

MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6

District Handbook



100 EAST KNOX STREET
MORRISON, ILLINOIS 61270
PH: 815 772-2064 FAX: 815 772-4644
www.morrisonschools.org

2023-2024

"EMPOWERING EVERY STUDENT TO POSITIVELY IMPACT AN EVER CHANGING WORLD"

Chapter #1 Introductory Information and General Notices

1.1 General District Information:

This handbook is a summary of the district's rules and expectations, and is not a comprehensive state of district procedures. The board's comprehensive policy manual is available for public inspection through the District's website (www.morrisonsschools.org) or at the Board office at:

100 East Knox Street
Morrison, Illinois 61270

The School Board governs the school district, and is elected by the community.

Erin Lucky, President
Dustin Damhoff, Vice President
Terri Wilkins, Secretary
Scott Folkers, Member
Dan Engelkins Member
Matt, Ewoldsen, Member
James A Prombo, Member

The School Board has hired the following administrative staff to operate the schools

Scott Vance, Superintendent of Schools
David Mills, Principal Morrison High School
Joe Robbins, Principal Morrison Junior High School
Matt McCormick, Principal Southside Elementary
Andy Harridge, Principal Northside Elementary

The schools are located and may be contacted at:

| | | |
|---|--|---|
| District Offices 100 East Knox Street (815) 772-2064 (815) 772-4644 (fax) | Morrison High School 643 Genesee Avenue (815) 772-4071 (815) 772-4644 (fax) | Morrison Junior High School 300 Academic Drive (815) 772-7264 (815) 772-2531 (fax) |
| Southside Elementary School 100 Academic Drive (815) 772-2183 (815) 772-2371 (fax) | | Northside Elementary School 520 North Genesee Avenue (815) 772-2153 (815) 772-4952 (fax) |

1.2 Visitors:

All visitors, including parents and siblings, are required to enter district buildings through the front door of the building and proceed immediately to each building's main office.

Visitors should identify themselves and inform office personnel of their reason for being at the school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross Reference:

MCUD #6 Policy 8:30, Visitors to and Conduct on School Property

1.3 Equal Opportunity and Sex Equity:

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

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

Any student or parent/guardian with a sex equity or equal opportunity should contact:

Scott Vance, Superintendent of Schools
(815) 772-2064

Cross Reference:

MCUD #6 Policy 7:10, Equal Educational Opportunities

MCUD #6 Policy 2:260, Uniform Grievance Procedure

1.4 Animals on School Property:

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.5 School Volunteers:

All school volunteers must complete the “Volunteer Information Form: and be approved by the building principal prior to assisting in the district. Forms are available in each building office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:

MCUD #6 Policy 6:250: Community Resource Persons and Volunteers

1.6 Emergency School Closings:

Notifications of school closing, late starts, and/or early dismissals will be made via the District APP and Facebook page. Additionally notifications of school closing, late starts, and/or early dismissals will be publicized on local television and radio stations.

School closings and late starts will be announced by 6:30 am. If bad weather or another emergency occurs during the day, an announcement of any early dismissal will be made via the Skylert Notification system and through local media outlets. Information about emergency school closings, late starts, and/or early dismissals can be found at:

| | |
|-----------------|-------------------|
| WZZT 95 FM | KCEG 94.7 FM |
| WSDR 1240 AM | KCLN 1390 AM |
| WSSQ 94.3 FM | WLLT 107.7 FM |
| WOC 1420 AM | WCCI 100.3 FM |
| WLLR 103.7 FM | WHBF TV Channel 4 |
| KCQQ 106.5 FM | KLJB TV FOX 18 |
| KUUL 101.3 FM | KWQC TV 6 |
| KMXG-FM 96.1 FM | WQAD TV |

1.7 Video Monitoring System:

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

1.8 Accommodating Individuals with Disabilities:

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

1.9 Students with Food Allergies:

State law requires our district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify their building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an Individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

1.10 Care of Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact your child's building principal.

1.11 Treats and Snack (K-8)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with your child's classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

1.12 Suicide and Depression Awareness and Prevention

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

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

Chapter #2 Attendance, Promotion, and Graduation

2.1 Attendance

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 district, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend 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 class, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

2.2 Student Absences

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, situation beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. The school may require documentation explaining the reason for the student's absence.

In the event of an absence, the student's parents or guardian is required to call their child's school before 8:00 am to explain the reason for the absence. If a call has not been made to the school by 9:00 am on the day of the student's absence a phone call home will be made notifying you that your child is not in school. Neglecting to call in and report an absence will require a signed note from the parent or guardian explaining the reason for the absence, failure to provide a written note shall result in an unexcused absence. Upon request of the parent or guardian the reason for the absence will be kept confidential

2.2.1 Pre-Arranged Absences:

Students are allowed up to four (4) cumulative excused absences during the school year. The student's parent/guardian must give written notice to the building principal at least five (5) calendar days before the student's anticipated absence(s). A pre-arranged form needs to be completed and turned into the office. After that, family trips, college visits, watching sporting events, job training, and other non-educational activities will not be excused. The consequences of unexcused absences in grades 6-12 means the student will not be able to make-up for missed work.

