /her car during the school day, is to have such usage cleared by the principal.
6. It is the parent/guardian's responsibility to see that the student uses his/her car in a safe manner.
7. All vehicles are subject to search by authorized school personnel without permission.

### **Bicycles**

All bicycles ridden to school are to be left only in bicycle racks located in designated areas outside of the building. They should be locked. The school assumes no responsibility for security, including damage or loss.

## **SECTION 7 – Student Services**

### **K-12 Student Accident Insurance**

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

### **Immunization**

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

### **Physical, Dental, Vision, and Hearing Exams**

The Illinois School Code requires every 9<sup>th</sup> grade student to have a physical examination before entering school. This must be completed before the student's registration is complete. Students coming from out of state must have a physical exam performed in Illinois. Every 9<sup>th</sup> grade student is also required to have a dental exam performed by a licensed dentist prior to May 15, of the school year.

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

### **Medication**

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

(EpiPen®) in case of allergic reactions. A student requiring an insulin pump may wear such a device as long as it is monitored by a licensed medical professional.

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

### **Illness**

Students who are sent home with a temperature, have vomited or have had diarrhea, must be symptom-free (without the use of medications) for 24 hours before returning to school.

### **Transportation Home Due to Illness**

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

### **Speech and Language Therapy Services**

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

### **Work Permits**

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

### **Locks & Lockers**

A locker will be assigned to each high school student. The locker assignment is listed on the class schedules. Each student must use his/her own assigned locker; should keep his/her locker neat, orderly, and free of excessive material; should not share his/her combination; and should not mark on or put pictures on the outside of his/her locker. Lockers are the property of the school and may be inspected for reasonable cause. Students are to keep their assigned lockers locked at all times.

### **National Honor Society**

The National Honor Society (NHS) is an organization to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Mount Pulaski High School. The local Hilltop Chapter, chartered in 1956, is in conformance with the national constitution of the National Honor Society. Candidates eligible for election to Hilltop Chapter NHS must be a junior or senior who has met certain scholarship requirements (3.6 GPA) as the first step. After completion of the Student Activity Information Form,

selection will be made by the NHS Faculty Council. Candidate selection is based on service, leadership, and character. To remain an active member, the standards of admittance to the chapter must be maintained in all four (4) categories listed above. Selection and dismissal procedures are on file.

### **Title I – Parental Involvement Policy**

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

### **Parents Right-to-Know**

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

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

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

### **Elevator Use**

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

### **Faith's Law/Erin's Law Compliance**

Also see Board Policy 5:90 Abused and Neglected Child Reporting on the district website.

### **What are possible child abuse indicators?**

Possible indicators of abuse are listed below, but do not necessarily constitute proof that a child is being abused. They should serve as warning signs to look further, ask questions or seek assistance in determining whether or not a child needs help. Trust your instincts if you think a family or individual is in trouble. Clergy and other ministers are in a key position with families to sense when something is wrong and to speak honestly. Some of the possible indicators of child abuse and neglect are:

- Self-destructive and destructive behavior

- Fractures, lacerations, bruises that cannot be explained or explanations which are improbable given a child's developmental stage
  - Failure to thrive
  - Depression, passivity
  - Hyperactive/disruptive behavior
  - Sexualized behavior or precocious knowledge of explicit sexual behavior, pseudo-maturity
  - Running away, promiscuous behavior
  - Alcohol or drug abuse, other self-destructive behavior, e.g., eating disorders
- Reference/Resource: <https://www.faithtrustinstitute.org/resources/learn-the-basics/ca-faqs>

#### What should you do if you suspect child abuse?

- Report the abuse. At the school level, contact the school principal or school counselor.
- If you have reason to believe a child you know is being abused or neglected, report it online: <https://childabuse.illinois.gov> (in non-emergency situations) or call the child abuse hotline at 1.800.25.ABUSE (22873)

#### Assistance, Resources, and Student Support for Sexual/Abused/Neglected Children

- Counseling Services (See “School Counselor” and “School Psychologist and Social Worker below.)
- Staff Professional Development
- Referrals/Coordination with Outside Services

