

DISTRICT PROCEDURES AND GUIDELINES

Mission Statement: It shall be the mission of the Morrisonville Community Unit School District No. 1 to focus on Student Success: At all levels academically, emotionally, physically, and socially.

ATTENDANCE

School hours are:

- Elementary from 8:30 until 3:05 each day
Office phone is 217-526-4431
- JH/HS from 8:30 until 3:14 each day
Office phone is 217-526-4432

Students are not to arrive to school earlier than 8:00 am because there is no supervision before 8:00. Buses unload at 8:00 am and students are allowed in the building at 8:15 am. For school safety purposes, we ask that parents drop their students off at the door and not proceed into the building past the office. If an appointment to speak with school personnel is need, it can be set up by phoning the school or with email correspondence. At the end of the school day, parents who are picking up their children may wait in designated areas. Bus students at the elementary are dismissed at approximately 3:05 pm and all other elementary students may leave at approximately 3:10 pm after the buses have left the elementary. JH/HS students are dismissed at 3:15. **Parents are strongly encouraged to call the office with transportation changes before 2:00. Creating changes at the end of the school day can lead to confusion and the risk of notification of a change not being communicated to the teacher and student. Please only call the office after 2:00 in an *emergency* situation.**

Coming to school and arriving at school on time are very important. The impact of excessive absenteeism affects the entire District financially *and is a serious handicap to the educational progress of the pupil*. Because of our concern for your child and his/her academic progress, the following attendance policy has been implemented. Any student who exceeds five absences per semester will need to provide for the principal or office personnel a certified doctor's excuse for the illness in order for the absence to be excused. This will take affect after the fifth absence each semester and every day of absence thereafter. All absences beyond five per semester, without a doctor's excuse will be considered unexcused. In addition, any absences by a student in excess of 5 class periods per course per semester will result in a student receiving a zero with exception of "Excused medical absences" and absences due to participation in an authorized school program or event.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, 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 safety or health,

attending a va honors funeral to sound TAPS, or other reason as approved by the building principal.

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.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (217)526-4441 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Truancy:

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Planned absences, including family vacations or college days are generally approved based on previous attendance record and if permission is obtained at least **48 hours in advance**. Excused absences shall enable a student to receive credit for work, which is made up. Unexcused absences will result in the student not being allowed to make up their work and zeroes will be recorded. Please do not expect the intended absence to be excused if it is an activity that could be done on non-school time. In addition, it will be helpful if parents/guardians would make every effort to schedule doctor and dental appointments after school or on days when school is not in session. If it is necessary to make such an appointment, a student will be excused **only** if he or she has a signed document provided to the school office (Maximum 1/2 day).

Any student not in attendance by 9:00 am due to illness on any given day will **not** be allowed to attend or participate in any school activity that evening. This includes spectators. If extenuating circumstances are evident, approval to participate must come from the PRINCIPAL. Following a day of absence, it is the responsibility of the student to report to the office for an admit slip. Admit slips can only be obtained from the office between 8:15 and 8:25 AM. If there has been no parent/guardian contact as to the reason for the student's absence the absence will be recorded as unexcused in the office. Students will not be allowed to leave any classes to obtain admit slips. It is the students' responsibility to obtain any missed assignments.

When to Keep Your Child Home

If your child shows evidence of any of the following symptoms, he/she should be kept home:

- Upset stomach (includes vomiting) (May return to school after 24 hours of being symptom free)
- Diarrhea (May return to school after 24 hours of being symptom free)
- Acute conjunctivitis (red or pink eye, watery, sensitive to light, "matted")(May return 24 hrs. after they start drops)
- Elevated temperature (May return to school after 24 hours of being symptom free without the use of medication)
- Skin rash or open sores (These might be of an infectious nature and spread to other children.)
- Head lice (May return with verification of treatment and following recheck made in the office.) See policy pages 29-30.

Students and/or staff must be fever free for 24 hours before returning to school. If you are in doubt, please check with your physician **before** sending your child to school. With your cooperation, we will be able to prevent the spread of illness and infection, thereby helping all children in our schools.

ILLNESS AT SCHOOL Notify teacher, obtain a pass and go to the Principal's office. Ill students will **not** be allowed to leave school until a parent/guardian, or adult designated by the parent/guardian, gives permission to leave school or comes to take the student home.

TARDINESS Tardiness to school and to class is a serious offense and demonstrates a lack of responsibility on the part of the student and shows disrespect by the student toward the teacher.

Tardiness will be dealt with on a class by class basis. Multiple tardies during a quarter will result in disciplinary actions as follows:

1st tardy -warning

2nd tardy -after school detention with teacher

3rd tardy -office referral -full day of AER (Alternative Education room)

4th tardy -office referral -full day of AER (Alternative Education room)

Any subsequent tardy will be treated as gross misconduct and will be dealt with as such.

ATTENDANCE REQUIREMENT

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain 2attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

ASBESTOS REPORT AND MANAGEMENT PLAN

The asbestos inspection report and management plans for Morrisonville Community Unit School District #1 are available in the District Unit Office.

Non friable asbestos is present in District buildings and is being managed and maintained under an Operations and Maintenance Plan by District personnel as described in the Management Plan.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

The District Management Plan is available is available for review upon request at the District Unit Office located at 301 School Street, Morrisonville, Illinois.

ASSESSMENTS/STUDENT TESTING

Standardized Testing Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: students in grade 11 will take the SAT on April 9, 2019. Students in grades 8 and 10 will take the PSAT on April 9, 2019. At the time of the printing of this handbook, ISBE is still undecided about the test and testing dates for elementary and junior high state testing. When we are notified, the schools will

inform parents and students of the testing dates. Both the Jr. high and grade school also use the MAP achievement test for data to inform instruction. We will MAP test at the beginning of the school year, the middle, as well as at the end of the year to measure growth. 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/Guardians 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.

High school students' grades 9-12 have semester exams the last two days of school prior to Christmas Break and the last two days of school each year.

ATHLETIC PHYSICALS

Student athletes **must** have an appropriate physical examination prior to participation in athletic practice. The physical examination is valid for only one year from the date of the exam. The physician's report **must** be on file in the Athletic Director's office.

BIOMETRIC INFORMATION COLLECTION

The District collects biometric information from its students only for identification and/or fraud prevention purposes. Biometric information includes any information collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans. The School Code requires written permission from the individual who has legal custody of the student or from the student if he or she has reached the age of 18 to collect biometric information from students.

When collecting biometric information, The School Code also requires the District to:

- Store, transmit, and protect all biometric information from disclosure.
- Prohibit the sale, lease, or other disclosure of biometric information to another person or entity unless: prior written permission by you is granted or the disclosure is required by court order.
- Discontinue the use of a student's biometric information under either of the following conditions.
 - (a) Upon the student's graduation or withdrawal from the school district;
 - (b) Upon receipt in writing of a request for discontinuation by the individual having legal custody of the student or by the student if he or she

has reached the age of 18.

- Destroy all of a student's biometric information within 30 day after the occurrence of either condition 3(a) or 3(b) above.

Consent for the collection of biometric information by the School District solely for identification or fraud prevention is given at registration. I understand that this authorization is valid until I request discontinuation of my student's biometric information, or when they reach the age of 18. A request for discontinuation of the biometric information may be made at any time by notifying the Building Principal in writing.

BULLYING POLICY

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 District goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying includes *cyber-bullying* 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.

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying as defined in this subsection, 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. Bullying is contrary to State Law and the policy of Morrisonville Unit School District. Any suspected bullying incidents should be reported immediately to the adult supervisor when appropriate. Anonymous reporting may be made in the office via the bully box or online on our website at www.mohawks.com. All reports will be promptly investigated and addressed. Consequences of bullying are addressed in the Code of Conduct portion of this handbook.

BUS CONDUCT

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

BUS TRANSPORTATION

Specific guidelines are reviewed annually by each bus driver. Violation of rules may result in suspension from riding the bus. Students are not to bring food or drink on the bus (including extra-curricular buses). Behavior that jeopardizes the safe transportation of students is prohibited. All discipline code guidelines apply to students while on a school bus.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Students who will be riding a bus to a different destination **must** bring a parent note. This note will inform the school office and bus driver.

Some students are eligible for free transportation to and from school either because they live more than 1½ miles from their attendance center or they live near a hazardous area (which would be on the south side of highway 48). If

you feel that you qualify, please contact the school office so we can verify your eligibility.

CAFETERIA/LUNCH/BREAKFAST/MILK

Students are provided the opportunity to purchase a hot lunch daily. OPAA! will provide breakfast and lunch for students in both school buildings. Menus for both building can be found at <https://mohawks.nutrislice.com>. Students may not have food ordered from outside of the school and brought in for lunch. Parents may secure an application from the school office for participation in the National Free or Reduced Lunch Program. Eligibility will be determined through the use of the Federal guidelines. Parents are encouraged to place money in lunch accounts either at the beginning of each week or on a monthly basis. Hot lunch prices are as follows:

<u>Tickets</u>	<u>1</u>	<u>5</u>	<u>10</u>	<u>20</u>
Grades K-6	2.15	10.75	21.50	43.00
Grades 7-12	2.40	12.00	24.00	48.00
Reduced	0.40	2.00	4.00	8.00
Extra Milk	0.35			
Adults	3.20			

While in the cafeteria students are expected to display proper behavior. Students will be allowed to charge up to \$10.00 on their account with written permission at registration by their parent at the JH/HS level. No a la carte items may be charged at any time. Students charging over \$10.00 will be offered a cold cheese sandwich for lunch until account is settled. Students shall return trays and dispose of paper products in an appropriate manner.

BREAKFAST PROGRAM – Breakfast is served daily from 8:00 – 8:30 a.m. and is available to all PreK-12 grade students. Students that are eligible for the National Free or Reduced Lunch Program will also be eligible for a free or reduced breakfast. Breakfast prices are as follows:

<u>Tickets</u>	<u>1</u>	<u>5</u>	<u>10</u>	<u>20</u>
Student	1.40	7.00	14.00	28.00
Reduced	0.30	1.50	3.00	6.00
Adult	1.70			

SEMESTER MILK – Students in grades K-3 can purchase snack milk by the semester for \$20.00 or \$40.00 for the school year.

In accordance with Federal Law and the U.S. Department Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whiten Building, 1400 Independence Ave. SW, Washington, DC. 20250-9410 or call (202) 720-5964. USDA is an Equal Opportunity Provider and employer.

CLASSROOM PARTIES/HS SODA MACHINE

All classroom parties must be preapproved by the administration at least one-day prior to the event. Any treats brought in by the student or parent must be store bought.

JH/HS parties are for rewards or part of the curriculum, not for individual student birthdays.

The High School Student Council sponsors the beverage machine at the JH/HS. The machine remains on a privilege basis. Should there be abuse of the guidelines developed and provided by the Student Council, the machine would be removed. In addition, there shall **not** be any food or drink, other than water, (no flavored water) taken into any classroom, gym or on the school bus.

CLOSED CAMPUS

Students are **not** permitted to leave the school grounds during the school day, for any reason without permission from the School Principal. During school time, high school students must seek **specific** approval to go to parked cars. When a student has secured parental permission to leave the school, he or she **must** sign out in the office, indicating time, reason for leaving, and destination.