2.3 Release Time for Religious Instruction and Observance:

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.4 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent

academic credit. Students who are unexcused from school will not be allowed to make up missed work.

2.5 Truancy

Student attendance is critical to the learning process. Truancy is a serious issue and will be dealt with in a serious manner by the district.

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 officers
- 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.

2.6 Grading and Promotion

School report cards are issued electronically to students on a quarterly basis. Parents/guardians wishing to receive paper copies of their students report cards should make that request during school registration. For questions regarding grades, please contact your student's classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

2.7 Home and Hospital Instruction

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or miscarriage.

Chapter #3 Student Fees and Meal Costs

3.1 Fees, Fines & Charges; Waiver of Student Fees

The district establishes fees and charges to fund certain school activities, including extracurricular activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardians to pay fees or certain charges. Students whose parents or guardians are unable to afford student fees may receive a waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

3.1.1 Registration Fees: Registration fees are set by the Board of Education. For the 2019-2020 school year registration fees for each school are:

- Northside Elementary: \$75 per student
- Southside Elementary: \$75 per student
- Morrison Junior High: \$100 per student
- Morrison High School: \$115 per student

3.1.2 Lunch Fees: Lunch fees are set by the Board of Education and reflect requirements established by the Illinois State Board of Education. Current lunch prices per building are:

- Northside Elementary:
 - Breakfast: \$1.40
 - Morning Milk: \$.35
 - Lunch: \$2.35
 - Milk Only: \$.35
- Southside Elementary:
 - Breakfast: \$1.40
 - Lunch: \$2.35
 - Milk Only: \$.35
- Morrison Junior High and High School:
 - Breakfast: \$1.40
 - Lunch: \$2.60
 - Milk Only: \$.35

3.1.3 Free and Reduced Meals Application/Process: Students are entitled to receive free meals if they are eligible to receive food stamps or Temporary Assistance to Needy Families (TANIF), or their household income falls within guidelines published annually by the United States Department of Agriculture

(USDA). These income eligibility guidelines can be found at [USDA Eligibility Guidelines](#).

Applications for Free and Reduced meals can be made during the online student registration process. Parents/guardians wishing to apply for free or reduced meals may apply at any time, applications can be picked up in the district office or downloaded by using the following link ([Free and Reduced Application](#)).

3.1.4 Fee Waiver Process: All families requesting a fee waiver (including for extracurricular) for the 2017-2018 school year must complete a fee waiver application. This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. Please review the information required carefully. Submit completed application and income verification documents to the District office located at the High School. Any incomplete information will cause a delay in your request or in your request being denied. The fee waiver application can be found using the following link ([Fee Waiver Application](#))

3.1.5 Extracurricular Fees:

| Junior High School | | | |
|--------------------|------|---------|------|
| | Full | Reduced | Free |
| First Activity | \$75 | \$45 | \$15 |
| Second Activity | \$50 | \$25 | \$10 |
| Third Activity | \$25 | \$15 | \$5 |
| Scholastic Bowl | \$25 | \$15 | \$5 |
| Jazz Band | \$25 | \$15 | \$5 |
| Cheerleading | \$25 | \$15 | \$5 |

| High School | | | |
|-----------------|-------|---------|---------|
| | Full | Reduced | Free |
| First Activity | \$175 | \$87.50 | \$43.75 |
| Second Activity | \$100 | \$50 | \$25 |
| Third Activity | \$50 | \$25 | \$12.50 |
| Scholastic Bowl | \$75 | \$30 | \$10 |

| | | | |
|--------------|------|------|------|
| Jazz Band | \$50 | \$30 | \$10 |
| Play/Musical | \$50 | \$30 | \$10 |

FAMILY CAP (High School only): \$500

Chapter #4 Transportation and Parking

4.1 Bus Transportation

The district provided bus transportation to and from school for all students living 1.5 miles or more from their school. A list of bus stops will be published at the beginning of the school year by R.C. Smith. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items are shortened or removed to lessen the likelihood of them getting caught in the bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silent on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation, contact: R.C. Smith Transportation (815) 772-7226.

4.1.1 Northside Student Drop Off and Parking: Parking is available in front of the school along Genesee Avenue and north of the school along High Street.

Those dropping off and picking up children at Northside Elementary may do so on Cherry Street during the following hours:

- **Drop Off: 7:50 am-8:05 am**
- **Pick Up: 2:45 pm and 3:00 pm**

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes on Genesee St. at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed away. PARENTS are encouraged not to park for long periods of time along Cherry Street when dropping students off in the morning.

4.1.2 Southside Student Drop Off and Parking: Parking is available in front of the school as well as in the back of the school. Parents and guardians are asked to enter the parking lot along Academic Drive in back of the school to drop off or pick up children.

4.1.3 Morrison Junior High: Parking is available in the lot in front of the school. Parents dropping off and picking up students should do so along the “C” curve to the south of the building.

4.1.4 Morrison High School: Visitor parking is located along Genesee Avenue. Student parking areas include the large area directly behind the cafeteria and pool, the area next to the football bleachers, and along Genesee Avenue up to the entrance to the school parking lot. Students should not block “Drive Through” areas. A circle drive must be maintained in the pool/cafeteria area. Motorbikes must be parked in the student parking lot in a parking space.

