

**Mattoon High School
2025 - 2026
Student Handbook**

Home of the Greenwave!

*“A Mattoon High School graduate will be **LIFE READY** by possessing the necessary life skills, social emotional intelligence, and character that empower them to approach their future with confidence, to dream big and to achieve big.” - Mission Statement*



MHS PRINCIPAL:

Mr. Richard Stuart

MHS ASSISTANT PRINCIPAL:

Mrs. Stacy Keyser

**MHS ASSISTANT PRINCIPAL/
ATHLETIC DIRECTOR:**

Mr. Trent Duckett

MHS DEAN OF STUDENTS:

Mr. Jarad Kimbro

*2521 Walnut Avenue
Mattoon, Illinois , 61938
217-238-7800*

My 7 Habits to Becoming Highly Effective

Habit 1: Be Proactive

I am free to make choices and ultimately responsible for living a life of purpose.

- I will pause before I respond in difficult situations.
- **I will think before I speak, think before I act, and be kind to others.**
- I will focus on finding solutions.
- I will work within my circle of influence.
- I will take responsibility.

Habit 2: Begin With the End in Mind

I will begin developing a vision of the person I want to become and my purpose in life. I will create and live by my Personal Mission Statement.

Habit 3: Put First Things First

I will organize my time and establish goals to support my personal mission. I will **prioritize** and do what is most important first. I will seek to live in **Quadrant 2** (Shift from “Urgent” to “Important”).

Habit 4: Think Win-Win

I will have a mindset of abundance for all and seek solutions where all can share success.

- I will seek solutions where all can share success.
- I will take care of others.

Habit 5: Seek First to Understand Then to Be Understood

I will have an open mind and consider all views. I will listen to understand. I know my influence is greater when I truly understand others first.

- I will practice empathic listening.
- I will seek to be understood in a respectful manner.
- I will balance courage for myself and consideration for others.

Habit 6: Synergize

I will work with others to find solutions that are greater than what either of us has in mind.

- I will value differences.
- I will recognize that “We” is greater than “I”.

Habit 7: Sharpen the Saw

I will take time for myself every day because it gives me the ability to do everything else.

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Mattoon High School

Mattoon High School Mission Statement:

A Mattoon High School graduate will be LIFE READY by possessing the necessary life skills, social emotional intelligence, and character that empower them to approach their future with confidence, to dream big and to achieve big.

All or some provisions in this handbook may be subject to change due to action of the State of Illinois, the District Board of Education or Administration during the current year without notice.

This handbook is only a summary of board policies governing the district; board policies are available to the public at the district office or from the district website.

Distribution of this handbook is communication of all policies to persons expected to execute and comply with them.

This handbook has been designed and organized to help promote student progress as well as to facilitate school governance. This handbook not only provides for the psychological and physical safety of all students through appropriate rules, regulations, and procedures and by providing other relevant information, but also ensures that parents and students receive timely and adequate notice of their rights and responsibilities as members of the school community. **The statements in this handbook derive from Board policies governing the district and may be revised without notice.** The complete text of Board policies is available at the district offices and on the district's web site: <www.mattoon.k12.il.us>."



Board of Education

Mr. Dale Righter – Mattoon Township
Mr. John Hedges – Mattoon Township
Mr. Jake Uphoff – Paradise Township
Mr. Jeff Branson – Lafayette Township
Mrs. Ashli Overton – Lafayette Township
Mrs. Cheryl Armstrong– Paradise Township
Mr. Dave Earp – Mattoon Township

District Administration

Mr. Tim Condron, Superintendent
Dr. David Skocy, Assistant Superintendent / Human Resources
Mr. Ryan Ghere, Business Manager
Mr. Chad Arnold, Director of Programming
Mr. Chris Parr, Transportation Director

MHS Administration

Mr. Richard Stuart, Principal
Mrs. Stacy Keyser, Assistant Principal
Mr. Trent Duckett, Assistant Principal/ Athletic Director
Mr. Jarad Kimbro, Dean of Students

MHS Office Support Staff

Mrs. Julie Kinert (Athletics)
Mrs. Carla Dufford (Registrar)
Mrs. Taylor Nichols (Attendance)
Ms. Megham Emmett (Student Behavior / Student Food Pantry)
Mrs. Amy St.John (Bookkeeper)

MHS Custodians

Mr. Kelly Copper (Head Custodian)
Mr. Ralph Boley (Sports Grounds and Facilities Custodian)
Mr.Keith Crary
Mrs. Jennifer Payne
Mr. Lyle Wiltermood

Office Hours

School Year: 7:30 a.m. – 4:30 p.m.
Summer: 7:00 a.m. – 3:30 p.m.

Mattoon High School
2521 Walnut Avenue, Mattoon, IL 61938
(217) 238 – 7800 Fax (217) 238 –7805

MHS Webpage

<https://www.mattoon.k12.il.us/o/mhs>

Main Offices

Main Office Reception	238-7800
Student Attendance	238-7812
Athletics	238-7825
Student Behavior	238-7811
Registrar	238-7806
Bookkeeper	238-7807
Library	238-7832
Custodian Office	238-7830

MHS Administrative Offices

Mr. Richard Stuart, Principal	238-7801
Mrs. Elizabeth Schumacher, Asst. Principal	238-7802
Mr. Trent Duckett, Asst Principal/Ath. Director	238-7824
Mr. Jarad Kimbro, Dean of Students	238-7803

Guidance Counselor's Offices

Mrs. Deanna Dalby	238-7820
Mrs. Amy Sweeney	238-7821
Mrs. Carrie McKee	238-7822
Mrs. Madison Edwards - School Social Worker	238-7808
TBD - School Psychologist	238-7809

MPD School Resource Officers Office

Officer Chris Kepley	238-7804
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M **MCUSD #2 AT-A-GLANCE** **SCHOOL CALENDAR 2025-26**

August 11	Teacher Institute Day - No Student Attendance
August 12	First Day of Grades 1-12 Student Attendance
August 13	First Day of Kindergarten Attendance
September 1	Labor Day - No School
October 10	End of 1st Quarter - Full Day Teacher Institute- No Student Attendance
October 13	Columbus Day - No School
October 15	Quarter 1 Grades Posted in Skyward
October 16	Evening Parent/Teacher Conferences
October 17	Parent/Teacher Conferences - No Student Attendance
November 10	Half-Day Teacher Institute - 2.5 Hour Early Dismissal
November 11	Veterans Day - No School
November 26	No School
November 27	Thanksgiving Day - No School
November 28	No School
December 18 - 19	MHS 1st Semester Finals
December 19	End of 2nd Quarter and 1st Semester
December 22 - January 2	Winter Break
January 5	Teacher Institute Day - No Student Attendance
January 6	Quarter 2 Grades Posted in Skyward; School Resumes for Students After Winter Break
January 19	Martin Luther King Jr.'s Birthday - No School
February 13	Teacher Institute Day - No Student Attendance
February 16	Presidents' Day - No School
March 13	End of 3rd Quarter
March 17	Quarter 3 Grades Posted in Skyward
March 27	Half-Day Teacher Institute - 2.5 Hour Early Dismissal
March 30 - April 6	Spring Break
April 7	Students Return from Spring Break
May 16	High School Graduation
May 21	End of 4th Quarter and 2nd Semester; Quarter 4 Grades Posted in Skyward; Last Student and Teacher Attendance Day; Early Dismissal
May 25	Memorial Day

NOTES: This calendar contains 180 total days. There are 4 Teacher Institute days, 176 student attendance days, and 6 emergency days to be used, if needed, from May 22-June 1.

www.mattoon.k12.il.us/

#MattoonSchools

communications@mcusd2.com

MHS 2025-2026 Bell Schedule

Regular Bell Schedule		Early Dismissal Bell Schedule	
8:45-9:05	Wave Time	8:45 - 9:19	Period 1
9:09-9:59	Period 1	9:23 - 9:56	Period 2
10:03-10:53	Period 2	10:00 - 10:33	Period 3
10:57-11:47	Period 3	10:37 - 11:17	Period 4
11:51-12:41	Period 4	10:37 - 11:17	Period 4 Lunch
11:51-12:31	Period 4 Lunch	11:21 - 12:01	Period 5
12:35-1:25	Period 5	11:21 - 12:01	Period 5 Lunch
12:45-1:25	Period 5 Lunch	12:05 - 12:38	Period 6
1:29-2:19	Period 6	12:42 - 1:16	Period 7
2:23-3:13	Period 7		

E-Learning and School Closings

In situations of extreme weather conditions, MCUSD2 may decide to enact an E-Learning day or to close school for the day.

Whenever students are in doubt about the schools being open, they should listen to the radio station or view the district website at, <http://www.mattoon.k12.il.us/> or on the District Facebook at Mattoon Community Unit School District 2. Please DO NOT call the school office on these occasions. This will help avoid congestion of vital telephone lines during the crucial early hours. NOTE: Only the Superintendent of Schools has the authority to close district schools.

On occasions when a decision must be made to close schools due to extreme weather conditions, announcements will be made over the radio stations WLBH (96.9 FM and 1170 AM), WEIC (1270 AM), WEIU (88.9 FM) and WMCI (101.3 FM) as early as it is known.

These Factors are considered in making the Determination Whether or Not to enact E-Learning or to Close Schools:

1. The severity of the weather.
2. Potential for drastic change in weather.
3. Whether students are waiting for buses – applicable to severity of weather, temperature, wind chill, etc.
4. Time of inclement weather.
5. Personal inspection of road conditions by transportation department staff.

I. Graduation Requirements and Graduation Ceremony

MHS requirements for student graduation are a compilation of Illinois State law and district Board policy. Students at MHS are strongly encouraged to set high academic goals based upon their potential future college and career plans.

1.01 Credits Required for Graduation – Board Policy

All students are required to enroll in a minimum of six (6) course hours each semester. In general, students may earn up to 3 full credits (1/2 credit for each completed course) per semester, or up to 6 full credits in an academic school year. A minimum of 22 credits are required for graduation from Mattoon High School.

1.02 MHS Graduation Requirements

To graduate from Mattoon high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements. Each student must earn 22 credits in order to graduate from high school. These credits must include:
 - a. Four (4) credits of English;
 - b. Three (3) credits of mathematics;
 - c. Two (2) credit of science;
 - d. Two and one-half (2.5) credits of social science, one (1) credit must be on the history of the United States, one-half (0.5) credit on the principles of American government, one-half (0.5) credit on the principles of economics, and one-half (0.5) credit of social science electives.
 - e. One (1) credit chosen from music, art, foreign language, or vocational education.
 - f. One-half (0.5) credit of health education.
 - g. One (1) semester of driver education in accordance with the requirements of Board of Education 6.60; and
 - h. Yearly enrollment in physical education, subject to substitutions set forth in Board of Education Policy 6.310.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).
6. Attended at least 7 semesters at an accredited high school by the Illinois State Board of

Education (refer to ISBE website for a list of accredited institutions)

7. Beginning with the 2020-2021 school year, filing one of the following:
 - (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education,
 - (2) an application for State financial aid, or
 - (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf. A student is exempt from this requirement if:
 - (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances,
 - (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and
 - (3) the student has met all other graduation requirements.

(See: School Board Policy 6.300)

1.03 Students Grade Level Classifications

Students are classified based on credits at the end of each semester

Freshman - Those students entering the high school directly from the 8th grade, and those students having less than 5.0 units of credit are classified as freshmen.

- Illinois State Board of Education defines being on on track requirements:
 - Earned (at least) 5.0 credits
 - Earned no more than one semester F in a core course (English, Math, Science, Social Science)

**Sophomore At Risk - Those students who have completed 2 semesters of high school and have 5.0 or more, but less than 6.0 credits. Please refer to the Supports section below.

Sophomore - Those students who have completed 2 semesters of high school and have 6.0 or more, but less than 10.0 credits.

**Junior At Risk - Those students who have completed 4 semesters of high school and have

10.0 or more, but less than 12.0 credits. Please refer to the Supports section below.

Junior - Those students who have completed 4 semesters of high school and have 12.0 or more, but less than 16.0 credits.

**Senior At Risk - Those students who have completed 6 semesters of high school and have 16.0 or more, but less than 18.0 credits. These are students who are at risk of not graduating on time. Please refer to the Supports section below.

Senior - Those students who have completed 6 semesters of high school and have 18.0 or more credits.

Supports to get back on track for "At Risk" Students:

- Meeting with counselor to review credits, graduation requirements, and the creation of a plan to get on track
- This includes communicating and working with their classroom teacher proactively
- Making use of Wave Time Academic Support and tutorials with classroom teacher prior to falling to a "D" or "F"
- When receiving a "D" or "F" making use of Wave Time Academic Support daily till achieving at least a 75% and utilizing tutorials with classroom teacher weekly again till receiving at least a 75%
- For more detailed supports, resources, and processes please reference the MHS student playbook that are always available to MHS students

1.04 Substitutions for Required Courses

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

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

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an *interscholastic* or *extracurricular athletic program*;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
6. MCUSD2 ADDITION: Enrollment in district's Illinois State Board of Education approved Competency-Based Education (CBE) program.
7. A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies. (See: School Board Policy 6.310)

1.05 Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in/ or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy - Leaders Innovating For Tomorrow (LIFT)

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District. (See: School Board Policy 6.310)

1.06 Graduation Requirements for Admission to Colleges/Universities

Public Act 86-0986 mandates that all high schools shall offer the following coursework necessary to meet admission requirements at public colleges and universities:

1. Four years of English (emphasizing written and oral communication and literature).
2. Three years of Social Studies (emphasizing history and government).
3. Three years of Mathematics (Introductory through advanced Algebra, Geometry,

Trigonometry or fundamentals of computer programming).