COLLEGE DAYS

Seniors are allowed to take two college days per school year. Juniors may take two days per year. Application forms are available in the guidance office. They must be signed by a parent/guardian and the principal prior to attaining teacher signatures. Application forms must be turned in with all appropriate signatures at least 48 hours in advance of said absence to the office. Proof of attendance is necessary and must be turned in to the office upon return. *The number of students granted a college day on a particular day may be limited usually no more than two will be gone on the same day.*

COUNSELING SERVICES

A counseling program is an integral part of the instructional program of all district schools. The School Counselor is directed to implement and maintain a counseling program that serves and assists in identifying the social, emotional, intellectual, and physical needs of students. The district directs that students shall be provided a program of guidance and counseling which involves the coordinated efforts of all staff members, parents, and community members under the professional leadership of certified counseling personnel.

State Board of Education Regulations Section 23.110

CRISIS REUNIFICATION PROCEDURES

In the event that parents may need to come to the school to get their children in a crisis please refer to pages 27-28 of this handbook for information and procedures to follow.

DANCES/PROM

The High School sponsors various dances and a Junior-Senior Prom during the course of the school year. Dresses that are extremely low in the cleavage or extremely short in length will not be allowed. This will be at the discretion of the principal. Students are allowed to bring a guest to these dances. Guests **must be** high school students or older, but not exceeding twenty (20) years of age. No Middle School or Junior High students will be admitted. Students bringing a guest who is not currently attending

MHS must have a dance permission slip signed by that guest's current principal. Guests who are high school graduates must have the signature of their parent/guardian along with their phone number. Breath alcohol tests may be used at dances. All guests may be subject to background checks. Students who develop a debt for any fees owed to the district or did not complete work responsibilities set up by the class sponsor will not be allowed to participate in dance court. No JH/HS student who is receiving a failing grade in any class, has more than (5) five unexcused absences (full or half day) and/or has more than three office referrals for tardiness.

DRIVING AND PARKING (STUDENT)

Students who choose to drive themselves to school should realize that driving is a privilege. The school administration reserves the right to restrict driving privileges to school at any time for any reason. Students driving to school must register their automobile(s) in the school office. Students who do not register their cars will be denied parking privileges on campus. Students and their families should be aware that the district is not responsible for accidents occurring on school property. *All student vehicles are required to be parked in the school parking lot located on the west side of Perrine Street on the south side of the trees and house.* Vehicles in the school parking lot are on school property and are subject to the school rules. Vehicles are subject to searches when there is reasonable suspicion.

Students who have been reported to the office by school personnel for driving offenses either on school property or in route to or from school or school activities may lose their driving privileges to school. Students who violate the suspension of their driving privileges may have their car towed at the owners expense, be suspended from school, and/or recommended to the Board of Education for expulsion from school.

EARTH DAY-JR/SR HIGH

Annually, the JH/HS has an earth day celebration. The students are assigned work projects throughout the community during the morning hours and then in the afternoon we have our football for heart fundraiser sponsored by our PE program.

EMERGENCY DAYS - DISMISSAL

Extreme weather conditions may cause the delay, cancellation, or early dismissal of school. The students' and school district employees' health and safety will be of utmost concern in the Superintendent's decision. Our school District will use School Reach Instant Parent Contact to notify parents of school closings and emergency situations. For this reason it is vital that all parent contact numbers are kept current through the office. Also, Information relating to emergency school day schedules will be provided to:

WTIM 97.3 FM
WSMI 106 FM
WAND-TV 17
WICS-TV 20

Parents may consider establishing prior arrangements in the likely event of emergency dismissals.

EMERGENCY DRILLS

Emergency procedures will be regularly rehearsed for a quick and safe response to an emergency situation such as a tornado or fire. The serious cooperation of all is required to provide for the safety of classmates. Teachers will review specific classroom procedures to be utilized in the event of a sounded alarm. In addition, State Law requires the District to conduct one emergency bus evacuation drill and a drill involving law enforcement officials each school year.

EQUAL EDUCATIONAL OPPORTUNITIES

The Morrisonville School Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, age, marital status and handicaps. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the organization. In keeping with these statements, the following shall be objectives of this school district:

- *To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
- *To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
- *To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- *To utilize educational experiences to build each individual's pride in the community in which he lives.
- *To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.

Morrisonville Community Unit School District #1 ensures equal educational opportunities to students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities should be sent to the Superintendent of Schools. The Superintendent may be contacted by calling (217) 526-4431 or by letter at 301 S. School Street, Morrisonville, Illinois 62546.

EVENT SCHEDULING

All scheduled student group related meetings, events, or activities shall be petitioned to the Principal for approval and schedule coordination with the athletic director. Examples include fundraising projects, dances, club meetings, etc. A master calendar of such events will be located in the Principal's office.

EXTRA-CURRICULAR/ATHLETICS

Extra-curricular offerings are an important part of a comprehensive school program, and are available for participation to all eligible students. Student eligibility requirements for extra-curricular participation are stated in the Extra-curricular Code of Conduct under "Participation Requirements." District activities may include: Mohawkapella, Band, Student Council, Scholastic Bowl, Yearbook, F.F.A., F.C.A., N.H.S., S.A.D.D, Girls' Volleyball, Girls' and Boys' Co-op Basketball, Girls' Softball, Boys' Co-op Baseball, Boys' Co-op Basketball, Boys' Co-op Football, Boys' & Girls' co-op Golf, Boys' & Girls' co-op soccer, Co-op Cheerleading and Co-op Boy's and Girl's track.

Morrisonville District #1 is a member of the Illinois Elementary Schools Association and Illinois High School Association. Participation in interscholastic competition is governed by these two organizations. In addition to their guidelines and by-laws, the M.S.M. Conference and local School Board Policy regulate participation. Please refer to Extra-curricular Code of Conduct for more information. 5th & 6th grade students may be allowed to participate in extra-curricular activities at the junior high as approved by the Board of Education on a year to year basis.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- The right to inspect and review the student's educational records within 15 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.

- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement, unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 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:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202-4605.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution.

FEE WAIVER POLICY

The Board of Education of Morrisonville CUSD #1 has established certain required student fees and charges. However, no student shall be denied the privileges afforded to all public school students on the basis of his inability or the inability of his/her parents to pay the required fees.

A waiver of the fee assessed for an activity may be allowed for any eligible student who makes proper application. However, this exemption does not apply to fees for school property which may be lost or damaged by the eligible student.

A fee waiver may be obtained only after the parent or guardian of a student who has been assessed a fee has made application for the fee waiver by use of the proper form which will be made available by the building principal upon request. This application shall require written evidence of eligibility for waiver of the student fee requested. Separate application shall be made for each fee assessed to the

student. Applications may be acquired from the grade school office. Identified homeless students are eligible for fee waivers.

FIELD TRIPS/SENIOR CLASS TRIP

Field trips are occasionally planned by teachers or club sponsors to serve as enrichment activities. In order for a student to participate in a field trip, a permission slip must be signed by the student's parent/guardian and be on file in the Principal's Office 48 hours **prior to** the event. Children attending a field trip are required to be transported to and from the field trip by district transportation. All students will be responsible for obtaining all work for classes they will be missing and for turning in work missed during the field trip or class trip immediately upon return.

No JH/HS student who has:

- a failing grade in any class,
- or has accumulated (3) three unexcused absences during the school year (full or half day)
- or has accumulated more than (3) tardy related office referrals during the year

will be allowed to participate in school sponsored field trips *including senior class trip*. Senior students that are not participating in the senior trip must be in attendance, unless the absence is excused by a doctor, during the days of the senior trip or the absence will be treated as a truancy. At the JH/HS all teachers will distribute to other staff a list of students to attend a field trip no later than 48 hours prior to the trip so eligibility may be checked.

HALL PASSES

To provide an academic learning environment with minimum distraction, students should plan to remain in the classroom for the entire period. Teachers are encouraged to minimize unsupervised hall traffic by releasing students only in emergency situations. Students are not permitted in the halls during classes, lunch periods, or before 8:15 a.m. unless they have a signed agenda passport or pass. Any student caught in the hallway without a pass will be escorted back to class and will receive a detention.

HEADLICE POLICY/PROCEDURES

See pages 29-30 of this handbook.

HEALTH PHYSICALS/IMMUNIZATIONS/EXEMPTIONS

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the fifth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special

education, head start programs operated by elementary or secondary schools, and student transferring into Illinois from our-of-state or out-of-country).

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician. Parent/guardians are encouraged to have their children undergo a vision examination whenever health examinations are required. **Unless the student is homeless, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.** If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The scheduled and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. All new students from out of state who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. Parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State Law.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

HOMEBOUND INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact: the building principal.

HOMELESS INFORMATION

If your family (or a family you know) lives in any of the following situations: In a shelter, motel, vehicle, or campground, on the street, in an abandoned building, camper trailer, or other inadequate accommodations, or doubled up with friends or relatives because you can't find or afford housing, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Assistance Act and the Illinois Education for Homeless Children Act. Homeless children shall be enrolled as per Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act. If you believe your child(ren) may be eligible for support provided by this Act please contact our District's Homeless Liaison, Lee Harrison at 526-4431 or the Illinois State Board of Education at 1-800-215-6379.

HOMEROOM POLICIES

JH/HS students MUST report to their assigned homeroom at the beginning of the assigned period with homework or reading materials if they do not have homework.

Homerooms will be utilized for student services as well as provide an opportunity to complete homework assignments. Services may include but not limited to the following: RTI for math or reading, counseling, groups, transition planning, PBIS (character lessons) and/or band for those students currently enrolled. Passes will be honored at each teacher's discretion. Class and/or organization meetings will no longer be held during homeroom period due to HS Band.

HOMEWORK POLICY

See pages 31-34 of this handbook.

ILLINOIS HOPE AND OPPORTUNITY PATHWAYS THROUGH EDUCATION (IHOPE) PROGRAM

This is a program for students at-risk of academic failure or dropping out of school. It also includes a comprehensive plan to re-enroll high school dropouts. Any student who is below the age of 20 years is eligible to enroll in a graduation incentive program if he or she:

1. Is considered a dropout according to State Law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assess as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

LOITERING

Loitering by students within 250 feet of the school is not permitted during the period from one-half hour prior to the beginning of the school day to one-half hour after the school day is finished. Only school or police personnel may report incidents of loitering to school administration.

MEDIA CENTER

The Library Media Center offers a comprehensive collection of prints and non-print materials that support the school's curriculum and reflects the students' interests. The Library offers a wide collection of fiction and nonfiction works for pleasure reading and research. Videos are available for an educational purpose, if they have the appropriate rating. Computers are available for student use as well as Internet access.

MEDICINE AT SCHOOL

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of

medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

A Medication Administration/Self-Administration Consent Form "E" must be on file for any student to possess prescription medication at Morrisonville School District #1.

OFFENDER COMMUNITY NOTIFICATION LAW

State law requires a building principal or teacher to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry at:

<http://www.isp.state.il.us/cmvo/>

PARENT/TEACHER/ADMINISTRATOR MEETINGS

The administration and staff at Morrisonville CUSD #1 recognize that a partnership between home and school is a vital component to student success. For this reason, we encourage parents to schedule meetings with school personnel to discuss ANY concerns or suggestions they may have regarding their child's education. It's imperative that these meetings are conducted in a professional environment devoid of verbal or physical threats, abusive or profane language, public or private humiliation, or any other behavior that is condescending towards others. At the grade school level RTI meetings will be conducted when needed. At the JH/HS level "green card" meetings will be held when requested by staff or parent.