Chapter #5 Health and Safety

5.1 Immunization, Health, Eye and Dental Examination:

Required Health Examination and Immunizations

All students are required to present proof of a health examination and immunization against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the students were “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register midterm have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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 until the student presents: (1) proof of a complete 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 provided eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or lack of access to a dentist.

5.2 Student Medication:

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 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 nonprescription medication until a completed and signed School Medical Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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. As 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.

5.3 Guidance and Counseling:

5.3.1 High School: The school provides a guidance and counseling program for students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.3.2 Elementary and Junior High: The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

5.4 Safety Drills Procedures:

Safety drills will occur at times established by the building principal. Students are required to be silent and comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather drill (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

5.5 Communicable Disease:

The district will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

5.6 Head Lice:

The district will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students may be sent home at the nurse's discretion following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested students are prohibited from riding the school bus to be checked for head lice.
5. All school age siblings will be checked for possible additional infestations.

5.7 Epi-Pens:

The State of Illinois requires parents/guardians to be informed that:

1. The District maintains a supply undesignated Epinephrine Auto injectors (UEA)
2. The District and the prescribing physician are protected from liability when the school nurse and/or trained personnel administer a UEA to any student when these individuals in good faith professionally believe that the student is having an anaphylactic reaction

Chapter #6 Discipline and Conduct

6.1 General Building Conduct:

The following rules apply to all buildings and failure to abide by these rules may result in discipline:

1. Hats and bandanas shall not be worn in the building, unless approved by the building principal. Any hat brought to school shall be removed before entering the building.
2. Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks, or deface or destroy school property. .
4. Skateboards are not permitted in the school buildings.
5. Water guns, play guns, and/or real guns are not permitted at school.
6. No radios, tape players, CD players, cameras are permitted without permission from the building principal.

6.2 School Dress Code and Student Appearance:

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the buildings during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.

If there is any doubt about dress and appearance, the building principal shall make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

6.3 Student Behavior:

6.3.1 Prohibited Student Conduct

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

1. Using, possessing, distributing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represent to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represent to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook.
- 5. Using or possessing an electronic paging device.
- 6. 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; (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signalling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in any public school fraternity, sorority, or secret society.
18. Being involved in any gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affect the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

6.3.2 When and Where Conduct Rules Apply

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

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

6.3.3 Disciplinary Measures

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

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

alikes”, alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

6.3.4 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 position, 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.

6.3.5 Weapons Prohibited

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

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

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

6.3.6 Gang and Gang Activity Prohibited

“Gang” is defined as any group, club, or organization of two or more persons whose purpose includes 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 nonverbal 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 threatening 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.

6.3.7 Re-Engagement of Returning Students

Building principals or their 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.

6.4 Prevention of and Response to Bullying, Intimidation, and Harassment:

Bullying diminished 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 is prohibited on the basis of actual or perceived race, color, national origin, 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 prenatal 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. Bullying 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in

which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school related activity, functions, or program.

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspension and expulsion, that: (i) are adopted 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 person 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.

6.4.1 Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the students are comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the finding of the investigation, and actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the

District provide the victim with information regarding services that are available within the District and Community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited, A student's act or reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be disrupted annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The District shall review and re-evaluate this policy and make any necessary and appropriate revisions every two years, and file its updated policy with the Illinois State Board of Education. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

6.4.2 Complaint Managers:

Scott Vance
100 East Knox Street
Morrison, IL 61270
815-772-2064

scott.vance@morrisonsschools.org

Andy Harridge
520 North Genesee
Morrison, IL 61270
815-772-2153

andy.harridge@morrisonsschools.org

6.5 Sexual Harassment and Teen Dating Violence Prohibited

6.5.1 Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in

other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The term intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

6.5.2 Teen Dating Violence Prohibited

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

6.5.3 Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

6.6 Cafeteria Rules

6.6.1 High School Lunch Rules

Students may not leave campus during lunch, except with permission granted by the administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and after getting their lunch, shall immediately sit in a

chair at a table. Students shall remain seated while eating. Once they have finished eating students shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and return to their seat. Students shall follow all cafeteria rules during lunch.

6.6.2 High School Cafeteria Rules

1. Students shall not save seats for other students.
 2. Loud talking, yelling, screaming, and other disruptions are prohibited.
 3. Students shall not throw food, drinks.
 4. Students shall not trade food.
 5. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
 6. Students shall not leave the cafeteria until the bell rings or otherwise directed by staff.
 7. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria.
 8. Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.6.3 Cafeteria Rules K-8

1. Students shall not save seats for other students.
 2. Students shall walk to lunch and shall be orderly and quiet during lunch.
 3. No food shall leave the cafeteria.
 4. Loud talking, yelling, screaming, and other disruptions are prohibited.
 5. Students shall not throw food, milk cartons, or other items.
 6. Students shall not trade food.
 7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
 8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
 9. Students shall report spills and broken containers to cafeteria staff immediately.
 10. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.7 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give

permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

6.8 Access to Student Social Networking Passwords and Websites

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.