4. Three years of Science (laboratory sciences).
5. Two years of electives chosen from Music, Art, Foreign Language (which shall be deemed to include up to one year of American Sign Language), Vocational Education.

1.07 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP) through Competency Based-Education (CBE). The CBE advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The (CBE) provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the CBE. CBE options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade, and early high school graduation. Participation in the CBE is open to all students who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's CBE shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner. (See: School Board Policy 6.135)

1.08 Early Graduation

Students must apply to their counselor for early graduation status. Notification of the student's request and verification of eligibility for early graduation will be given to the high school principal.

The high school principal will approve or deny early graduation requests.

Permission for early graduation may be granted a student by the Board of Education upon the recommendation of the Superintendent. (see School Board Policy 6.300)

Applications should be submitted to the student's counselor prior to the 8th semester.

Graduation requirements do not change for early graduates.

Any student who chooses to graduate prior to completing eight semesters shall automatically forgo eligibility for Summa Cum Laude status.

1.09 Graduation Ceremonies

Please be advised that graduation ceremonies are a privilege and not a student's right. A student may be denied the privilege to participate and/or attend MHS graduation ceremonies if the student:

- Has been convicted of a felony, or is awaiting a hearing date for an offense that may carry a felony penalty.
- Is a registered sex-offender, or is awaiting a hearing date for a sex related offense.
- Has been placed in an Alternative Educational setting for behavioral reasons and graduated from MHS while in this placement.
- Has failed a school administered "Threat Assessment".
- Has committed an act that presented a safety concern for his/her self or others.
- Is recognized as a "Chronically Truant" student as defined by the Illinois School Code (see 4.01b Unexcused Absence and Truancy)
- Has failed to meet academic requirements for graduation as required by the State of Illinois, School Code, and/or Board Policy.
- Has failed to complete disciplinary consequences for his/her poor behavior.

1.10 Graduation Addresses and Award Protocols

Please be advised of the following guidelines for student addresses and special awards at annual graduation exercises. The administration reserves the right of final approval and the right to modify the text of addresses.

- The president and/or vice-president of the graduating class may request placement on the agenda in order to offer a welcome and other appropriate, introductory remarks to the commencement program.
- A graduate receiving an appointment to one of our nation's three principal service academies will be afforded the opportunity to receive the appointment during formal graduation exercises.

The MHS administration is not limited by these guidelines and reserves all discretionary authorities.

II. Grades and Schedules

Student grades may be located 24/7 via the "Skyward" student information system by accessing the Mattoon School's web page

(www.mattoon.k12.il.us), selecting the Skyward Family Access icon, and then entering through the Skyward login. Students and parents may also gain access to grades through the Skyward mobile app. Login information is provided during fall registration. For additional questions related to logging in to this service, please call 238-7800.

Semester grades/Transcript grades will be determined in the following manner:

Cumulative Semester grade (80% of Semester grade)
+ Semester Exam Grade (20% of Semester grade)
= Final Semester/Transcript Grade

Grades of D, F, WF, or I, may result in the student being ineligible for honor roll consideration regardless of semester G.P.A.

NOTE: Students must complete all of their school work by the end of each semester. Exceptions must be approved by an administrator or determined by an IEP/504 team.

2.01 Grading

All courses, with the exception of those listed under Weighted Grading, will have a point value as follows:

AVERAGE – Point Value Assigned:
A = 5 B = 4 C = 3 D = 2 F = 1

2.01a Weighted Grades

Honors, Dual Credit, and Capstone classes are weighted in the following manner:

HONORS - Point Value Assigned
A = 6 B = 5 C = 4 D = 3 F = 2

2.01b Honor Roll

There are two levels of the honor roll, High Honors and Honors.

High Honors: 5.001 – 6.000
Honors: 4.300 – 5.000

2.02 Report Card Distribution

Student grades may be located 24/7 via the "Skyward" student information system by accessing the Mattoon School's web page (www.mattoon.k12.il.us), selecting the Skyward Family Access icon, and then entering through the Skyward login. Semester and midterm grade cards will be mailed home according to the District Calendar.

2.03 SUMMA CUM LAUDE - (Under Review and Subject to Change)

A student will be designated as graduating summa cum laude if he/she has taken nine of the nineteen and one half capstone classes and has earned A's in all the classes they have taken during high school. In order to take a capstone

class, a student is required to enroll and complete the corresponding sequence class(es) as listed below:

Sequences Class(es)	Capstone Class(es)
Honors Band I and II	Honors Band III, IV
Honors English I and II	Honors English III Composition I & II - LLC
Foreign Language I and II	Honors Foreign Language III, Spanish IV
Honors Visual Design I - LLC	Honors Visual Design II - LLC (counts as 2 capstone classes)
Graphic Arts I	Honors Graphic Arts II (counts as two capstone classes)
Honors Math I-III	Honors Trig/Pre-Calc-LLC Statistics - LLC (counts as 0.5 capstone classes) Honors Calculus - LLC Honors Calculus
Honors Chemistry I	Honors Chemistry II, Physics
Biology I	Advanced Biology II, Honors Zoology, Advanced Biology I (counts as 0.5 capstone classes)
World Cultures I or Leadership for Success	Honors American History Government - LLC (counts as 0.5 capstone classes)
Class E, Health Occ, and all LIFT Courses (counts as 2 capstone classes) are considered Capstone Courses	

Yearlong capstone classes must be taken for the full school year to receive capstone credit. GPA will still be determined as specified on page 15 of the Course Description Handbook. For college applications/scholarships a student's percentile will be given. For example, the 15th percentile, 25th percentile, 50th percentile, etc.

2.04 Schedules/Schedule Changes/ Dropping of Classes

Schedules

As a general rule, schedules are not officially finalized until after the completion of fall registration. All students must be enrolled for a full schedule of classes (6-7 class hours). Exceptions must be approved by an administrator or determined by an IEP/504 team.

Schedule Changes

All schedule change requests must be submitted to the student's school counselor by the end of the work day, at the end of the first full or partial week of school in each semester. Schedule change requests must be submitted using the appropriate form and be approved by the parent/guardian. Schedule changes requested after the above mentioned date should be

submitted to the student's counselor. However, requests may only be granted by administration using the above procedure and the following considerations:

- A. An error has been made.
- B. Exceptional cases which may include physical or mental health of students or hardship cases.
- C. An IEP team makes a schedule change.

Dropping of Classes

A student may only drop MHS classes when approved by an administrator or determined by an IEP/504 team.

A student may "drop" the **LLC dual credit** portion of a class without penalty if dropped by the following dates:

- September 8th, 2025 for classes beginning in the fall semester,
- January 26th, 2026 for classes beginning in the spring semester.

After this date and until five (5) days prior to the final exam for the class, a student may "withdraw" from the LLC dual credit portion of the class. A grade of a "W" will appear on the students LLC transcript. In all cases, the MHS portion of a dual credit class will not be dropped and LLC fees are not refundable.

"Early Bird" Lake Land dual enrolled Speech/Psychology classes can be dropped up to 10 days after the first day of classes:

- September 8th, 2025 for classes beginning in the fall semester,
- January 26th, 2026 for classes beginning in the spring semester.

A student who withdraws from school or attends an alternative school (other than a transfer out of district), may not re-enroll during the same semester without administrative approval.

2.05 Honors Classes Continued Enrollment Criteria and Procedures

Students are expected to maintain a "C" average in each honors class in which they are enrolled. Should a student's grade fall below a "C" at the end of any grading period, the procedure listed below will be followed to determine correct academic placement:

1. The Teacher will:
 - Meet with the student to discuss causes for the grade decline.
 - Call the parent to inform them of the situation and solicit help for the improvement plan.
2. The Student will:
 - Create a plan for improvement with the teacher.
 - Have an improvement plan signed by the parent and returned to the teacher.

3. The Counselor will: (if the above fails)
 - Gather all pertinent information, including but not limited to, prior grades, past performance on assessments, and teacher and parent input.
 - Submit information to the administration.
4. The Administration will:
 - Review all pertinent information regarding placement issues.
 - If necessary, request a conference to discuss placement issues.
 - Determine final placement.

Any student who decides to withdraw from weighted work within a discipline may not be allowed to re-enroll into that discipline's honors courses.

2.06 MHS / Lake Land College (LLC) Dual Credit

Mattoon High School in cooperation with Lake Land Community College have worked together to provide MHS students with many dual credit course opportunities. Students that complete these courses earn credits toward their high school diploma as well as college credits at a substantial cost savings. Criteria used to determine placement in these courses include; meeting required prerequisites, ACT test scores, SAT test scores, LLC administered Accuplacer test scores, student academics, and qualified faculty availability. All MHS/LLC dual credit courses have prerequisite requirements of good student attendance and behavior, MHS/LLC dual credit course offerings and their prerequisites are listed below. Unless specified differently, all courses are offered to 11th and 12th graders only. LLC administered Accuplacer test scores may be used in place of ACT and SAT scores (see MHS counselors for details).

ACT/SAT/Subject area minimum required scores:

Course	Prerequisites
LLC Comp I & II (ENG120 & ENG121)	Act: 18 SAT: 480 (Eng) Next-Gen Accuplacer: 250 Classic Accuplacer: 64-120
LLC Statistics (MAT125)	Act: 22 SAT: 530 (Math) Next-Gen Accuplacer: QAS: 263, AAF: 200 Classic Accuplacer: Elem Alg: 97, College: 20

LLC Trig/Pre-Calc (MAT140)	Act: 22 SAT: 530 (Math) Next-Gen Accuplacer: QAS: 263, AAF: 200 Classic Accuplacer: Elem Alg: 97, College: 20
LLC Calculus (MAT241)	Act: 27 SAT: 650 (Math) Next-Gen Accuplacer: AAF: 276 Classic Accuplacer: College: 103
LLC Child Care Occupations (ECE083)	Instructor Application
LLC Early Childhood Clinical (ECE081)	Instructor Application
LLC Construction Skills I & II (BCT054 & BCT055)	Good MHS attendance and behavior
LLC Visual Design (CIS088 & CIS092)	3.0 MHS GPA (unweighted)
LLC Principles of Govt (12th Gr) (POS160)	Earned an A or B in MHS Honors American History
LLC Health Occupations (12th Gr) (AHE040 & AHE051)	Rubric (see counselor)
LLC Entrepreneurial (ClassE) (BUS079, BUS089, & BUS092)	Rubric (see counselor)
LLC Welding (WLD040 & WLD041)	Completion of Welding I, II and Instructor Approval
LLC Auto (AUT041, IND062, TEC043, TEC090, AUT042, WLD040)	Good MHS Attendance and behavior

Space is limited in many of these highly sought out classes, therefore, meeting minimum prerequisite qualifications to enroll does not guarantee admittance into these classes.

All fees must be paid prior to the first day of student attendance in order for a student to be eligible to receive dual credit. For more information please see your counselor in the student services office.

2.07 SEMESTER / FINAL EXAM Requirements

All MHS courses are required to give semester and final exams and all MHS students are required to take these exams unless they qualify for semester exam exemption incentive. Students who are unable to take their exam(s) on the designated exam day(s), will be required to take their exam(s) on designated exam make-up day(s). Exams may not be taken early. An exam not taken on the make-up day(s) may result in a failing grade for that exam. (Please see section: 4.04b "Valid Cause".) (Please see Section 11.1 for information on waived exam incentives.)

III. Student Records and Transcripts

3.01 Record Holds

Sometimes referred to as a "hold", an unclear record will result when a student owes the school a sum of money and/or equipment. Students must clear up or pay these holds prior to being allowed to pick up their schedule during registration each year. Seniors must pay all holds in order to receive their diploma.

3.02 School Student Records Notification Statement

The principal is the official records custodian of Mattoon High School. The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et. Seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities.

No other information will be placed in the student permanent record. The permanent record will be kept for sixty- (60) years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(e); 50-4(e)).

2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations.

A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every four (4) years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within five (5) years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(f) and 50-4(f); Rules, Section 375.10). The complete student records policy is available in the high school office.

3.03 Student Records

In compliance with the "Illinois Freedom of Information Act" the district makes all records open to the public for inspection and copying, except for those specifically excluded by the statute.

As a student, you start to build a school record on the first day school is in session. Your records are kept in a folder which contains not only the school subjects that have been taken, but also a record of interest, abilities, achievements, activities, awards, test results, attendance, family data, and other information. This information helps teachers understand the student better. Parents are entitled and encouraged to review their student's records. This may be done by contacting the principal or high school office and arranging a conference.

Each year more information is added to the student's record and some day it will provide the kind of information needed to apply for a job, college admission, a scholarship, or military service. It is advantageous to develop the best possible record.

3.04 Transcript Requests

Mattoon High School students may request a current copy of their transcript through the Guidance Office or registrar. Students needing transcripts sent to colleges, universities, or trade schools are asked to do so by registering and requesting the transcript through Parchment at www.parchment.com/join.

reasonable concern to the parent for the safety or health of the student.

IV. MHS Attendance

The following attendance expectations are based on Illinois School Code, local law enforcement, and MHS building expectations. School attendance, participation, and interaction in classroom activities are fundamentally important and integral to scholastic achievement and advancement in life. School attendance and academic performance are closely related; when students are absent from the classroom, academic achievement may suffer. Generally, parents are trusted by teachers and administrators to make proper decisions in regard to their child and school attendance. However, school administration has sole discretion to determine the legitimacy of a student's absence and to determine whether it is excused or unexcused. Illinois School Code requires that a student's attendance be printed on the student's final high school transcript.