PARENT'S RIGHTS TO QUALIFICATIONS OF EDUCATORS

Parents have the right to request information regarding the professional qualifications of any teacher instructing their child. A request must be made in writing regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether the child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

PARENTAL TRANSPORTATION

Parents who provide student transportation to school from nearby locations not included by District transportation may petition the State Board of Education for financial reimbursement. To qualify, a State Board Representative must determine that a hazardous situation exists, making student walking particularly dangerous. Please contact the District Superintendent for additional guidelines.

PEST MANAGEMENT

The Integrated Pest Management program at this school will include the following:

- Regular monitoring to identify pest problems.
- Preference for the use of non-chemical control methods to address pest problems.
- When necessary, the use of least-hazardous chemical controls after non-chemical control methods have been applied.
- Preventive actions to reduce future pest problems.

RESIDENCY AND ENROLLMENT

Students must be residents of Morrisonville Community Unit School District #1. Parents or guardians may be required to furnish proof of legal residency. Such proofs include, but are not limited to, tax bill, driver's license, utility bill, or a letter from a landlord. Proof of residency is the responsibility of the parent/guardian. Tuition will be paid to the Morrisonville School District for any period of time the student attends school as a nonresident.

At the time of initial registration to Morrisonville School District, a student must present a certified copy of their birth certificate.

Residency Regarding Military Obligations

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school. School districts shall facilitate re-enrollment when necessary.

RESPONSE TO INTERVENTION

To better accommodate the learning needs of all students, Morrisonville Unit School District #1 has adopted a district-wide approach called Response to Intervention or RTI. RTI is a flexible problem-solving model that provides timely assistance to students and matches that help service to each learner's level of need. RTI organizes intervention services into three levels or tiers. Students with emerging difficulties in school are first given Tier I (universal support). Tier I supports are those academic and behavioral strategies that all teachers routinely use at the first sign that a student is having problems in the classroom. If this support is not sufficient, the student may then be referred to our Response to Intervention Team to see if they are in need of

Tier II support (individualized assistance). The Tier II supports are tailored to the student's specific learning needs and may involve other school staff to carry out the intervention plan. Students with significant school delays who do not respond to Tier I and Tier II interventions may be eligible for Tier III (intensive supports). If a student is still not making significant progress with intensive, individualized supports they may need to go through a more formal evaluation process and specialized testing to determine if they qualify for services under Section 504 or Special Education.

SCHOOL ANNOUNCEMENT/POSTERS

Students desiring to have written announcements or posters placed in the school building **must** secure approval from the Principal. Daily announcements will be read over the intercom and posted online each day to keep students and staff fully informed of upcoming activities and events.

SCHOOL DRESS CODE

Guidelines for acceptable dress during school & at school-sponsored activities are as follows:

- ◆ For safety reasons, all coats, bulky jackets, purses, backpacks and book bags must be stored in the locker when students enter school and these items must remain in the locker until the student leaves at the end of the day.
- ◆ Clothing, book bags, and other similar items should be free of advertising or promoting alcohol tobacco, drugs, or gangs.
- ◆ No clothing with obscene words, graphic or messages (direct or implied), as deemed inappropriate by administration or staff.
- ◆ No bare feet or midriffs, no halter tops, strapless, and low-cut tops, no spaghetti straps, tank tops, very short shorts and/or skirts that are shorter than finger tips with arms and fingers extended, no pajamas and underwear worn as outerwear, no jeans/pants with large holes or have multiple holes that show undergarments and/or any other clothing deemed as inappropriate or provocative by the administration or staff.
- ◆ Hats ,sunglasses, bandanas are not permitted.
- ◆ Elementary students must wear closed-toe shoes, no flip flops or sandals allowed.
- ◆ Any inappropriate clothing **MUST** be changed. Students may call home to have a change of clothes brought to them or they will change into PE clothes. They will not be allowed to go home.

SCHOOL LOCKERS

Students will be assigned a specific school and physical education lockers in grades 7-12. The lockers are the property of the school district and are subject to Administrative inspection at any time. Proper care and use of locks and lockers is expected, and in the event of a lost

lock, the student will be assessed \$5 to purchase a new lock. **REMEMBER: *Keep your locker locked!***

Students are allowed to be at their lockers before and after school and in between class periods. Students are not permitted to go to their lockers during class, homeroom or lunch time without a proper pass from a teacher to do so. Teachers will **NOT** give permission to use lockers during unauthorized times unless the teacher deems it necessary. At this time the student must have their passports/agendas with them.

SCHOOL SAFETY AND SECURITY

Both school buildings in Morrisonville School District now operate under what is called "soft lockdown" status. All entry doors are locked during regular school hours. Entry to either building must be attained through the main school entrance door using a buzzer system. Secretaries will monitor the buzzer system and permit entry.

Cooperation with law enforcement agencies is essential for the protection of students and of school property. The administration will work closely with the Morrisonville Police Department and the Christian County Sheriff's Department in preventing and investigating cases of vandalism and/or breaking into school buildings. The cooperation of these authorities is vital in the safety and protection of students here at school and as they travel to and from school. It is the policy of the schools to cooperate with law enforcement agencies in their investigation of unlawful activities. This cooperation, however, must recognize the function of the schools and must respect the civil and constitutional rights of students.

SECTION 504 POLICY AND NONDISCRIMINATION

It is the policy of the Morrisonville Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

The Board of Education has designated the Building Principals to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the Americans with Disabilities Act. Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of handicap in the educational programs or activities of the district:

In the event a student or an employee believes that there has been a violation of Section 504 or its administrative regulations, s/he shall mail or deliver to the Section 504 compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times and locations involved. The Section 504 compliance officer shall provide the individual filing the written

statement an opportunity to discuss the matter personally, if requested.

The Section 504 compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the Superintendent of Schools his finding and recommendations regarding resolution of the matter. The matter shall be reported to the Board of Education at its next regular meeting for review and further action will be taken if deemed necessary.

If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the Superintendent, s/he may appear before the Board of Education and present the matter directly to the Board.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs

Students

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

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school

authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities

SEX DISCRIMINATION

No student shall be refused admission into or be excluded from any course of instruction offered in the schools by reason of that person's sex. No student shall, solely by reason of that person's sex, be denied equal access to physical education and inter-scholastic athletic programs or comparable programs supported from school district funds. Comparable programs will be defined in guidelines promulgated by the State Board of Education in consultation with the Illinois High School

SEXUAL HARASSMENT / ABUSE:

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty and staff, interferes with a student's performance, and creates an intimidating, hostile educational environment. Accordingly, it is the policy of the Morrisonville Board of Education that sexual harassment of students of the district shall not be permitted.

Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive working environment.

Students who are the victims of sexual harassment are encouraged to notify the school district through their school administrator. If the school administrator has allegedly committed the act or acts of sexual harassment complained of, the report should be made to the Superintendent. Such report is requested to be made in writing detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The school administrator shall report his/her findings and any recommendation for action to the Superintendent. The Superintendent shall serve as investigating officer. Acts of sexual harassment, depending upon the circumstances of the case, may be considered cause for expulsion or such other disciplinary action as is warranted.

Where there is sufficient evidence of violation of this policy, the Board of Education, or its designee, shall take appropriate disciplinary action which may include warning, suspension, expulsion and/or such other disciplinary action as may be warranted. Students shall be informed annually of the Sexual Harassment Policy.

SPECIAL SERVICES

Right to Free Appropriate Public Education

Morrisonville Community Unit School District #1, a member of the Mid-State Special Education Cooperative, offers free, appropriate public education to all school age children, 3 through 21 years of age, residing in the district. Any child is eligible for special education services if he/she has one of the following disabilities: Cognitive Disability, Orthopedic Impairment, Specific Learning Disability, Visual Impairment, Deaf/Blind, Hearing Impairment, Speech and/or Language Impairment, Emotional Disability, Other Health Impairment, Developmental Delay, Deafness, Autism, Traumatic Brain Injury, Multiple Disabilities

Referrals for special education services may be made by school district personnel, the parent/guardian of the child, persons having primary care and custody of the child, community service agencies, other professional persons having knowledge of the child's problem, the child, or the Illinois State Board of Education, when there is reason to believe that a child may require special education services. Parents and other members of the community may review a copy of the *Rules and Regulations to Govern Special Education* at the Special Education Office or at each school office. Referrals may be made to the building principal.

Morrisonville Community Unit School District #1 provides programs for students who are eligible for special education and related services pursuant to the criteria established in the Individuals with Disabilities Education Act (IDEA), Article 14 of The Illinois School Code.

Morrisonville Community Unit School District has Board Policy addressing The Education of Children with Disabilities. Morrisonville Community Unit School District offers a full continuum of services for students who are eligible for special education and related services. Parents and/or guardians, who believe their child may require special services, may address their concerns with the building principal. Pre-Referral procedures will be followed to determine if a case study evaluation is appropriate. Parents and/or guardians must give consent to proceed with an evaluation, if deemed appropriate.

In accordance with state and federal regulations, the Morrisonville School District provides programs for students identified with *Cognitive Disability, Orthopedic Impairment, Specific Learning Disability, Visual Impairment, Hearing Impairment, Deafness, Deaf-Blindness, Speech/Language Impairment, Emotional Disability, Other Health Impairment, Multiple Disabilities, Autism, and Traumatic Brain Injury*.

Transition from Early Intervention to Early Childhood Special Education

Morrisonville Community Unit School District #1 participates in Child Find Activities for persons from Birth thru age 21. The District ensures that children moving from Early Interventions to Early Childhood Special Education at the age of 3 will experience a smooth and efficient transition. Eligible children exiting Early Interventions will have an Individualized Education Plan and services in place on the child's third birthday. A District representative will

participate in Transition Planning Conferences. The District will provide information to the parents on the process, evaluation practices, and services available to eligible students.

English Language Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the superintendent at 526-4431.

STUDENT INSURANCE

Parents may purchase school accident insurance for their child. Parents might carefully review the policy, as student insurance is limited in specific coverage. The School District is **not** liable to pay expenses incurred as the result of an injury while participating in school activities or athletics. Insurance forms may be picked up in the school office.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record, if the record is maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parents(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

The Superintendent shall implement this policy with administrative procedures. The Superintendent or designee

shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records. The records will be maintained in the following format:

"Student Permanent Record Student or Parents' names, addresses, place and date of birth, and gender. Academic transcripts, grades, class rank, graduation date, college entrance scores, attendance, and health records.

"Student Temporary Records" Family background information, test scores, extra-curricular participation, disciplinary information, teacher statements.

NOTE - From time to time publicity releases are made concerning student accomplishments. This recognition will be continued unless parents request such directory information be withheld.

Freedom of Information Officer is our superintendent at 526-4432.

STUDENT RECORDS ACT OF ILLINOIS:105 ILC 10/1 CONCERNING AGE OF MAJORITY

The rights of parents concerning education records are given to the student at the age of 18 unless parents have obtained guardianship or the student provided written consent for parental access. This means that if there is no guardianship established, an 18 years old student must sign a waiver permitting the parent to review the school records. This waiver is located in the HS office.