Chapter #7 Internet, Technology, and Publications

7.1 Internet Use

The entire District Acceptable Use policy can be found in the board policy manual (6.235). All electronic network use (including wireless internet connections) must be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

7.2 Acceptable Use

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

7.3 Privileges

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

7.4 Unacceptable Use

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material aid; and
13. Using the district network while access privileges are suspended or revoked.

7.5 Network Etiquette

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

7.6 No Warranties

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

7.7 Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

7.8 Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

7.9 Vandalism

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

7.10 Telephone Charges

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

7.11 Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

7.12 Use of Email

The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

Chapter #8 Search and Seizure

(In order to maintain order and 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 include school liaison police officers.)

8.1 School Property and Equipments (including personal effects left by students):

School authorities may inspect and search school property and equipment owned or controlled by the district and/or school (such as: lockers, desks, and parking lots), as well as personal effects left at school by a student, without notice or prior consent of the

student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left on district grounds.

Building administrators may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other district 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.

8.2 Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds 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 relate to it 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 a school to make a factual determination.

8.3 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.

Chapter #9 Extracurricular and Athletic Code of Conduct

9.1 Purpose

The extra-curricular program at Morrison Community Unit District #6 is an integral part of the total educational experience within the Morrison school system. Competition and participation are the focus of all activities with the emphasis directed toward: a) the winning feeling created by knowing the best effort was extended, b) the winning concept developed by teamwork and success through learning together, and c) winning respect for one's teammates, competitors, coaches, advisors, administration, and the appreciation of achievement for a greater goal...

becoming a better individual because of one's extracurricular involvement. To that end, extra-curricular is defined as any IHSA, IESA, school event or activity that is not a required part of a Morrison Community Unit District graded class.

Participation in extracurricular activities at Morrison Community Unit District schools is a **privilege** extended to the student body. The school district strives to promote the ideals of good sportsmanship, citizenship, respect for rules, and authority; establish leadership, pride, teamwork, and discipline. Because of the adverse physical and mental effects of drugs, alcohol, and tobacco can cause to the minds and bodies of adolescents, the Morrison School District has a vested interest in ensuring that our student athletes have the ability to perform at the highest level possible. Therefore, this code of conduct governs students participating in any extracurricular activities as well as school sponsored events at Morrison Community Unit Schools.

For the purpose of this code of conduct, a student becomes an extra-curricular participant and **member of his/her class** on the first day of high school/junior high school and continuing through the last day of the student's senior year/8th grade year. For those programs which begin practice prior to the first day of school or participation in tournaments following the last day of school, this policy shall be in effect during these times. All violations of the Morrison Community Schools Extra-Curricular Code of Conduct are accumulated over the student's years in high school/ junior high until the end of the final activity. The Morrison Community Schools Extra-Curricular Code of Conduct is in effect 365 days a year and 24 hours a day.

9.2 Participation Requirements

Participation is encouraged for all Morrison Community School students who meet the eligibility requirements established by the Illinois High School Association (IHSA), Illinois Elementary School Association (IESA), and those additional requirements approved by the Morrison Community District #6 Board of Education. These requirements include:

1. An annual physical examination completed on a Morrison District physical examination form for those activities requiring such information. This physical examination shall be good for one (1) year. The physical examination form must be on file in the respective school offices before an individual can participate.
2. Participants must have insurance coverage either through the school or have a signed parental waiver of insurance coverage for the student(s) on file in the respective school offices before he/she can practice or participate.
3. All activity fees must be paid before he/she may practice or participate. Fees are per student and there is no discount for multiple family members.
4. Students must have a signed parental permission slip on file. Signatures are required of the students and parent/guardian.
5. Students must maintain academic eligibility (*see Eligibility for specifics*).
6. Participants may not quit one activity and go out for another activity in the same season after practices have started unless the coaches/advisors in those two activities agree to the change.

7. Students must sign and have on file acknowledgment that he/she understands the Extracurricular Code of Conduct and agrees to abide by it.
8. Students and parents must have attended or viewed online the extracurricular parent meeting held prior to the beginning of school.

Morrison High School and Junior High School will abide by all IHSA/IESA rules in cases of eligibility, transfers, physical examinations, age requirements, etc... Each coach/advisor has the responsibility to know, to inform, team members, and enforce school and IHSA/IESA regulations in these matters.

9.3 Eligibility:

9.3.1 Academic Eligibility

Morrison High School and Morrison Junior High School will maintain a weekly eligibility list for all extracurricular activities (excluding activities that are already for a grade such as band). All Morrison High and Junior High School students are subject to the following criteria in order to maintain academic eligibility for extracurricular activities:

Morrison High School:

1. Pass six (6) subjects (with a grade of A, B, C, or D) per week during the activity (grades will be a cumulative score from the first day of the semester; weekly eligibility will begin the third (3rd) week of each semester and run throughout the semester).
2. Have passed six (6) subjects in the previous semester to be eligible for the next semester. Failure to pass the required number of courses (6) will result in the student forfeiting eligibility for the entire upcoming semester. Students who earn a GPA of 2.5 or higher the next quarter may be declared academically eligible provided they meet the weekly eligibility criteria. This is a one-time exemption; students who fail to meet semester eligibility requirements thereafter will forfeit their eligibility for the entire semester.
3. Students wishing to make up failed course work to retain eligibility may do so through MCUSD provided summer courses/credit recovery programs or MCUSD approved accredited online or correspondence courses. An official final transcript is required to be turned into the high school athletic director and/or principal prior to retaining eligibility.