4.01 MHS Procedure for Reporting Absences

If a student is going to be absent from school, a parent or guardian should call the Office at 238-7812 prior to the start of the school day, on the day the student is to be absent. If the parent or guardian cannot call the school, a written note, expressing the specific reason for the absence with a parents/guardians signature would be accepted upon the student's return to school. Dr.'s notes may also be acceptable for this purpose. In the event that the school has not been notified that a student will be absent, school personnel will make every attempt to inform the parent/guardian that their child is absent from school. Please note that an unexcused absence may cause the school to recognize the student as being truant until that absence is cleared between the parent/guardian and the school (see section 4.04 Excessive Absence/Truancy).

4.02 Excused/Unexcused Absences

According to Article 26-2A of the Illinois School Code Compulsory Attendance, students and parents should understand that the principal, assistant principal or other designees of the principal are the only persons who can excuse absences. Additionally, parents/guardians have a responsibility to provide an explanation, to school personnel, regarding their child's absence from school. School administrators use this information to determine if a student is absent for valid cause. "Valid cause" for absence shall be illness, death in the immediate family, family emergency, required court attendance, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause

MHS examples of excused absences for valid cause included:

- Parent/guardian excused illness (up to 5 days excused without medical documentation)
- Doctor, Dentist, Orthodontist, or Optometrist appointments. (considered a medical excuse if a physician's note is submitted)
- Death in the family "bereavement"
- Participation in a school sponsored activity
- Car trouble/ride trouble, parent must call
- Extended illness (five or more days in a row or for chronic conditions) requiring a physician's care and certified by a physician in writing.
- College visitation by juniors or seniors, provided that the student obtain approval in advance for such visitation by presenting a "College Visitation Form" to a MHS guidance counselor at least 2 days prior to the visitation. Verification of the visit from a college official must also be obtained and returned to the office or guidance counselor. Except for unusual circumstances, a student will be permitted no more than three (3) days for college visitation per year.
- Any absence that has been determined in advance by the high school office as a unique situation appropriate for such treatment. If a student or the student's family is aware of a family related absence, such as a family vacation or wedding, the student should clear this absence with MHS administration a minimum of 7 days prior to the proposed absence for the absence to be considered a valid cause absence. Absences of the "family vacation" and related types will only be considered excused if do not take place on exam days. As a general rule, and when appropriate, a student is expected to complete all school work that they will miss and submit that work, to their teachers, in advance of their absence. Family vacations during the school year may have a negative impact on a child's education and are discouraged. When the school is not notified of these types of absences, the student may be considered unexcused. An unexcused absence may cause the school to recognize the student as being truant until that absence is cleared between the parent/guardian and the school (see section 4.04 Excessive Absence/ Truancy).

Class "make-up work" general rule: "Time for Time". Example: If a student is considered to have an excused absence for two school days then the student has two

school days, upon their return to school, to complete and submit the work missed.

MHS examples of unexcused absences include:

- Truancy
- Department of Motor Vehicles (DMV) visits
- Excessive Absence (more than 5 parent excused days per semester)
- Job hunting and/or interviews
- Employment (unless school-work related program)
- Grooming/haircut appointments
- Leaving the building without permission
- Suspension from school
- Preparation for prom, homecoming, etc.
- Cutting classes or skipping school
- Staying home to work on homework
- Any reason determined by administration as not being equivalent to or greater than the educational experience at school.

Unexcused absences may be considered as truancy. Unexcused absences/truancy may lead to a loss of make-up privilege, loss of positive incentives, school behavioral consequences, A.I.M.S. referrals to the Regional Office of Education, and legal consequences.

4.03 Leaving and Returning to Campus During the School Day

If for any reason it is necessary for a student to leave campus during the regular school day, a parent/guardian must call the school to request the student be released and provide a reason for the absence.

General Rule

As a general rule, after a student has arrived on campus, the student is not permitted to exit the campus before the start of the school day. Loitering in MHS parking areas and outside the building is not permitted. Once a student has entered the building, the student must sign out and gain administrative permission to exit the building.

Once a student has exited campus at the end of their scheduled school day they are not permitted to return to campus on that day. Exceptions to this rule include students leaving/returning for off-campus classes, juniors/seniors that have earned off-campus lunch privilege, and students returning for extra-curricular activities. Students using the district bus service must enter the building after being dropped off and, at the end of the day, must remain in the building until picked-up by the bus service.

Failure to follow these expectations may result in assignment to AER so that the student can remain supervised.

Appointments

When a student has an off-campus appointment parent or guardian should call to inform the office and the student should obtain a dismissal slip from the main office prior to leaving for the appointment. When possible it is preferred that the student take care of this prior to the start of the school day. When returning to school, the student must report to the office to secure a re-admit slip before returning to class.

Illness

If a student should become ill at school and need to leave, the student must check out through the school nurse or the office. The school nurse will make recommendations to the office concerning the best welfare of the student. Under no circumstances is any student to take another student home. Those students who drive to school and become ill should not attempt to drive themselves home in case of illness unless parents have approved. The school nurse or main office will call the home to arrange transportation. Alternate transportation will be provided by the school in case of an emergency.

4.04 Truancy

A student is considered to be "truant" when he/she is absent without valid cause for a full school day. A student recognized to be forming a truancy habit will be offered supportive services including diagnostic and preventative interventions, and academic help. A student is considered to be "chronically truant" when he/she is absent without valid cause for 9 or more of the previous 180 school days. A student is considered to be a "truant minor" when supportive services have been provided and the student continues to be truant to school. A "truant minor" may be subject to school discipline. Additionally, a "truant minor" and/or parent/guardian may be contacted by the Mattoon Police Department (see section 13.06 City of Mattoon Truancy Ordinance). In all cases supportive and remedial services will be offered both prior to and during the application of consequences.

4.05 Long Term Absence

Parents/guardians should contact the principal when they anticipate that extraordinary or justifiable pre-existing conditions may cause episodes of excessive absenteeism, not necessarily associated with hospitalization, medical/dental appointments, court appearances, or school-related activities.

4.06 Appeal of Decisions Regarding Absences

Should a student, parent or guardian be unsatisfied with a attendance decision regarding a student's absences, they may make an appeal to the principal who will review each request on an individual basis. A student, parent or guardian may appeal the principal's decision to the Assistant Superintendent, Dr. David Skocy at 238-8850, who will make a review of the situation, and whose decision shall be final.

V. Student Health

School personnel are concerned for the health, safety, and welfare of all students and employees. The District Nurse's office is located at the High School. There is also a nurse in every building. If one is not in the building when needed, the principal or school secretary will contact the nurse via cell phone for assistance.

5.01 Reporting Illness or Injury

Students who become ill or injured should report to their teacher, office, send someone to notify office personnel or the nurse as soon as possible. If you are ill in a restroom, ask another student to get the nurse or an administrator to assist you. A student not using proper checkout procedures will be considered truant.

5.02 HIPAA and Registration

The Health Insurance Portability and Accountability Act (HIPAA) went into effect April 14, 2003. The purpose of this law is to create uniform national standards for the protection of an individual's medical records and health information. The School Nurse needs information from doctor's offices and Public Health regarding student's immunization and health conditions. With the implementation of HIPAA, providers are not able to release this information without a signed consent of the patient or the patient's guardian in the case of a minor.

At registration parents/guardians will be asked to sign consent to release medical information to the School Nurse to facilitate exchange of immunization and health information with providers. This will assist the School Nurse in providing quality care to your child and prevent unnecessary exclusion from school for lack of immunization history.

For further information on HIPAA feel free to talk with the School Nurse or visit the US Department of Health and Human Services Website at www.hhs.gov.

5.03 Administration of Emergency Care

The school district health office will provide medical assistance to a student in an emergency situation. Medical assistance will include first aid and, if necessary, referral for immediate medical care at a hospital, clinic, or physician's office. School personnel will make every effort to contact the parent/guardian or designated emergency contact person in the event of a serious accident. If it is the opinion of school personnel that the student's condition is life threatening, or requires immediate emergency care, approved first aid procedures will be done and the student will be escorted by an administrator and/or transported by ambulance for further medical care. The school district does not assume responsibility for medical bills incurred as a result of the administration of emergency care.

The success of these procedures depends upon accurate information regarding a student's medical history, their current physician, and how to contact parent/guardian at home and work. Parents are asked to fill out an emergency information card online during registration and to notify the school regarding any change in emergency information during the school year. If your child has a chronic illness or disease such as asthma, diabetes, seizures, or severe allergies please refer to the school webpage or contact the nurse to complete an emergency action plan to assist school personnel in caring for your child in the event of an emergency situation at school. All health forms can be found on the school website for convenience.

5.04 Infectious Illnesses/Communicable/Chronic Infectious Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the district's policies.

Children will be excluded from school for communicable diseases as recommended by the Illinois Department of Public Health in the current publication of the 'Communicable Disease Guide'.

We all need to do our best to stay healthy and keep our children healthy. When children come to school sick they aren't able to participate in the learning process and they expose others to their illnesses. The following guidelines are suggested to keep our schools a healthy safe environment!

1. No child should be sent to school with a fever over 100.4 degrees. Children should stay home from school until the fever has been gone for 24 hours without medication. Returning to school sooner may slow recovery and expose others to unnecessary illness.
2. A child with diarrhea should be kept home.
3. If vomiting occurs, keep at home until they can eat and keep food down.

4. Keep your child at home if they have any symptoms that prevent him or her from participating in school, such as excessive tiredness or lack of appetite, coughing up mucus, sneezing, headache, body aches, earache or sore throat.
5. If your child has strep throat, pink eye, or impetigo, the child needs to be on the medication prescribed by your physician for 24 hours before returning to school.
6. When a child has chicken pox, they may return after all the pox is dry and crusted over, usually not sooner than 6 days after it begins. They must also be fever free without meds.
7. If your child complains of a sore throat and has no other symptoms, they may be well enough to go to school. If white spots are seen in the back of the throat or if fever is present, keep them home and call your doctor.
8. After your child is feeling better, clean all surfaces and wash the bedding and air out the room. Be sure to change their toothbrush and any band instrument reeds if applicable.

5.05 Health, Immunizations, and Exclusion of Students

Required Health Examinations and Immunizations:

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases by October 15th of each school year, as required by the Illinois Department of Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State Law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

Unless the student is homeless, failure to comply with the above requirements will result in the student's exclusion from school until the required health forms as presented to the District. The school nurse will continue to work with the family to get these forms. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and statement of the medical reason causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection
2. Health examination or immunization requirements on medical grounds if a physician provides written verification,
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist and sign an eye examination waiver; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist and sign a dental examination waiver.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. (6:140)

5.06 Medications at MHS

It is not usually necessary for a child to take medication during the school day. However, there may be times when some students require medication in order to remain at school. The district will limit the medication it will dispense to that where failure to take prescribed medication could jeopardize the student's health and/or education. It is the sole responsibility of the parent to give medications whenever possible on a schedule of before and after school hours. Most medications that are to be taken 3 times per day do not need to be given at school. Please talk to your physician about scheduling medication to

avoid school hours whenever possible. Parent help and communication is essential for the safety of children who must receive medication while at school.

1. All medications given at school, including over the counter medications must be prescribed by a physician. A School Medication Authorization Form must be completed each school year for each medication at school. These forms are available online and most area physicians have been supplied with copies. The doctor and a parent or legal guardian must sign the form.
2. Prescription medications must be brought to school in a container appropriately labeled by the physician or pharmacy showing: student's name, name of medication, dosage and schedule of administration, date, and the prescriber's name. All medications will be stored in the health office in a locked cabinet. Exceptions will be allowed only with the approval of the principal and the school nurse. The school nurse or other designated school personnel shall administer all medications in the office where an administrative log will be kept.
3. Over the counter medications must be in original containers.
4. Students are not allowed to have any medication in their possession while at school.

The exception to this rule is per Public Act 094-0792, 5/19/2006, of the School Code, Self-Administration of medication. "A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma (an inhaler) or the use of an epinephrine auto-injector (epi-pen) by a pupil." An asthma inhaler and/or an epi-pen are authorized for self-administration by the student's physician and parent on the School Medication Authorization Form.

5. Any change in medication dosage or administration shall have written authorization from the prescribing physician.
6. No medications will be given at school that the child has not already received at home or under the supervision of the physician.
7. All medication is to be taken to the school office at the beginning of the school day where it will be locked in the cabinet.
8. No medication will be given at school if the above guidelines are not met. In addition, the school may deny the request according to, but not limited to the following criteria: Student's age, maturity level (both educationally and emotionally), type of medication and its side effects.
9. At the end of the school year or the end of the treatment regime, the student's parent or guardian will be responsible for removing from the school any unused medication. If the parent or guardian does not pick up the medication by

the end of the year, the nurse will dispose of the medication and document that it was discarded.

5.07 Student Accident Insurance

The Board of Education has authorized student accident insurance to be paid for by the student. Student accident insurance is entirely optional. Parents have three choices available: a "school-time plan", a "24-hour plan", and a "24-hour dental plan" from which to select. Parents may select the plan best suited for the family needs. All students wishing to participate on athletic teams must either provide proof of insurance or purchase one of the district plans.