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or

non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

2. Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period or uses the device inappropriately again, the student will be prohibited from bringing the device to school for the remainder of the school year.

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

STUDENT VISITORS

It will not be a general practice to allow students to bring school-age guests to school during the regular school day.

SUICIDE & DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

SUPPLIES FOR STUDENTS

It is important that every student arrive to class each day with materials necessary for participation. Teachers will inform students of specific items required. In grades 7-12, generally, notebooks, notebook paper, pens, and pencils are necessary. A list of recommended supplies will be provided in the local newspaper prior to the start of each school year and at school registration for the elementary students. Please

check to see if your student needs additional supplies throughout the year.

TELEPHONE USE IN THE OFFICE

It is necessary that the telephones be available for conducting school related business. Students may **not** use the office or classroom telephone for making or receiving personal calls, unless it is an emergency. Students will **not** be excused from class to use the telephone unless they are ill and need to go home. They need to come to the office before school, at lunch, or after school to use the phone.

TEXTBOOKS

School textbooks are provided to all students on a rental basis. It is expected that reasonable wear will occur through daily use. However, fines will be assessed to students when school materials are unreasonably damaged. Students, who lose textbooks, **must** pay full current replacement cost.

TITLE I PROGRAM

Morrisonville Elementary School participates in the Title I Reading program. This program is designed to assist students with their reading skills.

TITLE IX

Morrisonville Community Unit School District #1 will comply with the Federal Regulations for Title IX, of the Education Amendments of 1972, prohibiting sex discrimination in education. Any student or employee having a grievance relating to Title IX should contact the Superintendent of Schools, for information regarding procedures for submitting a grievance. The Superintendent may be contacted by calling (217) 526-4431 or by letter at 301 S. School Street, Morrisonville, IL 62546.

VALUABLES

Students are encouraged to **not** bring valuable items or large sums of money to school. Students should not bring radios, iPods, iPads, MP3s or cassette/CD players to School. The school district is **not** responsible to reimburse for the damage, loss, or theft of personal items. JH/HS students should keep items locker in their lockers at all times.

VIDEO SURVEILLANCE

All campus buildings and grounds, both interior and exterior, are owned by the school. Students have no reasonable expectation of privacy while on school property. All campus grounds, building classrooms, commons rooms, hallways and busses are subject to video surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations.

VISION AND HEARING SCREENING/DENTAL EXAMS

The state vision and hearing screening will be done, as mandated at the start of each school year. Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. If your child has a signed report on file in the office that an examination has been administered within the previous 12 months they will not have to undergo the screening. The vision screening is not an option. If a vision examination report is not on file at the school for your child, your child (in the mandated age/grade/group) will be screened. A vision exam is required of all kindergarten students.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child present proof: (1) of a completed dental examinations, or (2) that a dental examination will take place within 60 days after May 15. The superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

VISITORS TO THE SCHOOLS

The district encourages visits by the parents/guardians, citizens and taxpayers to all school district buildings. Parents of children attending the schools have special rights and responsibilities, to keep themselves informed as to the day-to-day operation of the schools. In receiving visitors, district personnel shall be cognizant of student welfare, recent safety concerns and continuity of the educational program. All visitors are expected to report to the Building Principal's office to sign in and wear a visitor's badge.

VOLUNTEER POLICY

Volunteers perform a vital service to our school District. Having a quality volunteer program is vital. All volunteers must register through the office and be cleared by the District before they perform volunteer services. The registration process involves a criminal history screening, familiarization with the policies outlined in the volunteer manual, and acceptance into the program. If you have not received a call concerning your application and/or placement within 30 days, please call the office and leave a message. The designated volunteer coordinator will contact you.

REGISTRATION

JH/HS Pre-registration of classes takes place in the spring each year. At this time the students will make out a program of classes for enrollment in the fall. Parent/Guardian signatures will be required on all pre-registration forms. Any student requesting a change in his/her courses of study after the opening of school in the fall that was pre-registered in the spring will be charged a \$10.00 fee for any schedule change and must work through the guidance counselor. Any changes must fit in the schedule and be approved by the counselor, teacher, and parents involved.

DROPPING OF SUBJECTS (JH/HS)

After the first *five (5) days* of being enrolled in any given course, a student will **not** be allowed to drop a course until the completion of the semester. Dropping a course at the end of the semester requires the consent of the parent and teacher involved and is arranged through the school counselor with final approval made by the principal. Students will not be allowed to drop a class for a study hall or to become a teacher's aide. They must find another academic class to drop in to second semester. All schedule changes must be made within the first (5) days and will require a \$10.00 fee.

SELECTION OF SUBJECTS (JH/HS)

The selecting of subjects is an important matter for each student. Certain subjects are required for graduation from high school other courses are electives. It is much easier for students to choose their classes wisely if they know what they wish to do after graduation. Students who plan to go to college should give careful attention to college entrance requirements in choosing their courses. All students will receive assistance from the School Counselor and other staff members, in order to make out their course of studies for each school year.

REQUIRED COURSES AND GRADUATION REQUIREMENTS (HS)

The following outlines required courses/credits needed for a student to earn and be granted a Morrisonville High School Diploma. The requirements reflect State of Illinois Law, State Board of Education Guidelines, and requirements as established by the Morrisonville District #1 School Board of Education. High school credits are awarded on a semester basis. One half credit will be earned and awarded for successful completion of eighteen (or comparable) weeks of study in an approved course unless otherwise indicated below. All courses count towards a student's GPA.

- ENGLISH** (4) Four years/credit is required
- MATHEMATICS** (3) Three credits Algebra I and Geometry are required
- SCIENCE** (3) Three years/credit. Phys. Science and Biology I are both required.
- SOCIAL STUDIES** (3) Three years/credit, One credit World History and one credit U.S. History. US

Hist.(covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag) Also required: American Government(civics) .5 credit and Cons. Ed. .5

*Illinois School Code 27-12, provides that a student, upon successful completion of the State Consumer Education Proficiency Test, satisfies the State Consumer Education Course requirements for graduation. The student does not receive academic credit (.5) for the Consumer Education Course, but is relieved of the requirement to take the course for graduation.

FINE/APPLIED ARTS (1) One year/credit selected from Music, Art, Vocational Education, or Foreign Language.

BAND/CHORUS (.50) One half credit/semester

COMPUTERS (1.0) One credit required

HEALTH (.50) One half credit/semester is required.

DRIVER ED (.25) One quarter year/credit - successful completion of the classroom phase of Driver Education is required for graduation.

PHYSICAL ED (.50) One-half unit of credit shall be earned and awarded for successful participation-completion of every semester in the Physical Education Class. As per paragraph 27-6 of the Illinois School Code, all students shall be enrolled in a Physical Education course. Individual students may be excused when petitioned by a person licensed under the Medical Practices Act.

**Illinois School Code 27-6, provides additional guidelines for the excusing of Junior and Senior students from participating in P.E. Specific criteria are outlined through School Policy.

Physical Education Waiver

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. 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 with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed

under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Classroom Aide: One-quarter unit of credit shall be earned and awarded for successful participation-completion of every semester as a Classroom Aide. *All classroom aides will be required to keep daily logs.* A student must have a cumulative grade point average of 2.0 or higher to be considered as a classroom aide candidate. The grades attained from Classroom Aide shall not be utilized in the numerical calculation of determining placement on the honor roll, cumulative grade point averaging, or class rank.

Independent Study: One-quarter unit of credit shall be earned and awarded for successful participation-completion of every semester of independent study. Independent study courses are at the teacher's discretion and take place outside the normal school hours. It serves as an opportunity for the student to expand their knowledge or develop more advanced skills. Subjects that will allow for independent study are: drama, music, visual arts, and agriculture, food and natural resources.

All high school students shall earn a total of 24 credits to meet the requirements for a high school diploma.

WEIGHTED COURSES

Pre-Calculus, Calculus, Probability & Stats, Biology II, Chemistry I & II, Physics, Scientific Research & Design, Spanish III & IV, Accounting II **and any College Now courses that count for both high school and college credit (dual credit).**

To be eligible for the honor roll, a student must have completed four (4) classes or more in a regular education setting, exclusive independent study, P.E., Band, Chorus, Teacher's Aide, etc.

HOMEROOM COURSES

Some courses are offered during the homeroom period for credit. Although these course will count for credit towards graduation, they will not be factored into GPA for class rank.

MORRISONVILLE SCHOOL DISTRICT GRADING SCALE

The Board of Education has adopted a nine-week grading period for our students. In each semester there are two (2) nine week grading periods. The semester grade, which is the grade placed on the school's permanent record, is an average of the two (2) nine week grades for the junior high and two (2) nine weeks and semester exams for the high school. (40/40/20)

The numerical pattern for letter grades is as follows:

New Grade Scale Regular		Weighted	
A+	100	4.33	5.33
A	95-99	4.0	5.0
A-	93-94	3.66	4.66
B+	91-92	3.33	4.33
B	87-90	3.0	4.0
B-	85-86	2.66	3.66
C+	83-84	2.33	3.33
C	77-82	2.0	3.0
C-	75-76	1.66	2.66
D+	72-74	1.33	2.33
D	67-71	1.0	2.0
D-	65-66	.66	1.66
F	0-64	0.0	1.0

COLLEGE NOW

College Now students are released from their high schools to take classes at the main LLCC campus or one of the LLCC Outreach Centers (Taylorville)

during the mornings or afternoons. Student earn both college and high school credit. Students taking general education courses benefit from being able to transfer the credits to most colleges and universities. College Now students are required to pay all tuition, fees and book costs. There is a convenient payment plan available with flexible payment options and no interest available through LLCC. Areas of study include but are not limited to: Health Occupations, Criminal Justice/Law Enforcement, Office Professional and Welding Operator. Contact the MHS Counselor's Office for details. Students that receive "A" work at their LLCC courses will be reimbursed \$100 by the Board of Education. **Not all college level courses count as high school credit. All college level courses have to be pre-approved for high school credit by the administration prior to enrollment.**

DUAL CREDIT COURSES

Students can earn both high school and college credit if the credit is needed for high school graduation. College credit may be applied to LLCC or other colleges. Contact the MHS Counselor's Office or LLCC EREC www.llcc.edu/erec (217) 287-7081 for details.

TECH PREP CLASSES

Some MHS classes in Agriculture, Business, and Math allow students to earn Tech Prep proficiency credit at LLCC. Students pursuing the Associate in Applied Science (A.A.S.) college degree can save time and money. Contact the Counselor's Office (217)526-4432 or the LLCC Tech Prep Office at (217) 786-2583 for details.

CREDIT FOR NON-DISTRICT EXPERIENCES AND COURSES SUBSTITUTIONS

Credit for Non-District Experiences
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:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).