Morrison Junior High School

1. Pass all classes during the week to be eligible to participate in the upcoming week's activities.
2. Eligibility will start the second week of each quarter as well as the second week of each season and run throughout the remainder of the quarter/season.

9.3.2 Attendance Eligibility

1. Students must be in school a minimum of one-half day on school days in order to participate and/or practice in any school activity that day. The one-half day of attendance should be the last half of that school day (10:00 am) unless prior permission is given by the school principal or their designee, examples of exceptions would include, but are not limited to: funeral's, doctor's appointments, or college visits.
2. After three (3) days of unexcused absences in a semester a student loses eligibility for participation in extracurricular activities for 30 days. There would be an additional 30 days for each subsequent skipped day.
3. Individuals missing school or class (including homeroom) for any unexcused reason will not be allowed to participate and/or practice in any school activities on the day of the absence.

9.3.3 Age Eligibility

Per section 3.061 of the Illinois High School Association by-laws students at Morrison High School shall be eligible for extracurricular activities through the age of nineteen (19) unless the student shall become twenty (20) during a sport season, in which eligibility shall terminate on the first day of such season (as defined in Section 5.000 of the IHSA by-laws).

Students at Morrison Junior High School shall be eligible for 7th grade teams through the age of fourteen (14) unless the student shall become fifteen (15) during the season in which event eligibility shall terminate on the first day of the season. A student in 8th grade shall be eligible through the age of fifteen (15) unless the student shall become sixteen (16) during a season in which event eligibility shall be terminated on the first day of such season.

9.3.4 Home School Student Eligibility

Home school students must be enrolled in at least five (5) classes at Morrison High School in order to participate in IHSA sanctioned events. Home School students wishing to participate in all other extracurricular events must be enrolled in at least four (4) classes at Morrison High School.

9.3.5 Miscellaneous Guidelines

1. Students must ride to and from away contests/performances with the team, unless the following exceptions are met:
 - a. Students may ride with their parent(s) with prior approval from the administration or face-to-face contact with the coach/advisor AND a signed note indicating THEIR child is riding home with them.

- b. PRIOR written notice received and approved by the high school principal or designee if the parent requests his/her student ride home with someone other than his/her parent or guardian.
 - c. Violations may result in game/event suspensions.
- 2. Individuals are responsible for school equipment/supplies; the individual must pay for any items that are lost or damaged through negligence.
- 3. Profanity, obscene gestures, and insubordination will not be tolerated at any time. Violations will be handled on an individual basis by the coach/advisor.
- 4. Individuals who are serving a school suspension may not practice or participate in a scheduled activity the day(s) of the suspension(s).
- 5. Students engaging in hazing will be subject to disciplinary action depending on the seriousness of the act.
- 6. Criminal activity, including but not limited to theft and vandalism on the part of a participant while on trips for contests or at home while involved in school related activities may result in the immediate dismissal from the team/activity. Other consequences may be issued by the principal.
- 7. Students are expected to be dressed appropriately or in the required dress standards established by their coach/advisor for all games, matches, or meets.
- 8. Attendance at practice is mandatory. A student must notify the coach/advisor if he/she is not going to be at practice on any given day. Practices over breaks and weekends will be held at the coach's/advisor's discretion. Consequences for missing practice may include the following:
 - a. Loss of playing time
 - b. Game suspensions
 - c. Permanent removal from the team
 - d. Other at the coach's discretion

Exceptions: Some extracurricular activities do not require all of the above mentioned including plays, graded classes, homecoming and prom courts, musicals, and Jazz Band

9.4 Prohibited Conduct:

9.4.1 Drugs

Morrison Community School District #6 extracurricular code of conduct prohibits the use, possession, distribution, purchase or selling of any illegal drugs or controlled substances as described by MCUD #6 Board Policy 7:190. *For the purpose of this policy, a participant in a school-sponsored extracurricular activity shall be deemed to be in violation of this policy when present at a party, gathering, in an automobile, or otherwise in close proximity, when controlled substances are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made.* Morrison Community School District's position is that any

student participant who is associated with these illegal activities is, at the very least, providing tacit support and encouragement for illegal activities by their very presence. A student athlete or other extracurricular activity participant may be allowed to prove himself/herself drug free and thereby lessen the discipline imposed under exceptional circumstances.