The school assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the insured, with the signature of the staff member in charge. This claim shall be filed in the school office. All medical bills will be charged to the parents. If parents do not purchase a plan they must sign a waiver stating that their family policy is adequate and that they do not wish for insurance.

All students must have insurance or the waiver. If the proper information is not filed, the student will be unable to practice, play in games, or hold team membership.

5.08 Eye Examinations

An eye examination law became effective January 1, 2008. This law is part of the Child Health Code which outlines the state laws requiring school physicals, immunizations, and dental examinations. The eye examination law requires an eye examination for children upon first entry into Illinois schools. For most children, this will be kindergarten. However, this law also requires the examination for out of state students entering Illinois schools for the first time. The law provides that physicians practice in all its branches and licensed optometrists shall perform the eye examinations. Proof of completed eye examination must be presented by the child's parent or guardians or an eye examination waiver must be signed. If proof is not presented the school may hold the child's report card until one of the following occurs:

1. The child presents a completed eye examination.
2. The child presents proof that an eye examination will take place within 60 days after registration.
3. Parents sign an eye examination waiver.

5.09 Head Lice

Parents will be called and informed their student has live head lice by the School Nurse. The student will not be sent home from school early; they can go home at the end of the day.

The student may be sent home before the end of the day if in the opinion of the school nurse

and/or school administrator, the student has multiple active lice and/or has a poor scalp condition that may cause excessive itching as to disrupt their learning.

The parent will accompany their student back to school to the nurse's office for the recheck. The student will be admitted back to school after treatment and examination by the School Nurse. If upon examination, the School Nurse finds no live lice on the student, the student may stay at school. Any student with nits (farther than ¼ inch from the scalp) will be allowed to stay in school and ride the bus home. Parents should remove nits daily and provide treatment if live lice are observed.

The student will be rechecked by the School Nurse after treatment once weekly for 3 weeks. A letter will be sent home notifying parents of classmates that a case of head lice is suspected and asking them to check their students for lice. No more than 1 letter per month per classroom will be sent home.

5.10 Food Allergy Management Program

In accordance with Board Policy 7.285, MHS will implement a Food Allergy Management Program that will:

- Attempt to identify students with food allergies
- Work to prevent exposure to known allergens
- Respond to allergic reactions with prompt recognition of symptoms and treatment
- Educate and train all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing in-service training program for staff who work with students that is conducted by a school nurse.

Please contact the school nurse for more details on this program.

VI. Student Safety

Student safety is very important at MHS. The following policies reflect this importance. If at any time a parent or student has a concern about student safety, please call 238-7800 to report that concern.

Note: The MHS Discipline System and Board Policy on Bullying, Intimidation, and Harassment support student safety and can be found in sections XI-XII.

6.01 Suicide Prevention Resources

Mattoon CUSD#2 believes in educating and supporting the whole child. With support from both home and school, the District believes an

environment where all children can thrive and overcome negative emotions can be created.

At school, Mattoon CUSD#2 will be complying with Illinois law by meeting the requirements of Ann Marie's Law. The law, signed in 2015, mandates that all Illinois public schools provide age-appropriate suicide and depression awareness and prevention education programs for students in grades kindergarten through 12. In addition, the District encourages parents who are concerned about their children to access the following resources for support. School social workers, counselors, and psychologists are also available at each school, if you believe your child may need additional help.

[LifeLinks Mental Health](#)

750 Broadway Avenue East
Mattoon, Illinois 61938
(217) 238-5700

[National Suicide/Crisis Hotline](#)

Helping connect individuals dealing with suicidal ideations to services.
988
Text: 988

[Sarah Bush Lincoln Psychiatry and Counseling](#)

Prairie Pavilion 1
1005 Health Center Dr., Suite 102
Mattoon, IL 61938
217-258-4042

[The Anne Marie Foundation](#)

The foundation that helped create Ann Marie's Law. The website shares Ann Marie's story and provides both national and local resources.

6.02 Asbestos Abatement

This information is being published in compliance with the requirements of 40 CFR 763 Subpart E - asbestos-containing materials in schools. This regulation, commonly known as the "ASHERA" rule, requires local education agencies, such as ours, to perform certain tasks in regards to

the presence and control of asbestos containing materials in the buildings under the jurisdiction of the Mattoon Community Unit School District No. 2 Board of Education. These include, but are not limited to:

- 1) Developing an asbestos management plan, which is designed to outline procedures and guidelines for the inspection, re-inspection, and periodic surveillance of asbestos containing materials that are present in the buildings.
- 2) Provide awareness training and additional training to selected school employees.
- 3) Periodically notify all workers and occupants, or their legal guardians, parents-teachers organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency is located in the administration building, which is located at 1701 Charleston Ave., Mattoon, Illinois, 61938; telephone (217) 238-8850. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above telephone number for that information.

At this time, information in the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Any inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Tom Sherman of Mattoon Community Unit School District No. 2 at (217) 238-8884 during regular business hours.

6.03 Deliveries/Messages/Phone Calls

To avoid interruptions to the learning environment, Mattoon High School does not accept deliveries of flowers, balloons, routine messages, etc. for students. Students may not be called from the classroom in order to answer a telephone call. The only exception to this is a serious illness or emergency.

6.04 Fire, Tornado, Earthquake, Intruder/Active Shooter Drills

MHS students and staff will participate in annual emergency drills in compliance with State Guidelines for Disaster Preparation.

In compliance with State guidelines and Board policy, district administrators and regional first responders meet annually to review and renew building and district plans for a response to crisis, intruder, and active shooter situations. All MHS staff members participate in these drills annually and are trained in the most current and effective practices to keep students safe.

In all emergency situations the first priority will be to keep students and the public safe. In an emergency situation students and members of the public should follow all directions given to them by MHS staff, administration, and first responders. Additionally, see; "6.11 Student Safety Procedures."

6.05 Fire Zone Parking

In compliance with the city fire marshal, the circle drive on the north side (Main Entrance) of MHS is considered a fire lane. Only emergency and district vehicles may enter this drive. This drive may not be used for the picking-up and dropping-off of students. Parents/guardians may pick-up and drop-off students from Walnut Ave. Parking in this drive is illegal and may result in fines, especially during pickup and dropoff times. Students who enter this drive, during student arrival times, during the school day, or during student dismissal times, may lose their on-campus driving privilege a minimum of eight (8) weeks. Community members who refuse to comply with this ordinance may be viewed as endangering the student body and banned from driving on district property. Community members who refuse to comply with this ban may be sighted for trespassing. Vehicles parked inappropriately in the south drive behind the school and court yard areas may be subject to the same penalties. As with all emergency zones and emergency situations, vehicles parked in these locations are subject to fines and towing at the owner's expense.

6.06 Mandated Reporting of Child Abuse

Mandated reporters are professionals who work with children in the course of their professional duties, such as teachers, principals, counselors, nurses, social workers, and psychologists. It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the hotline. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional capacity may be an abused or neglected child. It is the State's early warning system to identify probable

abuse early enough to avoid serious and long-term damage to a child. The State's primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.

6.07 Information about Sex Offender Community Notification Laws

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/> You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

6.08 Interviewing Pupils at School by Law Enforcement/Agency Personnel

Police officers or agency personnel, such as employees of the Department of Children and Family Services enter school buildings from time to time to fulfill their duties. If law enforcement or agency personnel request to interview students, such interviews may be allowed by the building principal or other administrator without parental or guardian notification if:

- A. There is risk to property or to the health or safety of the student or other person,
- B. There is need for information in case of emergency, or when police have been summoned by school employees to help maintain order, security or safety,
- C. Any other time school administrators believe it is in the best interest of the school or a student that parents or guardians not be notified in advance of an interview.

Whenever possible, a school administrator or teacher will remain present during interviews of students by police or agency officials. School employees do not have legal authority to interfere with police officers making arrests. Except in extraordinary circumstances where the principal or other administrator deems it prudent in order to protect health or safety, the principal shall notify the parent or guardian if a student is arrested at school or a school sponsored activity.

6.09 Restrictions on Publications/Written/Electronic Material

School-Sponsored Publications and Websites:

School-sponsored publications, productions and web sites are part of the curriculum and are not a public form for general student use. School

authorities may edit or delete materials that are inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications and Web Sites Accessed or Distributed At School:

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Student-Created or Distributed Written or Electronic Material Including Blogs:

A student engages in gross disobedience and misconduct and may be disciplined for

creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. *Note: This could include student bullying on-line.*

6.10 Parental Right to Request Their Child's Classroom Teachers' Qualifications

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any: Whether the teacher has met State certification requirements; Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

6.11 Student Safety Procedures

Per Board Policy 4.170, the following outlines the District's emergency and disaster response plans. The District has plans for all four phases of emergency and disaster management:

1. Preparedness-planning for an emergency or disaster event;
2. Response-planned response to an emergency or disaster event;
3. Recovery-the process of returning to normal operations; and
4. Mitigation-steps take to minimize the effects of an emergency or disaster.

These phases are covered in each school's site-based safety plan. In addition, the District has a Safety Program Coordinator and each school has a Crisis Management Team.

The District will disseminate emergency information via its website, information hotline, through the media, and by telephone contact. Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. In the unlikely event an emergency response is needed at your child's school, staff members will be totally engaged in supervising students. We will attempt to

provide information through the District's information hotline, **238.8891**, and/or website <http://www.mattoon.k12.il.us>. If students are evacuated, students at Mattoon High School will be loaded on buses at Dakota Avenue and taken to Riddle Elementary School. You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home. During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the District's Safety Program Coordinator as well as the Building Principal.

6.12 Videotape Surveillance Policy

The Mattoon School Board and its schools strive to maintain safe and secure learning environments for students, staff and community members involved in school programs. In keeping with the District's policy governing Safe Schools, it is the Board's policy to employ security surveillance systems at those schools, facilities, and busses, owned or leased by the Board, deemed necessary by the Superintendent. School officials are authorized to operate these systems. Video cameras are positioned on school busses as a means to foster safety, good order, and discipline. Videotapes are maintained in the Transportation Office for a few weeks and then recycled. **Videotapes of both school facilities and busses are considered confidential and are not available for viewing by the general public.**

6.13 Visitors and Visitor Conduct on School Property

In accordance to School Board Policy 8.30, the following definitions apply to the policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Main Office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge/identification. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an

appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products, including vaporizers and e-cigarettes.
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or

a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board

- hearing;
2. A description of the prohibited conduct;
 3. The proposed time period that admission to school events will be denied; and
 4. Instructions on how to waive a hearing.

The guidance counselors are available to help students seek solutions to overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

VII. Programs and Services

7.01 Important Test Dates:

7.01a Tests Given at MHS:

District Testing:

Measure of Academic Progress (MAP)

Test Dates: 3 dates

September 2, 2025 - September 12, 2025

November 12, 2025 - November 25, 2025

January 26, 2026 - February 6, 2026

Measurable Results Assessment (MRA)

Test Dates: TBD

State Testing:

Pre ACT/ACT Grade 9-11 (Sophomores)

Test Dates: October 16, 2025

Spring April 23, 2026

5 Essentials Survey

Test Dates: TBD by ISBE

Other Testing:

Armed Services Vocational Aptitude Battery (ASVAB) (Juniors - Seniors)

Test Date: TBD

Learn more about your vocational and academic aptitudes.

This test is free of charge. Sign-up in the MHS guidance office

7.01b National Test Dates:

MHS is not a testing site for SAT this year.

***Visit <http://act.org> for test-taking tips, sample questions, and on-line registration.

* Mattoon High School is NOT a national test site for these dates.

** Visit <http://www.collegeboard.org> for test-taking tips, sample questions and on-line registration.

7.02 Guidance/Counseling

7.03 Textbooks & Consumable Instructional Materials (CIM)

Mattoon High School charges a yearly flat \$55 consumable instructional materials fee to cover all instructional fees excluding Lake Land College Dual Credit fees. Driver education will be an additional \$55 fee. The Secretary of State will charge an additional fee for driver education students. Students are issued textbooks at the beginning of the year and are expected to return them in satisfactory condition. A replacement charge will be issued for lost books or excessively damaged books. The school assumes no responsibility for lost or stolen books.

Consumable Instructional Materials (CIM) fees are established each year by the Board of Education. Payment of CIM fees is due in full at registration. Students who qualify for reduced lunch fees are responsible for 20% of the fees, excluding LLC Dual Credit fees and Secretary of State fees. Free lunch students will not pay fees other than LLC Dual Credit fees and Secretary of State fees. (Also see extracurricular fees in section 14.01)

7.04 Driver Education

Driver education is a requirement by the State Board of Education as well as local Board of Education policy. There are two (2) phases of driver training. The first phase is a nine (9) week course of at least thirty-two hours of classroom instruction. The second phase required is six (6) hours behind-the-wheel driving with a qualified instructor on an appointment basis. The second phase may be taken before school, after school, lunch period, P.E., or during the summer. A student must have a valid instruction permit and is expected to complete 25 of the 50 state required hours' drive time with a parent/guardian prior to participating in the second phase. Student instruction permits, also known as 'white cards', are valid for 24 months. However, a student must complete their second phase (behind-the-wheel) within one (1) calendar year of completing their first phase. If a student is not prepared to drive when the instructor approaches them for Behind-the-Wheel, they will be pushed to the summer schedule for the second phase. A student that fails to complete their second phase in the above time frame may be required to retake the first phase. There is a \$55 fee for the behind-the-wheel phase. This fee is due before driving may begin.