7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

SENIOR PROJECT

This is a Pass-Fail opportunity to keep senior students engaged their senior year. The Senior Project offers perspective and insight on the seniors' plans for the future through hands-on work in the field of his/her choice. Seniors will spend the final five weeks of the fourth quarter on their projects. They must be passing all their classes with a "C" or higher, be in good standing academically and behaviorally, be ready for graduation (requirements met, fees/bills/fines/lunch charges all paid, all materials submitted) and maintain excellent attendance (no more than three unexcused absences or 7 semester or take 2nd semester exams **but** they must successfully complete the project to

graduate. A student that is unsuccessful in completing the project will not graduate with their class and have to make-up all the work missed from the last 5 weeks of school including their semester exams, before they will be awarded their diploma.

HONOR ROLL

Students may earn a position on the nine-week honor roll through the following criteria:

- (A) 4.0 and above Honor Roll
- (B) High Honors (3.50 – 3.99)
- (C) Honor Roll (3.00 – 3.49)

A student **must** carry the required number of academic classes and no grade lower than "C" in those classes that are utilized in the numerical calculation for the honor roll. The scale to be used for the calculation of honor roll and class rank is located on page 15.

CLASS RANK

In grades 9-12 a class ranking based on a semester cumulative grade point average will be computed. A

graduating Class Valedictorian and Salutatorian will be identified as determined by the class ranking of cumulative grade points through the eight semesters. Graduating seniors and graduating eighth graders with a cumulative grade point average of 3.5 or higher will be designated as graduating with "Honors". Eighth grade and high school graduates shall wear a school selected graduation robe for the commencement ceremony.

THE NATIONAL HONOR SOCIETY (HS)

The National Honor Society is an organization with a highly selective membership created to recognize and honor those students who have shown outstanding qualities of scholarship, leadership, service, and character. Membership is based on scholastic standing and faculty recommendations. Minimum GPA to be considered for membership is 3.50.

ELEMENTARY PROMOTION/RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

JUNIOR HIGH PROMOTION/RETENTION

The Morrisonville Unit District #1 School Board of Education adopted the following policy as the criteria for determining whether a pupil has achieved a point of accomplishment to be either promoted to eighth grade or graduated from it. This guideline will be followed unless a multi-disciplinary staffing indicates exceptions are warranted:

To be promoted from one grade level to the next in junior high students **must** pass:

- (A) At least eight (8) semesters of the five (5) basic core subject areas which are Math, Science, Language Arts, Literature and Social Studies.
- (B) At least three (3) semesters of the remaining courses.

FINAL EXAMINATIONS

Students in grades 9-12 will take a final examination coinciding with the completion of the semester. The exam grade shall count 20% in determination of the semester grade. Specific exam schedules will be

STUDENT BEHAVIOR POLICIES

This section of the Student/Parent Handbook contains the Morrisonville Community Unit School District's Behavior Policies, outlining the rules, regulations, and procedures for the maintaining of student behavior. The Policies have been developed through the cooperative input of Parents, Teachers, Administrators, Board Members, Law Enforcement Officers, and Students.

Rules and regulations are developed to (1) assure the safety of students and school personnel, (2) assure that the dignity and rights of students and school personnel are not abused, (3) assist in the providing of an education for each student, and (4) assist in the smooth operation of the school. The distribution of this Handbook is to ensure every student's understanding of the school rules and regulations and to inform parents of expected student behaviors.

Students, Parents/Guardians, Teachers and Staff will be held responsible for the contents of this Handbook.

General Expectations are:

A. Be prompt and prepared.

1. Come on time.
2. Come with needed materials.
3. Come with assignments complete.

B. Respect authority.

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for behavior.

C. Respect rights of others.

1. Use appropriate voice and language.
2. Listen to speaker.
3. Respect opinion and points of others.
4. Refrain from harassment.

D. Respect property.

1. Respect property of others.
2. Respect own property.

E. Display a concern for learning.

1. Remain on task.
2. Allow others to remain on task.

developed as appropriate. Seniors may be exempt from second semester finals in core subjects of English, Math, and Science if they are receiving an "A" or "B" in said classes and met or exceeded state standards on SAT exam as a junior in said core subject areas. Senior students involved in senior project are also exempt from 2nd semester exams upon successful completion of their project. All exemptions must be pre-approved by the administration.

REMEMBER, EACH STUDENT IN THE MORRISONVILLE SCHOOL DISTRICT HAS THE FREEDOM TO MAKE CHOICES AND IS RESPONSIBLE FOR THE CHOICES HE OR SHE MAKES!

F. Display appropriate social skills.

1. Display courtesy and tact.
2. Interact with others appropriately.

G. Display appropriate character.

1. Display positive character.
2. Display productive character.

It is expected that this Handbook cannot address every potential disciplinary situation that may arise. Specific situations not provided for in this Parent/Student Handbook will be resolved by the Administration in a fair manner which best fits the circumstances at hand.

Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the discipline and conduct of the students in the schools, the teachers stand in the relation of parents/guardians to the students. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the students. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. In addition, each building will have some individual policies that are unique. Therefore, the following list of offenses is not intended to be all inclusive, but rather exemplifies that type of misconduct which is prohibited and which will result in appropriate disciplinary action (including suspension and/or expulsion).

DISCIPLINE NOTICES

Detention Notices will serve as a record of Level 1 misbehaviors and Disciplinary Office Referrals will serve as a record for continued or more serious infractions (Levels 2-4). The notices will be printed in triplicate. In the event of disciplinary office referral, the teacher/staff member initiating the referral will be provided one copy of the

Notice, one copy will be kept on file in the school office, and the final copy will be sent home for parental notification.

Five or more Discipline Notices received within a nine-week period may result in an Administrative Report to the School Board for further disciplinary recommendations.

These grounds for disciplinary actions apply whenever the student's conduct are in school or school activities, including, but not limited to:

1. On, or within one block of, school grounds before, during, or after school hours or time when the school is being used by a school group.
2. Off school grounds at a school sponsored activity, or event, or any activity which 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 may reasonably be considered to be a threat or intimidation of a staff member, or an interference with school purpose or a function.

LEVEL 1 ACTS OF MISCONDUCT

Level 1 acts involve minor classroom disturbances. Teachers should have established rules for dealing with minor classroom disturbances. Such a plan may include, but is not limited to, the following disciplinary actions to be handled by the teacher:

- ◆ Verbal reprimand
- ◆ Conference with the student
- ◆ Conference with the parents/guardians (by phone or in person)
- ◆ Withdrawal of classroom privileges
- ◆ Time-in or Detention
- ◆ Time for time (the student will make-up instructional time missed to behavior with the teacher after school)

The staff member, prior to referral to the administrative level, should maintain an appropriate record of the offense and disciplinary action. Repeated misbehavior may require that a Discipline Office Referral Notice be submitted to the Administration for further intervention and possible temporary removal of the student from the classroom.

Continued violations and disciplinary office referrals may be treated in the same manner as described in Level 2.

Level 1 misbehaviors include, but are not limited to, the following:

- ◆ Discourteous or rude behavior
- ◆ Dishonesty
- ◆ Excessive talking or minor classroom disruption
- ◆ Failure to carry out directions
- ◆ Failure to have assignments and needed materials

LEVEL 2 ACTS OF MISCONDUCT

Level 2 acts involve misbehaviors that are frequent enough and serious enough to disrupt the learning climate of the school. Therefore, Disciplinary Office Referral should be submitted for possible administrative intervention. Due to the fact that Level 2 acts of misconduct vary in degree of seriousness, each infraction, along with its resulting disciplinary measures, are listed separately in alphabetical order.

Continued violations show a pattern of willful misconduct. Therefore, any combination of any violation included in this section will be considered as a continued violation. Five or more Discipline Notices received for Level 2 violations within a nine-week period will result in an Administrative Report to the School Board for further disciplinary recommendations (including in-school and/or out-of-school suspension at the School Board's discretion, community service activities, or expulsion).

Level 2 acts of misconduct include, but are not limited to, the following:

Bus Misconduct

Students who cause problems on the bus may suffer one or more of the following consequences depending on the seriousness of the situation:

- Verbal reprimand
- Written warning/parent contact
- Driver conference and/or assigned seating
- Bus suspension for up to 10 days
- Possible loss of all bus riding privileges for rest of school year, this includes extra-curricular activities and field trips

Cafeteria Misconduct

Any violation of the cafeteria rules may result in any one or more of the following consequences:

- ◆ Verbal reprimand
- ◆ Lunch isolation at Administrator's discretion
- ◆ Loss of school privileges at Administrator's discretion
- ◆ In-school suspension at Administrator's discretion
- ◆ Out-of-school suspension for up to 10 days

Cheating

When a student is caught cheating by a teacher, administrator, other school personnel, or if a student admits cheating, the following actions may take place, depending on the seriousness of the situation:

- ◆ Grade on work in question lowered two full letter grades
- ◆ Zero for work in question
- ◆ Parent contact/conference
- ◆ Loss of school privileges at Administrator's discretion
- ◆ In-school suspension at Administrator's discretion
- ◆ Out-of-school suspension for up to 10 days

Disrespect/Insubordination to Staff, Faculty, Administration, or Fellow Student

Any student who practices any of the above infractions may have any one or more of the following consequences:

- ◆ Detention(s)
- ◆ Loss of school privileges at Administrator’s discretion
- ◆ In-school suspension at Administrator’s discretion
- ◆ Out-of-school suspension for up to 10 days

Failure to Serve Detention

Students are required to serve assigned detentions with the designated teacher or administrator and will be required to do schoolwork during the assigned time. Failure to either serve or do school-work may result in any one or more of the following:

- ◆ Meeting with teacher and principal to determine consequence
- ◆ Loss of school privileges at Administrator’s discretion
- ◆ In-school or out-of-school suspension at Administrator’s discretion

Inappropriate Internet Access

See the Morrisonville Community Unit School District Board of Education Acceptable Usage Policy in this handbook on page 26.

Lockers

Use of lockers during unauthorized times as indicated on page 10, under school lockers, will result in one or more of the following consequences:

- ◆ Warning
- ◆ Detention at Administrator’s discretion
- ◆ Loss of school privileges at Administrator’s discretion
- ◆ In-school suspension at Administrator’s discretion
- ◆ Out-of-school suspension for up to 10 days

Outside (Playground) Behavior

At those times when students are on the playground (before school & “recess” times) students are to follow a “hands and feet to yourself” policy. Wrestling, pushing shoving, and general unwanted physical contact WILL NOT BE TOLERATED. Failure to follow this rule will result in the following:

- ◆ Detention
- ◆ Loss of recess privileges at Administrator’s discretion
- ◆ Loss of school privileges at Administrator’s discretion
- ◆ In-school suspension at Administrator’s discretion

Profanity/Profane Behavior

Profane language, as well as profane gestures or acts, on school grounds is not acceptable. Violations will result in the same discipline as found under “Disrespect/Insubordination.”

Public Display of Affection

Such behavior is not acceptable. Disciplinary action is the same as for “Lockers”.

School Dress

Consequences for unacceptable dress during school & at school-sponsored activities will result in one or more of the following:

- ◆ *Any inappropriate* clothing MUST be changed
- ◆ Warning
- ◆ Parent Notification that attire needs to be changed
- ◆ Change to appropriate clothing/PE clothes
- ◆ Detention at Administrator’s discretion
- ◆ Loss of school privileges at Administrator’s discretion
- ◆ In-school suspension at Administrator’s discretion
- ◆ Out-of-school suspension for up to 10 days

School-Sponsored Activities

Inappropriate behavior of any kind at a school-sponsored activity may result in any one of the following:

- ◆ Parent contact
- ◆ Detention at Administrator’s discretion
- ◆ Suspension from school-sponsored activities (length of time at the Administrators discretion)
- ◆ Suspension from school-sponsored activities for the remainder of the school year

Unauthorized Use of Telephones and Electronic Devices

These devices will be confiscated until the end of the school day and an office referral will be issued. Repeated infractions will result in confiscation until a parent comes to get the device.