9.4.2 Alcohol

The use, possession, transportation or transfer of any alcoholic beverage is prohibited. *For the purpose of this policy, a participant in a school-sponsored extracurricular activity shall be deemed to be in violation of this policy when present at a party, gathering, in an automobile, or otherwise in close proximity, when alcoholic beverages are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made. School officials will not attempt to ascertain whether a student(s) was or was not actually using alcohol, had actual possession of alcoholic beverages, or was actively involved in the transportation or transfer of alcohol. The school district's position is that any student participant who is associated with these illegal activities is, at the very least, providing tacit support and encouragement for illegal activities by their very presence.*

9.4.3 Tobacco

The use or possession of tobacco products, including both “snuff” and chewing tobacco is prohibited. **For the purpose of extracurricular participation this section shall also include: electronic cigarettes, Juuls or other similar devices.**

9.4.4 Theft/Vandalism

The theft of property from an individual(s), from private and public institutions and/or businesses is prohibited. Intentionally causing damage to the personal property of an individual(s) or to the property of private or public institutions or businesses is prohibited. An intentional effort to disturb, disrupt or deface the property or the facilities of our school(s) is considered vandalism under this policy.

9.4.5 Miscellaneous

Repeated misconduct or violation of school rules (chronic abuse or violation of school policy after proper notification to the parent/legal guardian and the student), any conduct that violates, local, state, or federal civil and/or criminal laws including involvement in, arrests, or convictions of violations such as major

theft, malicious destruction of school or personal property, gross sexual misconduct, attacks on school personnel, carrying weapons, and gang affiliation.

9.5 Evidence for Violation:

For the purpose of this code of conduct, evidence for violations must fall into one of the following categories:

1. A student will be considered in violation if observed committing any conduct deemed prohibitive at any time by a faculty member, administrator, or employee of the school district. The high school administration will have the final say after investigating the incident.
2. A student will be considered in violation of the extracurricular code of conduct based upon a report of a law enforcement officer, court officers, or media report.
3. A student will be considered in violation if said student admits his/her violation to any Unit #6 employee or school administrator or if reported by their parent/guardian to the principal or activities director.
4. A student will be considered in violation if convincing evidence that proves a violation has occurred is discovered by the Principal, Activities Director, Unit #6 Employee, or other school administrator.
5. **A student will be considered in violation upon failure of a drug screen. Drug screens DO NOT need to be confirmed by a laboratory to result in a violation.**

*****Statute of Limitation Clause*****

For the purpose of reporting a student(s) who have allegedly violated the Code of Conduct, all viable reports must be reported to the principal or his/her designee within 14 days of the alleged violation, exceptions to this rule would be reports from law enforcement personnel verifying a violation did occur. MCUD #6 does not consider anonymous reports to be viable.

9.6 Consequences for Violation:

9.6.1 Violations for Drugs (*excluding marijuana*)

- First Offense
 - Option A: 12 month suspension from participation in all extracurricular activities (including school dances, recitals, etc...during the course of the suspension)
 - Option B: 4 month suspension from participation in all extracurricular activities following the completion of a substance abuse evaluation and completion of recommended treatment (if any) at a facility approved by the Morrison Community School District.
- Second Offense: Permanent exclusion from all district extracurricular activities.

9.6.2 Violations for Alcohol, *Marijuana*, and *Tobacco*

- First Offense
 - Option A: Suspension from fifty percent (50%) of the days of competition or semester for non-athletic violations.
 - Option B: Suspension from one third ($\frac{1}{3}$) or thirty three percent (33%) of the team's scheduled days of competition or semester for non-athletic violation following the completion of a substance abuse evaluation and completion of a recommended treatment (if any) at a facility approved by the Morrison Community School District.
- Second Offense: Suspension from all activities (including school dances, recitals, etc...) for a period of 12 months from the date of the offense. In addition, students must complete a school approved substance abuse evaluation and any recommended treatment. Students will not be allowed to resume competition and/or participation until such time as the evaluation and treatment have been completed.
- Third Offense: Permanent exclusion from all district extracurricular activities.

9.6.3 Violations for Theft

- First Offense:
 - Theft of goods from \$1-\$500 in value, students shall be suspended from ten percent (10%) to twenty-five percent (25%) of the team's days of competition or the semester (non-athletic violations).
 - Theft of goods over \$500 in value shall result in a suspension for one (1) full season of one (1) full semester (non-athletic) and may result in police involvement.
- Second Offense: Suspension for a period of twelve (12) calendar months and the student must make complete restitution before regaining eligibility.
- Third Offense: Permanent exclusion from all district extracurricular activities.

**** Failure of students to complete either rehabilitation programs and/or community service shall result in the student being disciplined under Option A.**

9.6.4 Gang Activities

Membership in a gang, involvement in or support of gang activities, repeated wearing of gang related clothing or paraphernalia, and repeated use of gang language or signs are prohibited. For the purpose of this policy, any wearing of gang clothing, displaying gang paraphernalia, or use of gang related language and signs after being warned to stop such activities will be considered as repeated wearing or use.

1. First Offense:

- a. Athletes: Suspension of twenty-five percent (25%) to fifty percent (50%) of a season, depending upon the severity of the offense.
 - b. Other Extracurricular Participants: Suspension from twenty-five percent (25%) to fifty percent (50%) of a semester, depending upon the severity of the offense.
- 2. Second Offense:
 - a. Athletes: Suspension of one (1) season.
 - b. Other Extracurricular Participants: Suspension of one (1) semester.
- 3. Third Offense (all participants): Suspension for twelve (12) months.