7.05 Physical Education

All students are expected to dress and participate daily in P.E. unless excused temporarily by the P.E. instructor, nurse, or the administration. Students will be excused when so directed by the family physician.

Except in the cases of extended exclusion from Physical Education due to medical reasons, students will report to class and be given writing assignments by the instructor to complete in the Library.

The required dress for P.E. consists of regulation uniforms and tennis shoes.

Loaner uniforms are available when the student reports to class without a complete uniform. All uniforms are cleaned prior to use.

A student's unexcused non-dress is a form of "classroom disruption" and may receive consequences consistent with the current discipline system.

7.06 Special Programs and Services

Mattoon Community Unit #2 provides special programs and services to meet the special educational needs of students residing within the district. Programs and services offered through the district curriculum and via the Eastern Area Special Education Joint Agreement provide for students with identified special educational needs. For further information, contact the building administrator in charge of special education.

7.07 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

Parent-Teacher conferences

Counseling services by social workers and/or guidance counselors

Counseling services by psychologists

Psychological testing

Tuants' alternative and optional education program

Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time

Graduation incentives program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program through the Regional Office of Education if he or she:

Is considered a dropout according to State law;

has been suspended or expelled;

Is pregnant or is a parent;

Has been assessed as chemically dependent; or

Is enrolled in a bilingual education or LEP program.

Credits and grades earned in CRP or at Bridges count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

7.07a Facilitated Learning and Extensive services (FLEX)

The MHS FLEX Program is an alternative educational program aimed at helping students with a variety of individual needs, and with a focus on timely graduation. Space is limited in this program and based on student need. Students must be referred to this program and meet the program's stated standards to remain eligible for the program. All eligible students must obtain administrative approval to be placed in FLEX.

The following students may not be eligible for this program:

- A student able to earn credits to graduate with his/her graduating class by conventional means or by overloading their schedule,
- A chronically truant student,

Students are expected to attend summer school to remain eligible for this program. In some cases, students may be charged \$200 for this service. For more information on this program, students should contact their MHS counselor.

Students that are 17 years of age or older and that are unsuccessful in this program may be dropped from MHS attendance for up to a semester.

7.07b REGIONAL SAFE SCHOOL ALTERNATIVE EDUCATION PROGRAM (BRIDGES/Beacons)

The Board of Education shall have authority to place students in the Regional Safe Schools Alternative Education Program (Bridges) operated by the Regional Office of Education. The following shall be relevant when considering if a student shall be placed in Bridges/Beacons:

The student is eligible for expulsion, or has been expelled for conduct in violation of school rules involving:

Weapons,

Illegal drugs or cannabis,

Alcohol,

Violence,

Threats, hazing, bullying or intimidation,

Disruption of educational process or extra-curricular activities,

Is a truant minor.

MHS administration may place a student at Bridges when the student demonstrates academic need, chronic behavioral problems, or the student is recognized as a truant minor (Beacons).

Students that are 17 years of age or older and that are unsuccessful in this program may be dropped from MHS attendance for up to a semester.

7.08 Regional Truancy Intervention/Prevention Services

Mattoon High School is served by the A.I.M.S. program. The program is designed to help the student, parent/guardian, and schools solve attendance problems. For more information about the A.I.M.S. program, contact the high school or the A.I.M.S. office, 730 Seventh Street, Charleston, Illinois 61920 (217) 348-0151.

7.09 Summer School

Upon Board approval, Mattoon High School may offer high school students the opportunity to earn credit in Summer School programs. Classes usually run during the month of June. Dates, times, and offerings are announced each spring. Students interested in summer school should contact their guidance counselor.

VIII. Student Use of District Property

Students at MHS understand that school facilities are for their use and supported with community and taxpayer dollars. Students are expected to maintain school property in its original state and report any damage or problems that are noticed.

8.01 Bus Transportation/Regulations

Bus service is provided for all students who live more than one and a half miles from their school. Bus service is not provided for students who live within the mile and a half limit. All inquiries should be made to the Office of Operational Services at 238-3270.

If a student misses the bus in the morning, the parents are responsible for bringing the student to school. If a student misses the bus in the afternoon, the parents are responsible for coming to get the student. Bus Safety Education, including evacuation drills, is provided annually for all students in the district.

8.01a Expected Bus Behavior

The bus driver is in charge and is responsible for the students' safety. The student is to respect, obey, and cooperate with the driver and the bus aide.

It is the legal duty of the bus driver to enforce bus regulations. The driver is instructed to report repeated offenders to the Administration for

disciplinary measures, which may be the loss of bus privileges.

Do not ask the driver to stop at places other than the regular bus stop or to let the student off at a stop other than the regular stop; the driver is not permitted to do this except by proper authorization from a school official.

Drivers are not permitted to allow friends or unauthorized students to ride the bus to or from school.

Students should:

Be on time for the bus.

Be careful entering and leaving the bus.

Be seated on entering the bus and stay seated until time to leave the bus.

Keep their voices down and not talk to the driver when the bus is moving.

Behave themselves, as behavior distracting the bus driver endangers student safety, and will not be tolerated.

Keep the bus clean.

Keep hands and head inside the bus at all times.

Do not throw anything or give the appearance of throwing.

Be silent when the bus approaches a railroad-crossing stop.

Failure to follow these expectations may result in school disciplinary action ranging from AER time to loss of bus service.

8.02 Computer Lab/Internet Use/Procedures/Policies

Each student and his or her parent(s)/guardian(s) must sign the *Authorization for Internet Access* before being granted unsupervised access to the District's computer Network and to the Internet. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action. Signatures on the Authorization for Internet Access document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

8.02a Computer Use Terms and Conditions

Because technology changes so quickly, the terms and conditions of Acceptable Use do not attempt to state all possible ways in which an individual could abuse the system. However, many specific examples are provided.

Generally, any use which abuses others, or prevents others from having reasonable access to the network, its resources or the network will be deemed by the System Administrator as Unacceptable Use. The System Administrator will assist you if you have questions about unacceptable use.

The failure of any user to follow the Terms of Acceptable Use may result in the loss of privileges, disciplinary action, or appropriate legal action. Signatures on the Authorization for Internet Access document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

Acceptable Use – Access to the District’s network and/or Internet must be for the purpose of education, research, or communication and be consistent with the educational objectives of the District.

Privileges – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration (Principals, Assistant Principals, Dean of Students, Assistant Superintendent and /or Superintendent) will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time as is necessary for the safety of the network and data.

Unacceptable Use – You are responsible for your actions and activities involving the network/Internet. Some examples of unacceptable uses are:

Using the network for any illegal activity, including violation of copyright, contracts (most typically, software licensing agreements), or transmitting any material in violation of any U.S. or State regulation. If you have questions, contact the System Administrator.

Improper use of Copyrighted material, or use of non-copyrighted material or plagiarizing works. (The law of copyright and “fair use” can be complex. A source of useful and practical copyright information is the University of Texas University Systems “Crash Course in Copyright.” See: <http://www.utsystem.edu/ogc/intellectualproperty/cprindx.htm>.)

Using the network and /or Internet for private financial or commercial gain.

Wastefully using resources, such as file space, or printers. A user can often tell if use is excessive, as the user’s computer may begin to respond slowly, or not at all. Contact the System Administrator for advice.

Gaining unauthorized access to resources or entities. A common example is “hacking”.

Purposely invading the privacy of individuals; deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent.

Using another user’s account or password. For your protection, do not allow others to use your account or password. A malicious user could then use our account to engage in malicious activity, both masking the real perpetrator, and making it falsely appear that you were the perpetrator. If someone else has learned your password, change your password promptly.

Posting anonymous messages or posting material falsely attributed to another.

Using the network for commercial or private advertising.

Submitting, posting, publishing, or displaying any defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Using the network and/or Internet while access privileges are suspended or revoked.

Evading or disabling, or attempting to evade or disable, content-filtering technologies installed by the district.

Use of any unauthorized, deliberate, or negligent means, which damages or disrupts technology resources, alters normal performance, or causes malfunction, regardless of the location or the time duration or the disruption. “Negligent” means using computers, networks or the Internet contrary to training instruction, or these Terms and Conditions of Acceptable use.

Only users designated by the district will install legally licensed software. All users will adhere to the limitations of the district’s technology licenses. Installing personally owned software licensed for home use is strictly prohibited. Copying district-owned software for home use is also strictly prohibited.

At no time will District computer equipment or software be removed from the district premises, unless authorized by the administration.

All users will use the district’s property as it was intended. Except for laptops, pda and digital cameras, computer hardware (e.g., cpu’s, monitors, external burners, printers, etc.) will not be lifted, moved or relocated without permission from an administrator. Any liability for intentional damage to computers will be limited to the cost of replacing or repairing damaged hardware.

Any user who feels he or she has a legitimate reason for using the districts’ technology in a way which may violate any of the district’s published policies and procedures (legitimate research, etc...) may request a waiver of the policies and procedures from the administrator.

Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include any behavior, which is abusive or intentionally offensive to others. Common examples are the following:

Be polite. Do not become abusive in messages to others.

Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

Do not reveal private or confidential information such as personal addresses, personal email

addresses, or unlisted telephone numbers. Do not reveal student record information in violation of the Family Educational Right to Privacy Act or the Illinois School Student Records Act.

Recognize that electronic mail (Email) is not private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in any way that would disrupt its use by other users.

Network and information technology is a rapidly developing and changing field. As a result, network and Internet communications are not as reliable as other more mature systems, such as the electrical power system or the telephone. While generally reliable, network and Internet communications are subject to unpredictable delays and failures, or even corruption of data. You must be aware of these risks. **BACK UP ALL IMPORTANT DATA AND WORK PRODUCTS.** Because the Internet is completely unregulated, use of any information obtained via the Internet is at your own risk. The Quality of Information available over the Internet ranges from very high and reliable quality or completely unreliable and intentionally false and misleading. It is up to the user to evaluate the quality of information. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of the employee's intentional violation of these Terms of Acceptable Use.

Security – Network security is a high priority.

If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users.

Keep your account and password confidential. If someone else has learned your password, change it.

Do not use another individual's account without written permission from that individual.

Attempts to log-on to a computer or the network as a network system administrator is prohibited.

Any user identified as a security risk may be denied access to the network.

Use of district technology resources in attempting to gain or gaining unauthorized access to any computer system or files is prohibited.

Any attempt, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology is prohibited.

The intentional introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external network is prohibited.

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 or computer. This includes, but is not limited to, the uploading or creation of computer viruses.

Unauthorized 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.

The System Administrator may update the Terms of Acceptable Use at any time, as a result of changes in technology, or if necessary for safe and fair network use of this shared resource. Users are required to sign an acknowledgement they have read updated Terms of Acceptable Use.

8.03 Library Use Policy

Regular library hours are 8:30 a.m. to 3:40 p.m. each school day.

The library staff encourages you to browse, study, or use reference materials.

Students should enter and exit the library by the south door, proceeding single file through the security gate.

The library is a place for quiet study. Noise should be kept to a minimum.

Students who come from lunch to the library are expected to bring work to do. The Lunch and Learn Program will be located in the library so an environment conducive to completing work is essential. Students are allowed to use chromebooks for academic work only.

8.03a Library Books and Fine Policy

Books may be checked out for two weeks and may be renewed an unlimited number of times if the books are presented when renewed.

Students must present a valid ID when checking out or renewing library materials.

The fine for an overdue book is 10 cents per school day.

All money collected from fines is used to replace lost and/or damaged books.

The student may be charged and/or lose privileges for having overdue books or unpaid library fines.

Lost or destroyed books are paid for at the original cost. If a book is found, the cost of the book will be refunded, although the overdue fines will not be refunded.

8.04 Locker Use Policy

School lockers are property of the school. Administration has access to lockers at any time. Sharing of lockers other than those assigned is prohibited.

Lockers are provided free of charge.

Locker checks are made from time to time; thus, lockers are to be kept neat and clean.

Lockers should be locked at all times. Report locker problems to the office immediately.

Locker combinations are not to be shared with anyone.

Students are to report any problems with their locker on the form available in the student services office.

Students are expected to secure their items in their P.E. lockers while attending their physical education class. No purses are to be stored in PE lockers.

P.E. lockers that malfunction should be reported to the physical education instructor immediately in order to help protect the student's valuables.

8.05 Parking/Parking Lot Use/Policy

Students who wish to park or drive on school property MUST register with the office. A student motor vehicle parking form is available in the online registration process and can be paid online or with cash or check in the main office. Students must fill out the form and pay the parking fee of \$20 (2nd Quarter = \$15, 3rd Quarter = \$10, 4th Quarter = \$5) in order to receive their parking permit. Permits must be picked up in the main office and properly displayed at all times.

Students may not use the south drive of the building and the courtyard.

Students may not park in areas designated as Faculty/Visitor parking.

Speed limit on school grounds is 10 M.P.H.

Any student motor vehicle illegally or incorrectly parked on school grounds may be ticketed. Parking areas will be checked periodically and tickets will be issued to violators. Parking regulation violations will incur a twenty-five dollar (\$25.00) fine or a fifteen dollar (\$15.00) fine if paid within 3 days. Repeated violations will lead to progressive disciplinary actions such as vehicle towing and revocation of parking privileges (after 3 tickets).

Vehicles parked on school property are subject to search by school officials if "reasonable suspicion" exists that contraband may be located in the vehicle or a safety concern exists.

A student that has been suspended from school may be subject to loss of his/her driving/parking privileges. Students who give rides to truant students or to students unauthorized to leave campus may also lose their parking privileges.