Unauthorized Use of Vending Machines

Students are not to use vending machines except at lunch. Violations may result in the same disciplinary actions as those found under “Lockers”.

LEVEL 3 ACTS OF MISCONDUCT

Level 3 acts involve actions that seriously disrupt the learning climate of the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediation in the best interest of all students. Level 3 violations will result in the following:

- ◆ Immediate submission of Discipline Notice to Administration
- ◆ Parental notification
- ◆ Loss of school privileges
- ◆ Possible counseling and/or social emotional skill building
- ◆ Possible notification of Law Enforcement Officials
- ◆ Possible in-school suspension
- ◆ Possible out-of-school suspension (maximum 10 days)
- ◆ Possible recommendation for expulsion
- ◆ Possible placement in ChrisMont Safe School

Level 3 Acts of Misconduct include but are not limited to the following:

- ◆ *Criminal damage to property under \$300
- ◆ *Theft of property under \$300
- ◆ Intimidation/harassment
- ◆ Possession and/or use of tobacco and related products
- ◆ Fighting (no use of weapons)
- ◆ Bullying
- ◆ Forgery
- ◆ Sexual harassment
- ◆ Gambling
- ◆ Gross defiance and/or verbal abuse of school personnel
- ◆ Truancy
- ◆ Using a cellular telephone, smartphone, 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 powered-off 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 period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

*Restitution will be sought for criminal damage to property resulting through carelessness or intentional destruction and for theft of property.

LEVEL 3 DEFINITIONS

Bullying – verbal or physical behavior (usually aggressive) which invokes fear, control, and/or intimidation towards another individual. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Forgery - the creation of something counterfeit.

Gambling - participation in games of chance or skill for money or profit.

Gross defiance - challenging the authority of those in charge; showing opposition to authority.

Intimidation - engaging in behavior which attempts to control the actions of another by fear. Such behavior includes the use of threats (both spoken and implied), coercion, or force.

Sexting - Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

Sexual Harassment - any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature that has a purpose or effect of (i) substantially interfering with a student’s liberty or (ii) creating an intimidating, hostile, or offensive educational environment.

Truancy - unauthorized absence from school, class(es), study hall, homeroom, or other school functions.

Verbal abuse - name calling, profanity, obscenity, or other derogatory statements or gestures.

LEVEL 4 ACTS OF MISCONDUCT

Level 4 acts involve actions that are so serious that they always require administrative actions that result in at least temporary removal of the student from the school. Level 4 violations will result in the following:

- ◆ Parental notification
- ◆ Loss of school privileges
- ◆ Possible counseling and/or social emotional skill building
- ◆ Notification of Law Enforcement Officials if appropriate
- ◆ Possible out-of-school suspension (maximum 10 days)
- ◆ Possible recommendation for expulsion
- ◆ Possible placement in Alternative School Setting

Level 4 Acts of Misconduct include but are not limited to the following:

- ◆ Arson/setting fires
- ◆ Physical or electronic possession of pornographic materials
- ◆ Assault of school personnel
- ◆ Battery of school personnel
- ◆ Possession/use of fireworks
- ◆ Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
- ◆ Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- ◆ Using, possessing, distributing, purchasing, or selling:
 1. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 2. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 3. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

4. 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.
5. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
6. 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.
 - ◇ Using, possessing, controlling or transferring a firearm or "look alike," 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.
 - ◇ 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.
 - ◇ Bomb threat
 - ◇ Extortion
 - ◇ False fire alarm
 - ◇ Gang activities, violence, and/or soliciting others for membership in any gang
 - ◇ *Criminal Damage to property over \$300
 - ◇ *Theft of property over \$300

* Restitution will be sought for criminal damage to property resulting through carelessness or intentional destruction and for theft of property.

Gang & Gang Activity

"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.

Illinois School Code Regarding Weapons

The Board of Education may expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board of Education on a case by case basis. For purposes of this section, the term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, Billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, scissors, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting searches for illegal drugs, weapons, or other dangerous substances or materials. This may include searches of lockers, desks, parking lots, and other property and equipment owned or controlled by the school. These searches may include the use of specially trained dogs. If a search conducted in accordance with this section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement officials.

Any other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property will result in disciplinary action.

LEVEL 4 DEFINITIONS

- Assault** - conduct which causes another person to be placed in fear of his/her own personal safety.
- Battery** - the unlawful beating or use of force upon a person without his/her consent.
- Drug paraphernalia** - refers to all equipment, products, and materials of any kind which are peculiar to or marketed for

use in introducing in to the human body cannabis or a controlled substance in violation of the Cannabis Control Act or the Illinois Controlled Substance Act.

Extortion - obtaining money, objects, or information from another by coercion or intimidation.

Gang - three or more persons engaging or conspiring to engage in any activity constituting a violation of the Criminal Code of the State of Illinois.

Gang membership or gang member- shall be any person who voluntarily associates himself or herself with three or more persons in a gang related activity.

Gang related activity -shall be any action by any gang member constituting a violation of the Criminal Code of the State of Illinois.

Gang violence- is defined as one or more members of the gang committing assault, battery, or intimidation.

Theft - intentionally taking possession of property belonging to another without consent.

ALL OF THE PENALTIES STATED IN THE STUDENT BEHAVIOR POLICIES SECTION OF THE PARENT/STUDENT HANDBOOK MAY BE DOUBLED WHEN A REFERRAL IS MADE BY A SUBSTITUTE TEACHER AND ACTED UPON BY THE ADMINISTRATION.

DISCIPLINARY PROCEDURES

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.

Removal from the Classroom - A student whose behavior is so disruptive as to interfere with classroom order, the conduct of lessons, or the participation of fellow students in the learning process shall be subject to removal by the teacher from the classroom. The teacher will determine if the student only needs a time-out or if an disciplinary office referral is needed.

Time-out - Time Out/Grace Period/Cool Down- is when the student will be sent to the hallway or to the office to chill. Procedures must be developed and taught prior to using time out. Procedures must include: length of time, what to do and not to do in time out, how to let the teacher know the student is ready to return, when and where the student will meet with the teacher to talk about the problem, and what happens if a student needs to return to time out.

Duration: Depends on the situation and the student. Some cases you can tell the students they can return when they are ready to come back to class and participate appropriately. In other situations the teacher will need to determine when the student will return. Prior to returning, there should be a short conference between the teacher and student to talk about

misbehavior and get commitment that their behavior will improve so not to distract others.

What to do in Time Out: This is time to gain control and reflect what happened and what can be done to resolve it. A worksheet with questions may be assigned in time out to be completed and then discussed with the teacher upon return to classroom.

How to Enforce: The teacher may use some type of pass or card which could be called "Think it over pass". The teacher can also use "Language of Choice" by asking the student "Do you think you can behave respectfully or do you think you need to go to time out? The choice is yours. I know you will make the right choice." Or "Can you hold it together or do you need to take five or chill out?"

Detention - Detention may be given to students by the Principal or teachers for infractions of classroom procedures, school policies, and regulations. The student may be assigned a detention to be served after school is dismissed with either the teacher who assigned the detention or in the school office if notice was served by the Principal. One day's notice will be provided for students and parents to arrange transportation. The detention obligation takes precedence over bus transportation and all after school activities *and employment*. Failure to serve an assigned detention will result in those consequences listed in Level 2 Acts of Misconduct.

Loss of School Privileges - Loss of School Privileges may be given a student by the Administration. Students are considered to be "in good standing" if they have not lost school privileges. Students who have lost school privileges will be reported to each teacher and organization sponsor as to the length of time that school privileges have been lost. **Middle School/High School** - Loss of School Privileges includes: No passes, no attendance to meetings, school assemblies or field trips, no purchase of a la carte items or drinks from the vending machines at lunch and no attendance to or no participation in extra-curricular activities. In addition, no phones will be allowed while the student is not in good standing. Phones must be turned in to the office each day. **Grade School** - Loss of School Privileges includes no attendance to school assemblies, NO participation in recesses and attendance to or participation in extra-curricular activities.

In-School Suspension - The Principal may assign an in-school suspension. The student remains in a supervised school location, and the student is responsible to gather and complete all class assignments.

Possible counseling and/or social emotional skill building
The (SAP) Student Assistance Program is used to address a student's identified area of concern. Social-emotional counseling and strategies are tailored to the student and risk factors affecting the student. Skill building is based on the SEL Illinois benchmarks of what the student should know and be able to do socially and emotionally.

Community Service Agreement- The Principal may assign, upon parent/guardian approval, work assignments to allow

for the student to work off a debt that has accrued due to his/her behavior.

Out of School Suspension - Suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed, at any one occurrence, ten (10) days by summary action of the Superintendent or the building administrator. Upon suspension, a student shall be informed of the nature of the violation, the possible punishment, and informed of the basis of the charge. The student and Principal will then discuss the situation. The student will be given the opportunity to present the "student's" side of the case. If the student denies the violation, an explanation of the evidence will be given. The student will be informed of his/her right to a hearing. The student **may not** attend or participate in any extra-curricular activities commencing immediately upon suspension and ending at midnight on the last day of the suspension.

Expulsion - Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, not longer than two years, by the Board of Education. Expulsion may be preceded by suspension. The School Board of Education upon Administrative recommendation may expel students from school and further participation in school activities. In such a case, the procedures outlined by the Illinois School Code 10-22.6 will be followed. Students and parents will be notified of their rights to due process, including the right to a formal hearing in which to consider evidence.

The basic differences in suspension and expulsion are as follows:

- A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed two years.
- Authority to suspend a student is delegated to the Superintendent or building administrator; only the local Board of Education may expel a student.
- A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.
- Once given an out of school suspension the student will not be allowed to return to school during the duration of the suspension. Should the student appeal the discipline incident then the decision will evolve around the student's opportunity to submit the make-up work for credit.

In the interest of helping students, the school district may assist in providing or locating alternative educational opportunities for the suspended or expelled student. These alternative opportunities could include homebound or telephone instruction, reading lists, adult evening classes, or alternative school placements.

Possible placement in ChrisMont Safe School

ChrisMont Safe School provides courses and services to meet the learning needs of students experiencing behavioral problems. Cognitive and social emotional needs are developed on a daily basis. Progress is monitored and aligned with interventions for success.

Students can catch up with their academic credits in a safe environment. ChrisMont Safe School, 316 East South Street, Nokomis, IL 62075 (217)-563-7600

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 according to the District's homework policy.

Due Process with Regard to Student Discipline

The Morrisonville School District recognizes the due process rights of its students. Due process rights are exercised in discipline situations when the student is at risk of one of the following.

1. The student's punishment involves a disciplinary hearing that could result in expulsion from school.
2. The student's punishment involves out-of-school suspension.
3. The student's grades are placed in jeopardy.
4. The student could lose academic credit due to missing class.
5. The student is prohibited from riding school provided transportation for a period of more than ten days.