9.7 Provisions

9.7.1 Penalty Reduction Clause

For the first offense a student may have their penalty reduced by $\frac{1}{3}$ by informing the Principal or his/her designee of their violation voluntarily by 9:00 am the first school day after the violation has occurred. To qualify for the reduction, the student MUST approach and notify the principal/designee PRIOR TO the principal/designee beginning an investigation. An offense that occurs when school is not in session (i.e. summer break, winter break, Spring break, etc) must be reported by 9:00 am the first workday the school office is open. The high school office is open twelve (12) months a year. The penalty reduction clause is invalid if evidence of a violation is found during the course of a random security search (i.e. dog search).

9.7.2 Repeat Violations in A Different Category

A first offense in any prohibited category is considered a first offense in all categories. Any subsequent offense is a second violation in all categories and the punishments will be in the category of that violation.

Example: Student A is found to be in violation of the Extracurricular Code of Conduct for smoking and is therefore punished under the first violation provision of section 9.4.3 Violations for Tobacco of this code. The next school year Student A is arrested for drinking at a party. Student A will be punished under the second violation provision of section 9.4.2 Violations for Alcohol.

9.7.3 Violations that Result in Criminal Charges

All matters resulting in criminal charges under the Statutes of the State of Illinois shall be considered violations of the Extracurricular Code of Conduct (even if the violation is not listed in this code) and may result in suspension and/or dismissal from an activity.

9.7.4 MCUD Investigative Policy

Morrison school will investigate possible violations of this policy when a responsible adult (the administration shall be the sole judge of a witness' credibility), a district

employee, or law enforcement personnel, with credible information of a possible violation, makes a report. Due to the serious problem of student alcohol and drug abuse the administration will vigorously pursue enforcement of these policies. Students will be questioned regarding possible violations of the Code, which may occur at a time when school personnel are or should be providing supervision of students and an activity and when such interviews are necessary in order to protect the due process rights of another individual or when such interviews are compelled by law enforcement personnel as part of an ongoing criminal investigation.

9.7.5 Drug and/or Alcohol Treatment Provisions

Students who decide to enroll, participate, and complete a drug or alcohol abuse/rehabilitation program as partial fulfillment of the district's sanction for violating these policies shall be given suggestions as to the types and locations of programs available in the area. The district accepts no financial obligation of any type for the student who voluntarily participates in such a program nor does the district make any claim relating to the long-term benefits of participation in such a program. Parents may propose a program for their child other than one suggested by the school; however the district reserves the right to verify the authenticity and efficacy of such programs before agreeing to accept the program(s) as meeting the provisions of the policy. Summer work for the school shall not be used as a substitute to the penalties outlined above.

9.7.6 Membership Forfeiture

During the term of suspension students will forfeit their membership in any club and/or organization. They may not attend meetings or activities held by that club and/or organization (including class officers) during the length of the suspension. Any office that they hold in any club or organization will be forfeited for the remainder of that school year.

9.7.7 Attendance at Extracurricular Events

Athletes and other extracurricular participants will not be allowed to attend any extracurricular activities including dances, which are held during the time that they are suspended from extracurricular activities for violating any of the items that are prohibited by this Code.

9.7.8 In-Season/Semester Suspensions

Suspensions for partial seasons or semesters will sometimes occur when there are no longer enough contests, or days left in the season or semester to fulfill the suspension. When that happens, the suspension will be applied to the balance of the next season or semester, which the student would normally participate in, to complete the required suspension. If the violation occurs in the off-season, the student will be suspended for the assigned number of contests or dates in the next season that he/she would normally participate in.

9.7.9 Coaches/Sponsor Additional Requirements

Sponsors and/or coaches have the right to add further criteria or rules as part of their sport/activity rules and expectations. Additional rules must be approved by the principal or his/her designee and must be given to the participants in writing.

9.8 Appeals/Due Process

Participants or their parents/guardians may appeal any penalty to the Extracurricular Appeals Committee. Appeals must be filed with the school principal or his/her designee within forty-eight (48) hours of being notified of an extracurricular code violation. The appeals committee will be appointed by the building principal and will consist of teachers and coaches/advisors. The committee will be presented with the facts concerning the violation. The student and their parent(s)/guardian(s) will be allowed to speak on their behalf. The committee will then discuss the incident and render a decision. The appeals committee may recommend one or more of the following:

1. Overrule the initial penalty and reinstate the participant.
2. Sustain the initial penalty as imposed.
3. Modify the initial penalty, including but not limited to:
 - a. Suspension for the participant for the remainder of the year
 - b. Suspension for the participant from all activities (ranging from one calendar year to the remainder of his/her high school career).

If the student and/or their parent(s)/guardian(s) are not satisfied with the committee's decision, they may appeal to the Board of Education. Suspension appealed to the Board of Education will follow the parameters set forth in *Board Policy 7:200*.

9.9 Music and Athletic Conflicts

All efforts will be made to schedule music events on dates when there are no scheduled athletic events. Every effort will be made to avoid rescheduling postponed or canceled athletic events on nights when music events are scheduled. On dates when music events and Freshmen and/or Junior Varsity events are scheduled, athletes involved in the music event will be excused from the athletic contest.