Parking permits should be displayed by hanging the permit from the rearview mirror or dashboard.

In general, students are not allowed to access their cars during the school day. Exceptions to this include authorized juniors and seniors leaving for lunch, students leaving for class or appointments, and by administrator permission and/or escort.

Loitering in parking lots is prohibited; students who loiter may be subject to disciplinary action including the loss of their on campus parking privilege. Students using MHS parking lots should exit their vehicle upon arrival to school and promptly enter the building. Students using MHS parking lots should enter their vehicle and promptly leave campus at the end of their school day.

Unsafe operation of a motor vehicle and endangering the safety of MHS students and staff will be considered grounds for revocation of parking and/or driving privileges. Depending on the nature of the offense, the first offense may be from a minimum of 8 weeks up to the rest of the current school year. The second offense may result in a loss of parking privilege for the current school year.

Students who transport themselves or others off campus at inappropriate times may have their parking privilege revoked. This includes transportation of students not authorized to be off campus during lunch periods.

Students operating motorized vehicles on unauthorized areas of the school campus shall have parking privileges revoked and be subject to arrest for criminal damage to state-supported property.

If a student's permit is lost or stolen, the student should report to the office immediately so a new permit may be issued. A \$3.00 charge will be assessed to replace the lost or stolen permit.

Seniors and juniors will be given preference for parking. Sophomore parking will be restricted to the soccer and sports lots. Sports lot passes will be given out on a first come first serve basis.

The school district is not liable for thefts from vehicles or accidents that occur to vehicles parked on school property.

Any violation of current Illinois Vehicle code may result in police action.

IX. Lunch and Closed Campus

9.01 Cafeteria Service

Mattoon High School provides cafeteria service at a nominal cost to the students. There are two lunch periods with a variety of foods offered, including a Class A lunch, but with the option of purchasing additional items. Cafeteria cashiers will not accept checks nor are students allowed to charge their lunch.

9.01a Breakfast and Lunch Prices (2024-2025 School Year - Student Breakfast and Lunch is Free, unless extras as taken)

MHS lunch prices begin at a minimum of \$2.50 based on the USDA price index.

MHS breakfast prices begin at a minimum of \$1.50.

Free/reduced lunch application forms are available to parents at the beginning of each school year. To apply for free or reduced price meals, households must fill out the application and return it to the school office. Applications may be submitted at any time during the year. To discourage the possibility of misrepresentation, school officials may certify that the information furnished on the application is correct.

If a family member becomes unemployed or family size changes, the family should contact the school to file a new application. If a student is approved for meal benefits, the school must be notified when household income increases by more than \$50 per month (\$600 per year) or when the size of the household decreases.

The information provided by the household is confidential and will be used only for purposes of determining eligibility and verifying date. Should financial circumstances affect eligibility change, it is the parent's responsibility to immediately contact the principal.

9.01b Cafeteria Positive Expected Behaviors

Eating in the Cafeteria is a privilege. Students are expected to follow general school rules and policy during lunch periods. However, additional expectations related to the cafeteria are as follows:

- Leave a clean table when you finish.
- Keep your proper order in line. (no cutting in line)
- Refrain from throwing food or other objects.
- Refrain from loitering and standing.

Students who cannot follow the expected cafeteria behaviors, reasonable expectations, or become insubordinate/disrespectful to staff members, should expect to be removed from the cafeteria area and escorted to lunch detention. Depending on the nature and severity of the incident, additional school consequences may be administered from temporary short term removal from the cafeteria up to out-of-school suspension.

Students who commit theft will lose the cafeteria privilege for 5 days and be required to eat in lunch detention.

9.01c Cafeteria Area

The cafeteria area is open during lunch periods, and at the beginning of the student's school day.

After a student has entered the cafeteria for lunch, the doors on the east end (100 hallway) and the northwest end (600m hallway) of the cafeteria may not be used by students unless there is an emergency or the lunch period has ended. Students should report to the supervisor at the southwest door (600 hallway) to receive a Smartpass to leave the cafeteria at any other time. Students will be allowed to use the restroom 3 at a time from the cafeteria.

9.03 Food Deliveries to MHS

Food deliveries from outside sources must be placed in the foyer in the numbered bins or on the white table. MHS is not responsible for misplaced or stolen food that has been ordered from an outside source. Food and Drinks can only be picked up by students during lunch hours and passing periods

9.04 Vending Machines

Vending machines are located in the commons area. Food and drinks may only be purchased from machines before and after school. Change is not available in the office or from cafeteria cashiers.

9.05 Closed Campus Lunch Policy

MHS is a closed campus. It is a violation of School Board policy for students to leave campus during their lunch period. Violators of this policy will be assigned ISS. Students who transport ineligible students (themselves or others) off campus during the lunch hour may be assigned ISS and have their parking privilege suspended a minimum of 8 weeks for the first offense up to a loss of on-campus parking privilege for the remainder of the current school year for a future offense. Transporting unauthorized minor students off campus poses a safety risk for the student.

Parents who wish to take their student to lunch, must report to the attendance office to sign out their student and must accompany their student from campus or give them permission to drive themselves off campus if the student is a junior. Phone calls will not be honored.

(For information on the Junior and Senior Off-Campus Lunch Privilege please see section 11.1d).

X. MHS Conduct Expectations

10.01 Be On-Task

MHS students are provided with great learning opportunities, programs, and incentives that many other high schools simply do not have. Additionally, the MHS staff is committed to helping each student reach his/her goals. Therefore, the expectations are high for MHS students. MHS expects its students to be on-task and ready to learn every class period. Our student's learning time is valuable and it is protected. A student that is not on task or that interferes with the learning environment of others may be removed from the classroom and referred for disciplinary action.

- uses their devices in a manner respectful to others,
- is able to respond to directives and questions from staff members (this includes requests/directives to stop using the student's cell phone/music device and/or to remove earbuds/headphones from the student's ears,
- uses earbuds/headphones when listening to music, and at a reasonable volume level (others should not hear what the student with the earbuds/headphones hears).

Classroom

All students at Mattoon High School will put their cellular devices, headphones/earbuds, and/or smartwatches into designated cell phone caddies at the commencement of each class period in every class and retrieve them as they exit the classroom. Students will retain authorization to utilize their devices during passing periods and lunch. Inappropriate student use of a cell phone/musical device in the classroom, as described above, may result in the student being removed from the classroom for disruption of the learning environment.

Bullying/Threats

Use of cell phones to harass, bully, or make threats toward any member of the school community is prohibited. A student who uses his/her cell phone to bully or threaten a member of the school community may lose the privilege to possess their cell phone during the school day and at school events. This applies to a student that allows his/her cell phone to be used for these purposes. This applies to the use of other technologies for these purposes. Students who engage in these types of inappropriate behaviors may be subject to additional school consequences and legal action.

Administrative No-Contact Order

Students under an "Administrative No-Contact Order" may lose their privilege to possess their cell phone during the school day and at school events.

Alternative Education Room (AER)

Cell phone possession in AER is prohibited. When students enter the AER they must turn in their cell phones to the AER teacher. A student's cell phone will be returned when the student has completed his/her assigned time in AER or at the end of the student's scheduled school day. Failure to follow these expectations may result in additional required time in AER. (see section 11.12 Alternative Educational Room)

Administration Collection of Cell Electronic Devices

When necessary, administration may collect cell phones and/or other materials from students. In these cases, the item(s) will be placed

10.02 Academic Dishonesty

All classwork submitted for credit, for an MHS class, is expected to be the original work of the student submitting it. A student that submits work that is not original may have committed the act of academic dishonesty.

Academic dishonesty constitutes a deliberate act of deception. A student who commits this act must redo and re-submit the classwork in question. A student who commits an act of academic dishonesty will be referred for disciplinary action and the student's parents/guardians will be contacted by the classroom teacher. Re-submitted work may be subject to departmental late-work policies.

Using electronic devices (cell phones, apple watches, picture taking devices, etc.) for the purpose(s) of being academically dishonest is prohibited. Student use of an electronic device for the purpose of being academically dishonest may result in a student losing the privilege of possessing electronic devices during the school day.

Forms of Academic Dishonesty

Cheating on a graded assessment occurs when a student personally borrows or restates another student's (or past students) answers, work, and/or ideas and submits them as their own. Examples of graded assessments may include tests, quizzes, papers, projects, some forms of homework, etc.

Plagiarism, a form of academic dishonesty, occurs when a student borrows or restates another's words or ideas and claims/submits them as their own.

10.03 Cellular Phone/Music Device

Limited Student Privilege

MHS encourages and respects the responsible use of modern technologies including cell phones and music devices. Students may use their cellphones/musical devices in non-instructional areas (outside of the classroom) as long as the student:

in a safe location in the main office. Administration may return the item(s) to the student or make arrangements to return the item(s) to the student's parent/guardian.

Illinois Eavesdropping Law

Current Board policy and the "Illinois Eavesdropping Law" consider voice and/or video recording of a school employee while performing the duties of their job, an invasion of privacy. Persons found guilty of this act may be subject to a range of legal consequences. Students who violate this policy may lose the privilege of carrying their cell phones while at MHS from 8-weeks up to the remainder of the current school year depending on the severity of the incident. Parts of this law extend well beyond the school environment. To avoid potential violation, it is advised that anyone wishing to voice and/or video record another person, first gain permission from that individual.

School Board Policy

In accordance with school board policy 7.190, the use of cell phones in a way that interferes with, disrupts, takes action that is academically dishonest, adversely affects the school environment, or an educational function is prohibited and may be subject to disciplinary action, whether that event occurred on or off campus.

Illegal use of a cell phone may result in immediate suspension, referral to the district's harassment officer, and possible police involvement.

10.04 Be On-Time

Being on-time is a learned behavior, a choice, a highly desirable attribute, and a measure of dependability. It contributes to a positive learning environment and continued employability in the workplace. Smartpasses will be utilized for any out of class time.

Late pass to class:

To avoid being late to school, students should enter the school building no later than five minutes before the posted starting time each school day.

To avoid being late to class, students should be in their classroom or designated area by the late bell. As a general practice, and for safety reasons, teachers are required to keep their classroom doors locked and closed during instructional periods. Therefore, students that arrive late to class, after the classroom door has been shut, must report to the main office or a hallway monitor, to obtain a "late pass". A student should take this "late pass" to their classroom and show it to their classroom teacher to gain admittance. A student may collect a "late pass" up to three (3) times during a given semester. When a student is late to class beyond their third time,

the student may be required to report to the main office and may be escorted to AER.

Being late to class may lead to lower or failing grades due to a loss of classroom and instructional time. Therefore, when a student is late, he/she is encouraged to seek out their teacher for additional instructional help and make-up work.

Leaving/returning during the class period:

On occasion, when it becomes necessary for a student to be out of their classroom during instructional time, the student should:

- ask their teacher permission to leave the room
- obtain a Smart pass from their teacher,
- have the Smart pass in their possession while absent from the classroom,
- Upon entering their classroom, end the Smartpass.

Lunch:

During a student's lunch period, a student that needs to leave the cafeteria area must obtain a Smart pass from a lunch supervisor. Passes to report to a classroom must be obtained from the student's classroom teacher. **A student reporting to the library must submit his/her pass to the librarian and remain there until the lunch period ends.**

End of a students scheduled school day:

A student that has completed his/her scheduled school day must be in route to a classroom for academic support/tutorial, athletic/school activity/sponsored club, or in route to exit the school building.

Bus students:

Bus students should exit the Front Entrance of the building and promptly board their assigned bus.

Staff walkthroughs/escorts:

As a general practice MHS staff members may conduct hallway walkthroughs and escort students that are late to class or who have disciplinary/safety concerns. A student that becomes insubordinate and/or grossly disrespectful may be escorted to the main office and referred for disciplinary action.

10.05 Hall Pass

Keeping students safe and engaging students in their learning are important points of focus at MHS. Therefore, a student leaving the classroom, for a non-emergency reason, is strongly discouraged. When it is necessary for a student to leave a classroom or other assigned area, the student must:

- ask their teacher/supervisor permission to leave the room/area,

- obtain a Smart pass from their teacher/supervisor,
- have the Smart pass in their possession while absent from the classroom/area,
- Upon entering their classroom, end the Smart pass.

Except in emergency situations, only one student may be issued a Smart pass, from a classroom, at a time.

Depending on the situation, a student who is found without a Smart pass may:

- be assigned a late pass,
- be escorted to class,
- be escorted to the guidance office
- be escorted to the main office/AER.

Inappropriate usage of a Smart pass may cause the student to lose their Smart pass privilege. Students are allotted 2 Smart passes per day

10.06 Respect Self, Respect Others, Respect Property

Respecting others and their property begins with a student developing a concept of self-respect and building self-esteem. Developing self-respect and self-esteem are complex tasks involving many factors including maturity. Development of a good self-image is also an important key to a student's future success. Students that struggle with self-respect and self-esteem are encouraged, and sometimes required, to work with their MHS counselor on self-improvement strategies.

All members of the MHS community are expected to show respect for others. People that respect others do not bully or harass. They treat each other as they expect to be treated. They avoid gossip and mean spirited social media activity. They encourage others.

10.07 Bullying, Intimidation, and Harassment Prohibited

Bullying, Intimidation, and Harassment of any kind is prohibited. Students and parents/guardians are encouraged to report these events, to school officials, when they occur. Consequences for these actions will be applied consistent with Illinois School Code, Board policy (see Board policy 7.18, 7.19, 7.20), and MHS discipline policy. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property.

- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's academic performance.
- Substantially interfering with the student's ability to participate in, or benefit from the services, activities, or privileges provided by the school.

10.07a Sexual Harassment Prohibited

Sexual Harassment is defined as unwelcome conduct of a sexual nature which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. It can also include touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling a student sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; or circulating, showing, or creating electronic messages of a sexual nature. Sexual harassment is considered to be grossly disrespectful and may result in suspension from school.

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

Has the purpose or effect of:

- substantially interfering with a student's educational environment;
- creating an intimidating, hostile, or offensive educational environment;
- depriving a student of educational aid, benefits, services, or treatment; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating, hostile, and offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment may 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter

with the Principal, Assistant Principal, Dean of Students, or school counselor. Students 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. Any person making a knowingly false accusation regarding sexual harassment will be subject to disciplinary action. Any person who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

10.08 Use Respectful Language

The use of inappropriate language is potentially disrespectful and/or hurtful to those that must listen to it. Additionally, it reflects negatively on the speaker. Using language that is foul, lewd, sexual, racial, discriminatory, mean spirited, and/or threatening is prohibited at MHS.

10.09 Dress Code: "Dress Respectfully"

In general, students should dress for success by wearing clothing that demonstrates a positive self-image and that does not detract from the learning environment.

Clothing tops/ tops of dresses:

Clothing tops/dresses should cover the torso, side, front, and back, in a manner that covers the midriff and all cleavage (front, side, rear, top, and bottom). Inappropriate clothing includes tops with sexually suggestive designer holes or personal cutouts, t-shirts designed to be used as undergarments, and pajama tops.

Clothing bottoms/ bottoms of dresses

Clothing bottoms should provide coverage from the hip bone to below the curvature of the buttocks, where the lower portion of the buttocks meets the upper leg, at a minimum. Dresses and similar clothing should provide coverage below the curvature of the buttocks at a minimum. Inappropriate clothing includes bottoms with sexually suggestive designer holes or personal cutouts, bottoms designed as undergarments, pajama bottoms.

Footwear:

Appropriate footwear should be worn at all times. Inappropriate footwear includes barefoot, socks worn by themselves, and pajama footies.

Coats, hats, head gear, book bags, backpacks, shoe bags, large purses, etc:

Coats, hats, headgear and similar items should be kept in the students' locker during the school day (8:45 – 3:13). These items may be removed from their lockers at the conclusion of the student's school day, as students leave the building. Note: Head gear does not include hair adornments. However, it does include all

bandanas, head wraps, and do-rags, due to their loose ties to gang affiliation.

Book bags, backpacks, string bags, large purses and carry bags in general

Any book bags, backpacks, string bags, large purses, and other similar items should be kept in the students' locker during the school day (8:15 – 3:37). These items may be removed from their lockers at the conclusion of the student's school day, as students leave the building. Students may keep their athletic bags in a teacher's classroom with a teacher's prior approval. Small bags/backpacks manufactured to be used as purses as well as clear backpacks are allowed.

Other clothing expectations:

Additionally, the following expectation applies to all student clothing, jewelry, carried/toted items, body art, and other items as determined by administration.

- Students shall not dress or display themselves in a manner that is offensive, immodest, suggestive, or disruptive to the educational process.
- Students may not dress or display themselves with items that might be considered dangerous or potentially used in a dangerous manner. Examples include chains, sharp objects, etc.
- Students shall not dress or display themselves in a manner that communicates vulgarity, profanity, promotes the use of tobacco, promotes the use of alcohol, promotes the use of illicit drugs, communicates hate, and/or has a history of interrupting the learning process or creating a safety concern at MHS. Examples include slogans, pictures, symbols and art works that contain, depict, or make reference to: swear words, nudity, tobacco products, alcohol products, marijuana leaves, mushrooms or shrooms, illicit drugs, drug paraphernalia, sexist remarks, racist remarks, swastikas, confederate flags/union jacks, gang symbols etc.

MHS staff members may ask students that are dressed inappropriately to make appropriate adjustments to their attire and/or report to the main office. Office personnel will provide the students with alternatives including adjustments to their attire, alternatively dressing in their P.E. uniform, calling home for a change of clothing, or gaining permission from their parent/guardian to walk/drive home and change. Students that refuse to cooperate may be issued time in the Alternative Education Room (AER).

School officials cannot reasonably anticipate every possible combination of attire and accessories. Therefore, it will be the responsibility

of the Mattoon High School administration to determine what is inappropriate.

10.10 Card Playing/Games of Chance

Gambling is not permitted at MHS.

10.11 Dance Rules

It is a privilege to attend a school sponsored dance. In general, school dances are for MHS students only. Students may bring a guest (non-MHS student) to the homecoming and/or prom dance(s) provided that their guest is approved by administration. The school reserves the right to determine who is eligible to attend and to specify rules for the dance. The host student is responsible for clearing the guest's attendance by completing a MHS Dance Permission Form and is responsible for the behavior of their guest. Homecoming and Junior/Senior Prom will conclude at 10:00 p.m. and all other dances conclude no later than 10:00 p.m.

Students that engage in dangerous, inappropriate, and/or lewd forms of dance including; slam dancing, mosh-pit, dirty dancing, grinding, freaking or other forms of dance that include front-to-back grinding of genital areas to buttocks and/or straddling of legs/hips will be dismissed from the dance.

The use of illegal substances or tobacco prior to, or during, the dance will result in disciplinary measures consistent with established policies and police involvement. Students **WILL** be denied the privilege of attendance/participation at school dances for the following reasons:

Students who have been suspended (OSS) or arrested for a drug, alcohol, fighting, or weapons offense during the current school year.

Students who are found to be in possession of/using a vape or e-cig on school grounds during the current school year.

Students **MAY** be denied the privilege of attendance/participation at school dances for the following reasons

Students who have been removed from a MHS dance during the current school year.

Students, truant on the day of a dance, or the Friday before a dance held on a weekend.

Students with unexcused absences for lunch detentions (See, 11.11 Detention).

Students recognized as chronically truant, or truant more than 9 days for ANY reason during the current semester.

Students currently placed, or awaiting placement, in an alternative educational environment by the Board of Education of its designee.

Additional restrictions include;

No person 20 years of age or older is permitted to attend dances as a guest.

No middle school or junior high students are permitted to attend MHS dances.

No current year dropouts are permitted to attend MHS dances.

Administration reserves the right to restrict individuals from attending dances when an individual has committed an unsafe act or poses a safety risk to him/herself or others.

MHS students bringing a non-MHS student to Homecoming or Prom will not be allowed to purchase tickets or attend the dance without prior completion of the Dance Permission Form.

10.12 Food and Drink

The allowance of food and/or drinks in the classroom is the classroom teacher's decision. It is also a privilege. MHS encourages healthy choices. Therefore, when this privilege is allowed, it is preferred that students eat healthy snacks and/or drink water. For health and safety purposes all student drinks must be contained in a sealed/capped container. To protect the learning environment, food and/or drinks should be consumed in a manner that does not interrupt or interfere with the learning environment. Additionally, students are expected to clean up after themselves.

Students that do not clean up after themselves or consume food and/or drink in a way that is unsafe, or that interferes with the learning environment may lose this privilege and/or be removed from the classroom to the main office.

10.13 Medications Prescribed / Not Prescribed

Students are not allowed to have any medication in their possession while at school, prescribed or non-prescribed. Board Student Discipline policy 7.190 forbids the use of prescription drugs in a manner inconsistent with how it is prescribed. Additionally, policy forbids a student from using prescription medications not prescribed to the student. In some cases, depending upon the classification of the prescription, the proper authorities will be notified for prosecution.

Students in violation of these policies may be suspended or recommended for expulsion.

10.14 Appropriate Classroom Discussions

Off-topic discussions designed to lead the classroom focus away from the prescribed learning objectives are considered disrespectful.

Discussions and comments about illegal activities related to the drinking of alcohol, drug use, and drug promotion, when not part of a district recognized curriculum is considered grossly disrespectful and harmful to the MHS educational environment and is prohibited. Class projects, papers, speeches, and other educational work related to these topics must be cleared by your teacher through an administrator in advance of beginning work on these topics. Students who violate these rules may be removed from the classroom in a manner consistent with the removal of students who have committed an act of insubordination and/or gross disrespect.

10.15 Smoking and Chewing Tobacco/E-Cigarettes and Vapor Pens

The possession or use of tobacco, tobacco products, chewing tobacco, electronic cigarettes, vapor based smoking devices, and/or vapor based products is prohibited on school property and at school activities and events.

Student use of these items, while on school grounds, may result in suspension and police issued fines.

10.16 Intoxicants/Unauthorized Substances/Drug Paraphernalia

The non-medical use of drugs and unlawful possession and use of alcohol is wrong and harmful. The illicit use, possession or distribution of drugs or look-alike drugs, drug paraphernalia, alcohol or inhalants is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held on or off campus, before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs or alcohol. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs and/or alcohol in their possession.

If a staff member finds a student to be in possession of, under the influence of, or distributing alcoholic beverages, drugs or look-alike drugs in violation of this policy, the student may be suspended or recommended for expulsion. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Organizations which sponsor youth activities on school facilities outside of regular school hours shall be made aware of this policy, and shall be required to observe students with an eye toward whether they are in violation of this

policy and shall report any violation of this policy to school officials immediately. Failure to do so could result in cancellation of such organization's privilege to use District facilities.

10.17 Fighting

Fighting on school grounds or within 1000 ft of school property is a form of gross misconduct. Fighting on school grounds or within 1000 ft of school property may result in suspension time and the student(s) may be arrested.

10.18 Gang Activities/Secret Societies

Public School fraternities, sororities, secret societies and gangs are prohibited. For purposes of this policy, a public school fraternity, sorority, secret society or gang means any organization composed wholly or in part of public school pupils which seeks to perpetuate itself by taking in additional members from the pupils enrolled on the basis of the decision of its membership rather than the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.

Any public school fraternity, sorority, secret society or a gang is harmful to the best interests of the Mattoon Community Unit School District.

It shall be deemed an act of gross misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school fraternity, sorority, secret society or gang.

Gross disobedience or misconduct shall include wearing or displaying at school, or any school-related activity, clothing, badges, adornment, tattoos, eyebrow/ear notches, body burning, cutting or any other insignia/body mutilation intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.

10.19 Laptop Computer Restriction

Loaner Laptops may be made available for check-out through the MHS Chrome Depot, provided proper paperwork is completed and the student is not restricted from school computer use.

10.20 Public Displays of Affection

Socializing in high school does not include intimate expressions of physical attraction (ie. kissing, groping, long hugs, etc...). This is considered inappropriate conduct. All teachers and staff are instructed to monitor this type of

behavior and empowered to assign consequences consistent with the schools discipline program.

10.21 Skateboards/Heelys

Skateboards and other shoes with wheels (Heelys) are not to be worn and/or ridden while on school property at any time.

10.22 Weapons (School Board Policy 7.190)

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

XI. MHS Positive Incentives and Behavioral Interventions

MHS Positive Incentives and Behavioral Interventions are designed to encourage students to focus on their learning and to do the right thing. These incentives and interventions are school-wide expectations and offer a broad variety of student-valued incentives and rewards. However, when breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents/guardians and other support personnel to help the student correct and modify his or her behavior. These incentives and interventions support Mattoon High School's purpose and vision.

11.01 Grade / Attendance / Behavior Incentives

11.01a MHS Positive Incentives Program (TBD for 2025-2026 School Year)

MHS students may earn positive incentive points by engaging and improving in the following areas:

1. Attendance
2. Grades
3. College Readiness on MAP as well as on the PreACT and ACT Testing. Seniors do not have test points.
4. Meeting Behavior Expectations

A student becomes eligible for MHS Positive Incentives when they meet all of the following criteria:

1. The student has no truancies during the school year.
2. The student has not been removed from a classroom, for behavioral reasons, and placed in AER for multiple, consecutive periods during the school year.
3. The student has not been assigned a half or full day AER, or OSS during the school year.
4. The student has taken and completed all MAP, PSAT, and SAT tests throughout the school year.
5. The student who earns a positive incentive maintains the expected criteria 1-4 above, up to the time and date the incentive takes place.

MHS administration reserves the right to use its discretion in determining a student's eligibility for MHS Positive Incentives.

Note: trancies, half and full day ISS, and OSS carries over for each reward and therefore, throughout the school year.

Incentives:

- Redeem points for items and privileges at MHS.

11.01b Semester/Final Exam Exemptions Incentive

MHS students have the privilege of earning semester/final exam exemptions. This incentive may be earned when a student makes good grades, maintains, good attendance, and meets positive behavior expectations. Students may earn semester/final exemptions by achieving the following criteria:

1. If the student has three (3) or less days of parent excused absences of valid cause during the current semester and has earned a semester grade of B (79.5%) or better.
2. If the student has five (5) or less days of parent excused absences of valid cause during the current semester and has earned a semester grade of A (89.5%) or better.
3. If the student has no unexcused absences during the current semester. Missing Wave Time is considered an unexcused absence as it is a class at MHS.
4. If the student has not been removed from a classroom, for behavioral reasons, and placed in AER for multiple, consecutive periods during the current semester.
5. If the student has not been assigned a half or full day ISS or OSS during the given semester. **This would include violations of the cell phone policy.**

Medically excused/bereavement excused absences will NOT be counted toward the 3 absences. The appropriate documentation must be provided for these absences.