Due Process Procedure

1. The student is verbally notified of the discipline infraction by the principal.
2. The student is given the opportunity to explain his/her version of the incident.
3. The principal notifies the student verbally and the parents verbally or in writing of the punishment given for the offense.
4. If the disciplinary measure by the principal is an out-of-school suspension, the student's parent(s) or guardian(s) may elect to appeal the decision. If so, the appeal shall be made in writing, and the matter will be referred to a hearing officer/superintendent.
5. If a recommendation is made by the principal/administrator for an expulsion, the matter shall be referred to the Board of Education for a hearing. The student's parents may appear at said hearing with a representative, if they so choose. Witnesses may be called and evidence presented relevant to the alleged misconduct and any accumulated misconduct during the school year.

STUDENTS WITH DISABILITIES

Behavioral Interventions

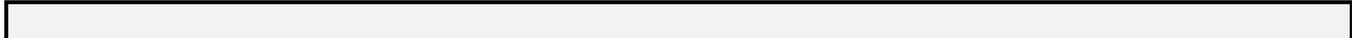
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop,

implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules

when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.



EXTRACURRICULAR CODE OF CONDUCT

Opening Statement

It is our belief that participation in extracurricular activities, engaged in or involved with interscholastic competition, is a privilege and not an absolute right of Morrisonville Jr/Sr High School students. Students who elect to represent the Morrisonville School District in any extracurricular activities must also accept the responsibility to conduct themselves in a manner that exemplifies the behavior of a law-abiding citizen of the community. It is expected that through extracurricular activities and athletic participation the objectives of self-discipline, perseverance, and sportsmanship will be achieved.

THEREFORE, the following extracurricular code must be adhered to by all students of the Morrisonville School District and cooperative agreement students who participate on Morrisonville School District teams, extracurricular clubs and/or organizations for the duration of a student's enrollment at Morrisonville Junior and Senior High Schools including summer months when school is not in session.

These rules, approved by the Board of Education, have been set forth to guide students, once they have made the decision to participate in interscholastic activities or any other extracurricular activity toward a better understanding of their responsibilities as representatives of the Morrisonville School District.

Statement of Affiliation

Morrisonville Unit School District #1 is a member of the IHSA, IESA, MSM Conference, NHS, FFA, and other organizations. Students must adhere to the Constitution and By-laws of these entities concerning student conduct, eligibility, and participation.

Participation Requirements

1. The participants shall obtain written parental or guardian permission to participate in interscholastic activities, and have a signed copy of the Extracurricular Code on file in the principal's office.
2. The student athletes shall obtain a medical examination each year, a copy of which shall be on file in the athletic director's office.
3. The participant shall have proof of accident insurance coverage or a signed insurance waiver (when required) which will allow him or her to participate in interscholastic activities.
4. The participant must meet all requirements of the "No Pass/No Play" policy.
5. The participant must adhere to the Extracurricular Attendance Policy.

No Pass/No Play Policy

This policy is in effect for all Morrisonville Jr./Sr. High School students. All extra-curricular activities are classified as either **Interscholastic** (activities between schools) or **Intrascholastic** (activities within the school such as field trips, etc.)

Eligibility Requirements

Those students participating in extra-curricular activities cannot have any F's. An "F" constitutes a failing grade.

Junior High students' grades are calculated cumulative for the 9-weeks. High School students are cumulative for the semester. Those students who do not meet the eligibility requirements will be suspended from participation until the next eligibility checking period. Athletes that are ineligible for more than (3) three weeks during one season will be dropped from participation.

Interscholastic activities will be checked weekly for eligibility with a week being Monday through Saturday.

Intrascholastic activities will be checked at inception and thereafter at each quarterly grading period.

In addition, IHSA stipulates that any student who fails two or more core classes while enrolled in at least seven at the end of a semester will not be allowed to participate in any interscholastic activity during the next semester of attendance.

Extracurricular Attendance Policy

1. Absences-Any student who is absent on a given day will not be allowed to participate in practice or attend a contest or event on that evening. All coaches are to comply with this policy and inform their athletes accordingly. If extenuation circumstances are evident, approval to participate must come from the PRINCIPAL.
2. 9/9 athletic attendance rule-Any student-athlete who wants to participate in an extracurricular activity must report to school by 9:00 am the day of the event in order to participate in that day's scheduled event and by 9:00 am the day after the event in order to participate in the next scheduled event unless the student produces a doctor's note excusing his or her absence or the absence has been pre-approved by the PRINCIPAL.

*Please note that this attendance policy is not intended to cause harm or to keep students from participating in extracurricular activities. The purpose is to teach students to be responsible and to place priority on their academics and attendance at school.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and

the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Code Violations

1. Smoking, use or possession of tobacco products.
2. Possession, use, under the influence, delivery or sale of alcohol, drugs, drug paraphernalia or look-alikes.
3. Presence (and NOT an immediate exit) at a social gathering in which alcohol or drugs are being illegally consumed.
4. Theft/possession of stolen property or serious and intentional destruction of any school property.
5. Criminal or any other serious acts which are detrimental to the individual, the sponsor or coach, or the school that may or may not also include court supervision or parole.
6. Hazing or bullying other students
7. Be insubordinate or disrespectful toward the team's coaching staff or activity's sponsors.

**Hazing*-is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate.

Disciplinary Action

Any participant accused of committing one or more of the above infractions is subject to the following:

1. Review

- A. The principal shall investigate reported code violations. If probable cause exists, the principal will notify the parents/legal guardians of the participant in writing of the reported code violation.
- B. A Review Committee composed of the principal, athletic director and at least two varsity coaches/sponsors shall hear the charges against the participant and allow the participant to provide for his defense.
- C. If desired, the participant may appeal the decision by the review committee to the superintendent within ten days of the decision.
- D. The proceedings shall be documented and kept on file in the principal's office. A letter stating the violation shall be sent to the parents/legal guardian of the participant stating the action taken in regards to the matter.

2. Actions To Be Taken

The actions listed below are minimum disciplinary actions required for extracurricular code violations. Individual coaches/sponsors may have more stringent rules, in the sport/activity they supervise, if the participants have been informed and a signature document from the participant and parent is on file with the coach/sponsor. If a student

self-reports within two days of an offense violation, and/or if the student found in violation agrees to participate in and completes a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences may be lowered.

These actions are cumulative for grades 7 and 8. Students start with a new slate in grade 9 and the actions become cumulative again throughout their high school years.

A. **FIRST OFFENSE** - The participant shall be suspended for at least one-half of the scheduled contests or school season. The suspension will begin immediately after the review meeting is held and the participant is found guilty of the violation. In cases where the violation occurs out of the participant's season, the suspension will occur at the beginning of the next sport/activity season in which the student participates. If the suspension occurs with less than one-half of the contests remaining, the remainder of the suspension will be served during the student's next activity or season. A student suspended for the first offense may continue to participate with the team at the discretion of the head coach/sponsor. If a student self-reports within two days of the first offense violation the game suspension will be cut to one-fourth of the scheduled contests or school season.

B. **SECOND OFFENSE** - The student will be suspended from all extracurricular activities for a minimum of one calendar year. The suspension will begin on the day of the review meeting at which it is determined that a second infraction has occurred. The student will not be allowed to participate with any team during this time. If a student self-reports within two days of a second offense violation, and if the student found in violation agrees to participate in and completes a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences will be lowered to one-half of the scheduled contests or school season. The student may continue to participate with the team at the discretion of the head coach/sponsor.

C. **THIRD OFFENSE** - The student will be permanently suspended from all sports/activities within the Morrisonville School District at either the Jr. or Sr. High levels for the duration of his/her time at either school. If a student self-reports within two days of a third offense violation, and if the student found in violation agrees to participate in and completes a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences will be lowered to one full season of a previous participating sport.

Coach/Sponsors Responsibilities

The coach/sponsor will be responsible for handling problems in the following categories:

1. Failure to appear at an interscholastic event without prior approval of the coach.
2. Attitude problem, insubordination, or other specific rule infractions not otherwise covered by this code, but which is district approved rules for the activity.
3. Failure to care for or be responsible for school equipment. The student will be expected to make reasonable restitution for lost or damaged equipment.

Return to Play (RTP) Policy

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

The rule requires "any player 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 game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

POLICY: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play. For purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois

Travel of Teams

All team members must travel by school contracted transportation to and from all athletic contests. The coaches are responsible for the supervision of their players from the time they leave the school until they return to the school. Permission may be granted to parents/guardians attending the contest to take their athlete home. Sign-out is done in front of a coach.

Additional Rules

Head coaches or advisors may have additional rules or conditions, but the principal and athletic director must approve them.

Parent/Coach Communication:

Parent/Coach Relationship:

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student-athletes. As parents, when your son/daughter becomes involved in our programs, you have a right to understand what the

expectations are. This begins with clear communication from the coach about your son's/daughter's program.

Communication you should expect from your child's coach:

- Philosophy of the coach
- Expectations the coach has for your son/daughter as well as the team
- Location and times of all practices and contests
- Team requirements, fees, special equipment, off-season conditioning, etc.
- Procedure should your son/daughter be injured during participation
- Discipline that results in denial of your son's/daughter's participation

There are situations that may require a conference between that coach and the parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the procedure below should be followed to help promote a resolution of the issue or concern.

Procedure to discuss a concern with a coach:

1. Call 217-526-4432 and leave a message for the coach to set up an appointment.
2. If the coach cannot be reached, call the School Principal at 217-526-4432.
3. Please do not attempt to confront a coach before or after a practice or contest.
4. The parent or coach may request to have a school administrator present at a meeting.

Communication coaches expect from parent(s):

- Concerns expressed to the coach - see four examples in the next section
- Notifications of any schedule conflicts well in advance
- Specific concern in regard to a coach's philosophy or expectations

Appropriate concerns to discuss with coaches:

- Academic support - college opportunities
- A concern for your son's/daughter's mental and physical well-being
- Ways for your son/daughter to improve
- Concerns about your child's behavior

As your son/daughter becomes involved in the programs at Morrisonville Jr./Sr. High School, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your son/daughter wish they would.

It is very difficult to accept that your child is not playing as much as you may like. Coaches are professionals and they make their decisions based on what they believe to be best for all the students involved. As with the list of appropriate items to discuss above, certain things, such as those listed below must be left to the discretion of the coach, who is the professional.

Issues not appropriate to discuss with coaches:

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

Administrative Action:

Approaching coaches at inappropriate times or with inappropriate subject matter may result in the parent(s) not being able to attend a game, games, or the rest of the season activities.

The Next Step:

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the principal to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in extracurricular activities has a greater chance for success in adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life well after high school. Please keep in mind that participation is a privilege that a student earns through his/her efforts. We hope the information provided makes both your child's and your experience with the Morrisonville Jr./Sr. High School programs an enjoyable experience.

NETWORK ACCEPTABLE USE POLICY

Morrisonville CUSD #1 recognized that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on school property:

1. The Morrisonville CUSD #1 network is intended for educational purposes.
2. All activity over the network or using the district technologies may be monitored and retained.
3. Access to online content and services via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
4. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources will result in disciplinary action.
6. Morrisonville CUSD #1 makes a reasonable effort to ensure student's safety and security online, but will not be held accountable for any harm or damages that result from the use of the school technologies.
7. Users of the district network or other technologies are expected to alert faculty, administration, or IT (Information Technology) staff immediately of any concern for safety or security.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved place, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.