#### **School Counselor**

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

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

#### **School Psychologist and Social Worker**

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

## **SECTION 8 – Student Information**

### **Equal Educational Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

### **Education of Children with Disabilities**

It is the intent of Mount Pulaski CUSD #23 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973, or the Individuals with Disabilities Education Act, are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and 22 for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the building principal.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Harassment & Teen Dating Violence**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### Teen Dating Violence Prohibited

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

### Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Nondiscrimination Coordinator (Melanie Hinson) or the Building Principal/Complaint Manager (Heather Fricke). A student may choose to report to an employee of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Prevention of & Response to Bullying, Intimidation & Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex/gender, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:



1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened

bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**District Nondiscrimination Coordinator:**

Melanie Hinson  
Mount Pulaski High School  
206 South Spring Street, Mount Pulaski, IL 62548  
Phone: 217.792.3209  
mhinson@mtpulaski.k12.il.us

**Complaint Manager:**

Heather Fricke, Principal  
Mount Pulaski High School  
206 South Spring Street  
Mount Pulaski, IL 62548  
Phone: 217.792.3209  
hfricke@mtpulaski.k12.il.us

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

**Guidelines for Distribution of Non-Curricular Student Publications**

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

1. Are obscene to minors;
2. Are libelous;
3. Are pervasively indecent or vulgar (secondary schools);
4. Advertise any product or service not permitted to minors by law;
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin);
6. Present a clear, and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

## **College Visit Procedures**

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

1. Students must get a college visit pre-arranged absence form from the office and get it signed by all of his/her teachers before their visit. Assignments that are due when students are gone should be turned in according to each teacher's preference.
2. The student making a college visit must have an appointment with that college.
3. The student making a college visit must notify the high school office of their scheduled college visit at least 48 hours in advance.
4. The student making a college visit must bring back written verification from that college. This verification should be brought into the high school office on the next day that the student returns to school. If no written verification is returned from the college, the day counts as one of the allotted parent notes/call ins and is an unexcused absence if the allotted 9 absences have already been taken.

## **Lunch Period**

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

## **No-Nit Policy for Head Lice**

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

## **Entering and Leaving School Grounds**

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

## **Passes**

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

It is the responsibility of the student to have his/her school-issued chromebook daily in order to have pass privileges (as passes are assigned using eHall Pass on the chromebook).

### **Care of Books**

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

### **Parties/Dances**

A student requesting to bring a friend who does not attend Mount Pulaski High School to a Mount Pulaski High School dance must complete a guest request form. The student's guest cannot be over 20 years old, or a middle school or junior high school student. In addition, any individual currently serving an expulsion or suspension from a school district may not attend. The guest must always have photo identification in his/her possession. The principal of Mount Pulaski High School reserves the right to decline the request of any non-Mount Pulaski High School student. To be eligible to attend a dance, a student cannot be on the current ineligibility list. No refunds will be provided due to ineligibility. (See Section 9 - Athletic and Extra-curricular Eligibility Guidelines.)

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

### **Physical Education Dress Policy**

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

- District Issued PE T-shirt
- Black athletic-style shorts or sweatpants/workout pants (no jean shorts or shorts with markings)
- Tennis shoes which are laced and tied

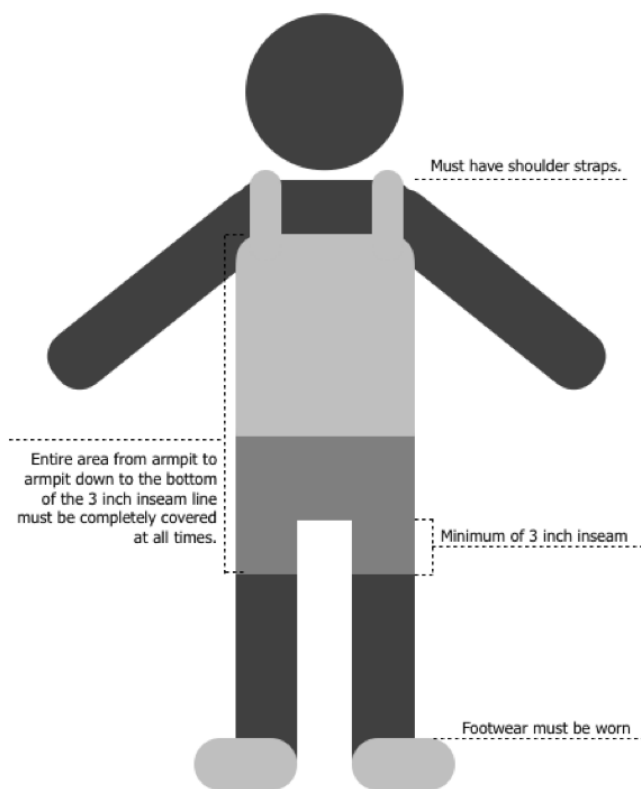
Exceptions may be granted by the instructor for the following reasons:

- licensed medical professional excuse with dates verified on excuse
- Obvious health or individual problem assessed by the instructor

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

### **Dress Code**

Generally it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of the student. It is expected that decisions made by parents and students in these matters reflect favorably upon the individual student, the school, and the community. In the interest of cleanliness, decency, and good taste, restrictions on a student's dress and grooming are necessary when they create a danger to the student's health and safety and interfere with the education process or cause a disruption in school. Exceptions to the dress code may be authorized by the building principal for special event days. Students will be required to change articles of clothing that are considered unacceptable by this policy by obtaining appropriate clothing brought in by a parent or by changing into appropriate clothing made available by the school (if a parent can not be reached/bring in clothing). The building Principal and/or School Counselor have complete discretion when dealing with this policy. Students must adhere to the following rules:



1. Tops must have shoulder straps.
2. Students must be completely covered from armpit to mid-thigh (3 inch inseam mark) including when arms are raised above the head.
3. Shorts must have a minimum of a 3 inch inseam.
4. Shoes/appropriate footwear must be worn at all times.
5. Winter jackets and backpacks/bags must be stored in lockers during the school day.
6. None of the following garments will be allowed:
  - Clothing/articles that advertise or promote alcohol, drugs, or tobacco products
  - Suggestive, vulgar, profane, or offensive markings, pictures, or lettering
  - Military fatigues
  - Gang-affiliated clothing/articles
  - Caps, hats, or raised hoods
  - Slippers
  - Pajama pants
  - Spurs

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

## **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.

### **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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) 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.

### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home

or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### **Notice Regarding Pesticide Application**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the office of the Superintendent at 217-792-7222. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Lab and Shop Safety**

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

### **Asbestos**

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

### **Grievance Procedure**

Students or their parents/guardians, employees or community members should notify the Superintendent or Building Principal if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute or Board policy. A person who wishes to avail themselves of this grievance procedure may do so by filing

a complaint with the Superintendent or Building Principal in writing. The Superintendent or Building Principal will respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The procedures for filing a complaint, the investigation, decision and appeal is set forth within Board Policy.






Concerns relating to potential violations of the District's policies regarding non-discrimination, sex equity, and sexual harassment should be directed to the Non-discrimination Coordinator, Melanie Hinson, at 217.792.3209 or [mhinson@mtpulaski.k12.il.us](mailto:mhinson@mtpulaski.k12.il.us).

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


### **Fire, Storm and Standard Response Protocol (Emergency) Drills**

Practice drills are conducted periodically throughout the school year as provided by State law. Students must learn how and where to exit in the event a real fire, severe weather or emergency occurs. Exit routes are posted in each room. Safety drills will occur at times established by the principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