9.10 Prom Only Participants

Students whose only extracurricular activity is Prom are subject to the same requirements as other extracurricular participants with the following stipulations:

1. "Prom Only" students shall be subject to penalties for violating the extracurricular code of conduct beginning the first day of scheduled classes of the second semester.

2. Violations of the Extracurricular Code of Conduct by “Prom Only” students shall result in the following consequences:
 - a. Drugs: see MCUD #6 Random Drug Screening for Extracurricular Participants for penalties.
 - b. Alcohol
 - i. First Offense: student shall complete ten (10) hours of community service before being allowed to attend Prom.
 - ii. Second Offense: student shall be referred to a school approved counseling program for assessment. The student must fulfill the recommendation of the counseling program and provide documentation of completion before being allowed to attend Prom.
 - iii. Third Offense: students shall be prohibited from attending Prom for the duration of their time at MHS.
 - c. Tobacco:
 - i. First Offense: student shall complete five (5) hours of community service before being allowed to attend Prom.
 - ii. Second Offense: student shall complete ten (10) hours of community service and attend a school approved program detailing the dangers of nicotine/tobacco.
 - iii. Third Offense: student shall be referred to a school approved counseling program for assessment. The student must fulfill the recommendation of the counseling program and provide documentation of completion before being allowed to attend Prom.
 - iv. Fourth Offense: students shall be prohibited from attending Prom for the duration of their time at MHS.
 - d. Theft:
 - i. First Offense: student shall make restitution and complete five (5) hours of community service before attending Prom.
 - ii. Second Offense: student shall make restitution and complete ten (10) hours of community service before attending Prom.
 - iii. Third Offense: student shall be prohibited from attending Prom for the duration of their time at MHS.
 - e. Gang Activities:
 - i. First Offense: student shall complete five (5) hours of community service before attending Prom.
 - ii. Second Offense: student shall complete ten (10) hours of community service before attending Prom.
 - iii. Third Offense: students shall be prohibited from attending Prom for the duration of their time at MHS.

9.11 Video Surveillance

The school district maintains and utilizes video surveillance on school buses and at each of the school facilities. The recordings are utilized to monitor student behavior. If charges are filed, these recordings may be turned over to the police as evidence for prosecution.

Chapter #10 Special Education

10.1 Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The district provides free and appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the district office.

10.2 Discipline of Students with Disabilities

10.2.1 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.

10.2.2 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.

10.3 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 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 adaptive physical education will receive that service in accordance with the student's Individualized Education Plan.

10.4 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four (4) years of high school, qualifies for a certificate of completion after the student has completed four (4) years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

10.5 Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact your child's building principal.

Chapter #11 Student Records and Privacy

11.1 Student Privacy Protections

11.1.1 Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

11.1.2 Surveys Requesting Personal Information

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

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

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

11.1.3 Instructional Material

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

11.2 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or

she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.50 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, tutor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to these individuals the parent/guardian or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsion or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical

reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to prove the health or safety of the student or other person; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

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

5. **The right to prohibit the release of directory information.***

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses and telephone numbers

Photographs, videos, or digital images used for information or new-related purposes (whether by media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be

disclosed without prior written consent. If you wish to exercise this option, notify the high school principal.

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **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, SW
Washington DC 20202-4605

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of this notice.**

11.3 Student Biometric Information

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

11.4 Military Recruiters and Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses, and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter #12 Parental Right Notifications

12.1 Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;

2. Whether the teacher is teaching under an emergency permit or other provisional status through which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aide or paraprofessionals provide services to your child and if so, their qualifications.

If you would like to receive any of this information, please contact the District office.

12.2 Standardized Testing

Students and parents/guardians should be aware that students in grades 3-11 will take standardized tests throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before the 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 the test, 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.

12.3 Homeless Child's Right to Education

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

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

12.4 Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline,

including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

12.5 Parent Involvement Compact

The District annually has a meeting for all parents/guardians that will discuss parental involvement and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The District and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The district provides parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parent/guardians, and participate as appropriate in decisions relating to the education of their children if such parent/guardians so desire; and
4. Timely responses to suggestions

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to best assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The District endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed toward the Superintendent, Scott Vance at (815) 772-2064.

Parents/guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

12.6 English Learners

The school offers opportunities for English learners to develop high levels of academic attainment in English to meet the same academic content and student 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 children's placement in, and information about, the District's English Learners program.

12.7 School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the district office upon request.

12.8 Pesticide Application Notice

The District is required by law to notify parents, guardians, and school employees at least forty eight (48) hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications.

Excluded from the notification requirement are antimicrobial agents such as disinfectants, sanitizers, or deodorizers, insecticide baits and rodenticide baits.

12.9 Mandated Reporter

All District personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

12.10 Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of eighteen (18) are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend a conference to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason-including the three reasons above-he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

12.11 Violent Offender Community Notification

State law requires that school districts provide parent/guardians with information about sex offenders and violent offenders against youth.

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 on the Illinois State Police's website at: <http://www.isp.state.us/cmvo/>.