- Be cautious to protect the safety and identity of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the schools' safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone met online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Morrisonville CUSD #1 will not be responsible for damage or harm to persons, files, data, or hardware.

When Morrisonville CUSD #1 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Morrisonville CUSD #1 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

1. Suspension of network, technology or computer privilege
2. Notification of parents
3. Detention or suspension from school and school-related activities
4. Legal action and/or prosecution

MCUSD#1 HOMEWORK POLICY

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

I. Philosophy/Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Morrisonville Jr./Sr. High School staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students individual needs (i.e. IEP, 504 Plans). The main purposes generally associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To prepare students for the next day's lesson
- To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources
- To allow for more in-depth exploration of topics than is possible during class time
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

II. Types of Homework

Category One

Assignments that are generally of a lower point value and are needed for full participation in a lesson and/or assessment on the due date.

Category Two

Assignments that are generally of a greater point value and have extended timelines for completion.

III. Late Work Penalties

Students are required to turn assignments in on time. Students who turn in late assignments face the following penalties:

Category One (JH/HS) assignments must be turned in on time to receive full credit.

An assignment turned in one day late will lose 10% credit. An Assignment turned in two days late will only receive 50 % credit. No assignment will be allowed to be made up past the two days and zero credit will be awarded for the assignment.

Category One (Elementary) assignments must be turned in on time to receive full credit. An assignment turned in one day late will lose 10% credit, 2nd day late will lose 25% credit, 3rd day late will lose 50%. All students will be expected to complete all assignments through the ZAP (Zeroes Aren't Possible) program. Discipline may be issued.

Category Two (All students) assignments will be reduced one letter grade/10% of earned credit if turned in the day immediately following the original due date. These assignments will not be allowed any other extensions unless the student has completed an extension request form and the extension has been approved by the teacher.

IV. Reprieve

- Each student will have the opportunity to use one **late work** pass for each class during each quarter.
- The **late work** pass may be used to turn in a completed *Category One assignment only*, by the next class meeting, for full earned-credit.

Important: A **late work** pass does not excuse the assignment, it simply allows for one late turn-in without penalty, provided it is turned in by the next class meeting as noted above.

- Passes from one quarter may not be used in another.

V. Extensions (Applies to Category Two assignments only)

Extensions for students who have not been absent prior to an assignment due date must be pre-arranged with the student, teacher, and parent. Extensions will not be given to students that have been suspended. Students must:

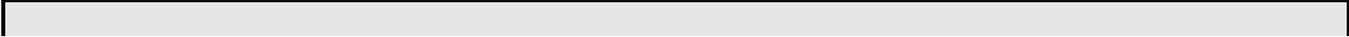
- Complete an **Extension Request Form**
- Obtain parent(s) signature to verify the information
- Submit the form to their teacher at least one school day in advance of the original due date

If approved, the teacher and student will determine the appropriate extension time based upon the information provided.

VI. Assistance with Homework - It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies improving success on homework. In addition, students may get assistance on homework through the two programs listed below:

Homework Helpers – After school in the HS library every Thursday community volunteers and math teachers are available to help students with their assignments.

Peer Tutors - Individual peer tutors (Student volunteers) can be assigned to assist students with homework after school through the guidance counselor's office.



ADMINISTRATIVE PROCEDURES FOR HEAD LICE

School's Responsibility and Actions

- ◆ Classes may be checked for head lice upon administrative request.
- ◆ If **lice or nits** (eggs) are found on a child, the following steps will be taken:
 1. All brothers/sisters are checked
 2. Parents of the infested children are contacted
 3. **All students having lice or nits are sent home**
 4. Parents are given information and procedures to follow
 5. Students/parents may be questioned about sleepovers, etc. in order to ascertain the scope of the infestation.
- ◆ When an active case is identified, a note will be sent home with every student in building..
- ◆ Day care facilities of infested children will be contacted.

Procedures to Re-enter School

1. Infested students must be treated.
2. The empty bottle must be brought in to the school to verify treatment.
3. A **parent must accompany the child to school between 8:00 a.m. and 8:30 a.m. the child may NOT take the bus.**
4. The student will be checked in the presence of the parent.
 - ◆ The student must have been treated.
 - ◆ The student must be nit free.
 - ◆ If the student is lice/nit free, he/she may return to class.
 - ◆ If the student is not lice/nit free, he/she will be returned home with the parent/guardian.
5. Any student who has been sent home for lice/nit infestation will be rechecked three (3) to seven (7) days after their return.
6. Students who miss more than two (2) days of school for this problem may be contacted as truant, and they can be referred to the Christian County Regional Office of Education as truants. Parents of truants or chronic truants may be subject to fines according to the Illinois School Code, revised edition.

The most critical factor in this situation is the personal responsibility of the parent/guardian. Children cannot correct this problem alone.

Parent's Responsibility and Actions

- ◆ **Head lice are a nuisance, neither a disease nor life threatening.**
- ◆ Do not be embarrassed by this infection. Stigma or social concerns attached to this issue are the result of ignorance. Children and their families should not be blamed or ridiculed.
- ◆ **Immediate action is necessary. Left uncontrolled, this problem can last for days/weeks.** Adults must take responsible corrective action. Children cannot treat themselves. **Treat all infested children, and check all family members—even adults.**
- ◆ Your pharmacy, county health department, or local physician can provide information to assist with this problem. With proper assistance, this problem can be treated and things can return to normal in a short time.
- ◆ Treatment with regular shampoo and/or combing will **not** help. Treatment with appropriate shampoo specifically formulated to get rid of lice is necessary.
- ◆ Combing the hair after shampooing requires the special hard metal closed-toothed comb, and small amounts of hair can only be combed at a time. If the comb does not remove all the nits (eggs), it may be necessary to remove some of the nits at a time with your fingers.
- ◆ **Nits (eggs) will not be 100% killed with shampooing. All of the nits must be removed, or the child may become re-infected.**
- ◆ In less than seven (7) days, a live louse may hatch from an unremoved nit.
- ◆ Persons with head lice **must be retreated** with the appropriate shampoo as directed on the package or by a physician.
- ◆ Re-check your child frequently once they have become infested.
- ◆ Check your child if another student in the class has been infested, they have been with someone who has been infested or a note from school has been sent home.
- ◆ **Inform the school anytime that your child has been found to have lice/nits.**
- ◆ **Clothes, hats, bedding, and anything that has been in contact must be cleaned.**
- ◆ **Sofas, carpeting and upholstery must be vacuumed.**
- ◆ Products are available from the pharmacy that may assist with cleaning.
- ◆ If your child attends a Day Care facility, notify them and the school, when a case of lice has been reported. All parties involved must take personal responsibility to assist in notification and assistance to parents and students.

Sources of assistance:

Christian County Health Department will sell a cream rinse that is effective for \$2.00 per bottle.

Over-the-counter RID and CLEAR Lice Egg Remover is also very effective.

If using a prescribed treatment from a physician, be sure to ask about the risks and side effects.

CRISIS REUNIFICATION PROCEDURES

The process of reunification is unique to the school environment in that children are considered one of the most vulnerable groups in society and the bond between parents and children is strong though the high school years. With that in mind the following considerations are addressed.

Parents **will come** to the school to get the children in a crisis. Morrisonville Unit School District #1 has established the following assembly sites for accountability and reunification.

In the event that Morrisonville students have to report to a relocation site off the school campuses, the parents will be informed via the SchoolMessenger phone service to help locate their children in an orderly manner.

Students could be located at the following locations depending on the situation:

Junior/Senior High School
Elementary School
American Legion Building
Palmer Community Building
Raymond/Lincolnwood High School
South Fork High School in Kincaid

Unified Command Post will be at the Morrisonville Fire House if located away from one of the schools offices.

Media will be directed to the Morrisonville Village Town Hall.

The public will require timely and accurate information about the reunification process and may require the release of information by the superintendent or designee through the use of pre-scripted media release or through the drafting of a press release approved by the superintendent.

Parents/Guardians will be directed by the SchoolMessenger phone service as to where to pick up the students in the event of an emergency. The parent/guardian must sign a release form for each student released to them. The process may require the caregiver to show a form of identification before the student is to be released to the individual.

Reunification sites will be given important information about the students that may include such things as: information about parents/adults that are excluded from having contact with the child, any medical information or other special conditions that may cause the child to be given special medical or emotional care.

Parents/Guardians who come to the reunification site must be aware of the following conditions that exist as the crisis unfolds:

1. Parents will be advised through SchoolMessenger phone service as to the location of the reunification site. Parents must listen for specific instructions that will get them to their children as quickly as possible.
2. Students may be traumatized by the event and may need to talk to a professional before leaving the school grounds.
3. Students may require medical care before leaving the school grounds.
4. Students may have key information that law enforcement authorities need to bring the crisis to a swift conclusion. This may necessitate that the student speak to law enforcement authorities before leaving.
5. Students will only be released to parents or care givers that were identified through a screening process at the beginning of the school year during registration.
6. Students that drive will only be allowed to use their personal mode of transportation for evacuation travel purposes and to transport other immediate family members if permission was given through a screening process at the beginning of the school year at registration.

Gaining access to the reunification site may be delayed because of traffic and access control problems. Parents should follow instructions and not simply “abandon” their means of transportation to get to the reunification site.

Student and Parent/Guardian Agreement

Bullying – *Bullying* includes *cyber-bullying* 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.

Bullying is contrary to State Law and the policy of Morrisonville Unit School District. Any suspected bullying incidents should be reported immediately to the adult supervisor when appropriate. Anonymous reporting may be made in the office via the bully box or online on our website at www.mohawks.com. All reports will be promptly investigated and addressed.

Anti-Bullying Pledge:

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

Student's responsibility:

Refrain from any behavior that constitutes bullying, including, but not limited to: Name calling, hitting, threatening or intimidating, maliciously teasing and taunting, making sexual remarks, stealing or damaging others belongings, spreading rumors or gossiping about others, encouraging others to reject or exclude someone, or any acts of cyber harassment or bullying.

Student will commit that he/she will not bully his/her peers. When he/she witness bullying, he/she will report it to an adult and/or fill out the report online on the school's webpage.

Parent/Guardian's responsibility:

Parent/Guardian will commit to encouraging his/her child to always respect others. He/she have instructed their child not to bully. He/she have advised their child to report any bullying to the authorities.

We understand that Bullying will result in the following disciplinary action:

Once the incident has been reported to the office by staff or has been witnessed by fellow students, and upon due process the corrective measures which the school or district uses will be determined by the extent of resources available for remediation in the best interest of all students. Bullying violations may result in one or more of the following:

- ◇ Parental notification
- ◇ Loss of school privileges
- ◇ Possible counseling and/or social emotional skill building
- ◇ Possible notification of Law Enforcement Officials
- ◇ Possible In-school suspension
- ◇ Possible out-of-school suspension (maximum 10 days)
- ◇ Possible recommendation for expulsion
- ◇ Possible placement in ChrisMont Safe School

****All discipline will be determined by the Administration.***