# IN AN EMERGENCY TAKE ACTION

	<b>HOLD! In your room or area. Clear the halls.</b> <b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual <b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual										
	<b>SECURE!</b> <b>Get inside. Lock outside doors.</b> <b>STUDENTS</b> Return to inside of building Do business as usual <b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual										
	<b>LOCKDOWN! Locks, lights, out of sight.</b> <b>STUDENTS</b> Move away from sight Maintain silence Do not open the door <b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend										
	<b>EVACUATE! (A location may be specified)</b> <b>STUDENTS</b> Leave stuff behind if required to If possible, bring your phone Follow instructions <b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults										
	<b>SHELTER! Hazard and safety strategy.</b> <b>STUDENTS</b> Use appropriate safety strategy for the hazard <b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults <table><tbody><tr><td><b>Hazard</b></td><td><b>Safety Strategy</b></td></tr><tr><td>Tornado</td><td>Evacuate to shelter area</td></tr><tr><td>Hazmat</td><td>Seal the room</td></tr><tr><td>Earthquake</td><td>Drop, cover and hold</td></tr><tr><td>Tsunami</td><td>Get to high ground</td></tr></tbody></table>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
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**K12  
2021  
STANDARD  
RESPONSE PROTOCOL**



## **SECTION 9 – Athletics and Extracurricular Activities**

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

Academic Challenge - Baseball - Boys Basketball - Girls Basketball - Cheerleading - Drama - eSports - FCCLA - Football - Golf - Music - National FFA - National Honor Society - Pep Band - Student Council - Scholastic Bowl - Science Olympiad - Soccer- Softball - Swim - Track - Trap/Skeet - Volleyball - Wrestling - Yearbook

### **Athletic – Eligibility**

Mount Pulaski High School follows the requirements set forth by the Illinois High School Association (I.H.S.A.). Mount Pulaski extracurricular rules and regulations may supersede the IHSA code. (Each athlete will receive the district extra-curricular code prior to participation.). Any student-athlete that is academically ineligible for any four (4) weeks within a given athletic or extra-curricular activity will be considered dropped from the team. Student managers are subject to eligibility rules.

### **Activities – School Sponsored**

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

### **Athletic and Extra-Curricular Activity Guidelines**

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

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

9. Any "F" as a semester grade will result in ineligibility for the next semester.

10. Any student who is failing any course is not allowed to attend any extra-curricular event (including practices, team travel to away games, managing school teams, etc.) per the weekly eligibility list.

### **Illinois High School Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Athletics and Extracurricular Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### **Mount Pulaski CUSD #23 - Athletic Code**

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

#### **Purpose**

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

#### **Philosophy**

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

#### **Student Involvement**

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

1. Students must be physically able to participate.
2. Students must meet scholastic requirements.
3. Students must comply with all rules and regulations of the athletic code and assume responsibility for one's own conduct and conditioning throughout the year (both in and out of athletic training seasons.)
4. Students must provide proof of insurance and a physical examination.

#### **Athletic Conduct**

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

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

### Disciplinary Action

Junior High violations do not carry over into high school. Any student athlete who violates rules 1, 2, 3, 4, 5 or 6 will be subject to the following minimum disciplinary actions:

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

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

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

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

- A student athlete receiving a WF (withdraw failing) shall be academically ineligible for the remainder of that semester.
- Eligibility check for the beginning of each semester will be done on the first Friday following ten (10) student attendance days.
- Students receiving one or more grades of "F" will be ineligible for the following Monday through Sunday.

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

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

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

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

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

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

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

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

### **Student Athlete Concussions and Head Injuries**

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

## **SECTION 10 – Technology**

### **Technology Acceptable Use Policy**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

#### **Terms and Conditions**

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

#### **Acceptable Use**

Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

#### **Privileges**

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

#### **Unacceptable Use**

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;

- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

### Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

### No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### Indemnification

By using the District's electronic networks, the user agrees to indemnify the MPCUSD23 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

## Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

## Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

## Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide an administrator with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

## Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **Computer Crime Prevention Policy**

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

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

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



3. Computer fraud (720 ILCS 5/16 – D-5) carries forth a Class 2 felony; Class 3 felony; and/or Class 4 felony dependent upon the crime outlined in sections (a) – (b).

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

### **Personalized Learning Initiative Handbook**

- Visit <https://www.mtpulaski.k12.il.us/o/cusd23/page/personalized-learning-initiative> to view the updated handbook and expectations for technology use in MPCUSD #23 schools.

## Parent Signature Page

I, \_\_\_\_\_, have read the Mount Pulaski High School Student Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***This parent signature page is signed with a digital signature during the online registration process via TeacherEase.***