The student must have no unexcused absences during the current semester. Missing Wave Time is considered an unexcused absence, as it is a class at MHS. A student is considered absent if they are more than 5 minutes late for Wave Time.

11.01c Junior and Senior Off-Campus Lunch Incentive

Junior students are permitted to go off campus during their lunch period on Wednesdays of each week. Juniors that are selected to serve as freshman mentors in the BIONIC program earn off-campus privilege on Friday as well.

Senior students are permitted to go off campus for their lunch period daily.

No sophomores or freshmen are allowed off campus for lunch at any time without parents/guardians signing them out of the office and taking them off campus.

Additionally, juniors and seniors must meet all of the following requirements to be eligible for off-campus lunch privilege:

1. The junior BIONIC student or senior submits a signed parent permission form for off-campus lunch.
2. The junior Wave Time Leader student or senior submits a signed parent permission form for off-campus lunch.

11.02 Wave B.I.O.N.I.C. Program

Believe It Or Not, I Care (B.I.O.N.I.C.) is a student team-based support program with the focus of students helping other students. Students that volunteer for the program earn additional privileges and receive outstanding leadership training. There are four student-led B.I.O.N.I.C. teams:

- Freshman Mentoring Team
- Tutoring Team
- Ambassador Team
- Grief Team

For additional information about this program and how to get involved, please contact Ms. Dalby in the student services office.

11.03 Wave H.E.R.O.S. Incentive

H.E.R.O.S. stands for "Helping, Encouraging, and Responding to Others through Service." Students may earn the privilege to wear the H.E.R.O.S. purple cord of leadership during their graduation ceremony when they complete 120 hours of community and/or school service during their career at MHS.

Students are encouraged to complete an average of 30 hours for each year they attend high school to reach the 120 hour total. However, students may complete all 120 hours in a single year. Service hours may be earned by volunteering to work at school and community-related events. Examples include, helping a neighbor, volunteering to work with a community service organization or church mission, being a B.I.O.N.I.C. team member, being an active part of other school clubs that serve the school and community, etc... In order to receive credit for service hours, a student must complete a Wave H.E.R.O.S. Service Card, for

each completed service event, with a signature from the event supervisor or sponsor. Service hours completed as a requirement for membership to a school club or organization should be submitted to the club or organization sponsor or designee. Students not involved in school clubs or organizations should submit them to the service hour's box in the main office. Seniors must complete and submit their hours by April 30th for graduation purposes.

11.04 Other Student Privileges

Students receive the following privileges for being students at MHS. These privileges are not rights, may have limitations, and may be removed on a temporary or permanent basis. All privileges may not be listed.

<u>MHS Privileges</u>	<u>Grades</u>
Hall Passes	9-12
Attendance at School Sponsored Activities	9-12
Attendance at School Assemblies	9-12
Participation in Athletics	9-12
Parking/Driving on Campus	11-12
(9-10 only if space is available)	
Lunch in the Cafeteria / Preferential Seating	9-12
Positive Incentive Rewards	9-12

11.05 Behavior Interventions Philosophy

Mattoon schools encourage their students to be safe, be respectful, and to be responsible. MHS students are expected to self-regulate their behavior and, when necessary, to advocate for themselves. MHS provides this uniform behavioral system to help students develop and improve the social skills and interactions needed for optimal learning, to transition beyond high school, and to engage in successful futures/careers.

As a result of this philosophy, MHS students are provided with many opportunities and incentives to behave positively and appropriately. Conversely, students are allowed to experience natural/logical consequences for their misbehavior(s). Students are also encouraged to form logical appeals when they feel they have been wrongly accused and/or when they feel their earned consequence does not match their misbehavior.

Students should comply with all school officials, as well as district, school, and classroom rules. District and school rules are posted in this handbook. Classroom rules are posted in each classroom and communicated to students and parents. Rules and laws may change during the school year. When this occurs, MHS students will be notified.

When a student misbehaves, their behavior will be addressed as immediately as possible. It will also be addressed in a consistent manner. MHS recognizes that, when it comes to assigning

consequences, different students have different needs and that fair is not always equal. Therefore consistency is achieved by evaluating each situation using consistent criteria for determining consequences (see section 11.2 Five Criteria for Determining Disciplinary Action/Consequences) and by applying a range of consequences appropriate to the student's misbehavior

The MHS behavioral intervention system is a work in progress. It continues to evolve with input from students, parents, MHS staff, district administration, the community, and the Illinois School Code.

11.06 Five Criteria for Determining Disciplinary Action/Consequences

When determining the response/consequence for specific student misbehavior, school personnel shall:

1. Consider the nature of the act,
2. Review the student's previous school history,
3. Consider the effect(s) of the conduct on the delivery of educational services to the student and to other students,
4. Consider the interest of the student including but not limited to his or her age and maturation, any mitigating circumstances,
5. Consider the severity of the consequence taking into account any mitigating circumstances.

11.07 Instructional Areas Tier I (The Classroom Tier)

The classroom is for student learning and all efforts will be made to maintain an effective learning environment. Positively stated behavioral / expectations are posted in each MHS classroom. Misbehaviors in the classroom can be categorized into two basic types. These categories include disruptions and gross disruptions to the learning environment. These are better defined in the chart below. Disruption of the learning environment may disrupt the learning opportunities for the individual and/or the student's peers. MHS believes that these behaviors are not acceptable or desirable. Generally, when a student commits a disruption to the learning environment, the student is warned/redirected to stop the behavior. In some cases this may occur in the form of a "teacher look", a verbal/written redirect, or a hallway conference. If the student continues the misbehavior or commits additional minor disruptions to the learning environment during the same class period, the student is then considered insubordinate. Insubordination is defined as a refusal to follow a staff member's directive. Insubordinate students may be instructed to leave the classroom and report directly to the main office

to speak with an administrator. In most cases the student will then be directed to the main office to speak with an administrator then escorted to the AER room. In the AER the student is given the opportunity to complete their academic work.

Note: Students removed from three classes in a single day may be required to remain in AER for the remainder of their current school day. Students who commit "Gross" behaviors may be removed from the affected classroom for multiple days and/or be placed in half or full day AER.

Gross Behavior Definitions:

"Gross Insubordination" is defined as personalizing an act of insubordination toward a staff member, refusing to follow a staff member's directive to leave the classroom and report to the Main Office for a disciplinary event, etc...

"Gross Disrespect" is defined as personalizing an act of disrespect toward a member of the school community or its visitors. Gross disrespect includes bullying, vulgar insults and harassing slang directed at sex, race, religion, sexual preference, etc...

"Gross Misconduct" is defined as use / distribution / possession of drug / alcohol / paraphernalia / weapons / dangerous objects, use of tobacco on school grounds, fighting and other actions that endanger members of the school community and its visitors including the making / insinuation of threats of physical violence,

destruction / vandalism / theft of state supported property, etc...

Tier II

Students removed from the classroom to the Main office for "Gross" behaviors may be considered in need of Tier II services. Tier II services may include an increase in service through counseling, alternative educational placement, AER and/or OSS. Students may be assigned to participate in individual or group counseling sessions with school counselors for the purpose of helping the student understand what might trigger their inappropriate behavior and what strategies might be used to counteract/solve the problem. Students will receive Tier II services until their behavior warrants a reduction in services or until Tier III services begin.

Tier III

When inappropriate behavior persists beyond Tier II services or a gross behavior is considered severe and/or a safety concern to the school community, additional services may be required such as Alternate Education/Special Education placement and/or the student being considered expulsion ready.

Tier I (The Classroom Tier)	
Minor Disruptions to the Learning Environment	Major Disruptions to the Learning Environment
Cell phone/ electronic device use without teacher permission. Disruptive behaviors that diminish the learning environment, Minor disrespect to others Public displays of affection Inappropriate language Dress code violation Etc...	Gross Disrespect (to staff members, guests, or other students, this includes harassment defined in Title IX), Gross Insubordination (this includes refusal to leave the class and report to the main office as directed), Gross Misconduct, vandalism, fighting, Etc...
Consequences:	Consequences:
One warning to stop any disruptive behavior, then removal from the classroom to the main office for re-education, counseling and/or consequences for insubordination etc. Upon the third incident of Insubordination in a specific classroom the student may be removed from that classroom for 3-5 days.	May include some elements from the left. Additionally the student may be assigned multiple period out of this classroom, and/or ½ or full day ISS and/or suspension from school (OSS)

11.08 Non-Instructional Areas

Non-instructional areas include MHS hallways, the cafeteria area, school grounds, gym time, etc. These areas are regularly used by MHS students for a broad variety of purposes. By their nature, non-instructional areas present the student

with more freedoms than instructional areas. More freedom requires more responsibility.

Hallways:

Students at MHS are encouraged to move, in the hallways, with a purpose and not to loiter. Passing periods at MHS are 4 minutes in length and should provide just enough time for students to visit their locker, take a short restroom break, and arrive at

class in a timely manner. Students found in hallways during instructional times are expected to have a hall pass. (see section 10.05 Hall Pass)

Cafeteria area:

Students use the cafeteria area as common areas before school and during lunch.

School grounds:

Students use school grounds for school related events, and to enter/exit school property

General expectations and consequences that exist in MHS classrooms also exist in the areas listed above. Specific behaviors that students should avoid include:

- Being in the hall without a hall pass,
- Using inappropriate language (discriminatory, foul, lewd, sexual, mean spirited, threatening),
- Being in unauthorized locations,
- Loitering
- Being loud or making loud noises,
- Committing acts of public display of affection,
- Littering,
- Throwing Food/Object ,
- Acts of horseplay,
- Being out of their seat/moving around (cafeteria area during lunch periods),
- Being late to class.

Insubordination, gross Insubordination, gross disrespect, and Gross Misconduct may result in a student being assigned to AER or suspension from school (OSS). Persistent/dangerous misconduct may lead to the student being escorted by MHS staff

11.09 Student Appeal of Behavior Intervention Process

A student will be afforded due process when a student receives a consequence for their misbehavior. At its simplest level, due process is a chance for the student to explain to a staff member what happened from their point of view. The next level of due process is a handwritten or typed statement, by the student, submitted to an administrator or to the discipline secretary in the main office.

A Student assigned to AER may appeal a staff member's disciplinary decision in writing once they enter AER and should submit the appeal to an administrator. Appeals should contain the following information:

- The students name and the date,
- A complete/detailed description of the event,
- A description of what the student learned from the event,
- A description of why the student feels the consequence is not appropriate or excessive.

All written appeals will be reviewed by an administrator and placed in the student's temporary discipline file. Upon review of the appeal, an administrator may make one of the following decisions:

- grant the appeal request (remove from disciplinary record),
- deny the appeal request,
- or, in some cases increase the consequence for the initial behavior.

Building administrators will make the final decision on an appeal request of disciplinary action resulting in student placement in the AER and detention.

11.10 Office Behavior Referrals

Office behavior referrals are written by MHS staff members and submitted through skyward to the discipline secretary. These are reviewed by an MHS administrator or designee and appropriate consequences may be assigned to a student in violation of a school or district rule. An automated call will be made to the parent/guardian for minor violations. A call will be attempted by a MHS administrator for major violations.

11.11 Detention

Detentions are typically served during non-classroom time for the student. Detentions will be served in AER during the student's next available lunch period,

It is a staff member's responsibility to inform the student of their detention. Failure to inform the student of his/her detention may contribute to a granted appeal. It is the student's responsibility to attend the detention. Students who do not attend a scheduled detention will be considered unexcused. Students who are tardy to detention will not be admitted and will be considered unexcused.

An exception to the being tardy to detention above is a student who has had cafeteria privileges revoked for an extended period of time (3 days – remainder of the semester). In this case the student will be admitted tardy entry, but the student will be considered unexcused and subject to the same make-up privileges and consequences above.

A student considered unexcused from detention may lose the following privileges until the lunch detention is 'made-up':

- Attendance at MHS dances
- Semester exam exemptions
- MHS Positive Incentives Program

'Make-up' detentions do not need to be rescheduled. A student should make-up

his/her detention during the next available detention time listed earlier in this section.

When a student has accumulated a total of three unserved detentions, the student may be assigned ½ or full day ISS.

When a student enters the detention room they should

- sign-in, Detention is an increase-in-service area and requires that
- Turn in all cellular technologies /musical devices to the AER director,
- Sit where assigned,
- Follow AER rules.

Cellular/musical devices will be returned to the student at the conclusion of their detention.

Students are expected to follow the detention room's procedures and positive expected behaviors. Students who cannot follow positive expected behaviors and procedures or who cannot follow the detention supervisor's directives may be recognized as 'unsuccessful' in serving their required time and have their detention re-assigned for the next available detention time. Depending on the nature of the behavior the student may be assigned half day or full day ISS, or be suspended OSS.

The lunch detention supervisor will escort students to the cafeteria to obtain their lunch no sooner than 20 minutes into the lunch period. Upon receiving their lunch from the cafeteria, students will be escorted back to the lunch detention room for the remainder of the period. Students will eat their lunch in the detention room, clean up after themselves, and dispose of their trash appropriately.

11.12 Alternative Education Room (AER)

Time in AER is a disciplinary consequence given to students that are removed from instructional areas for insubordination or for committing gross behaviors. It is also given to students that violate rules in non-instructional areas and/or commit gross behaviors. A student may be assigned AER up to ten (10) class periods from the affected classroom or up to 10 school days.

AER is supervised with a certified, educationally licensed staff member to aid students with their academic work.

AER is an increase in service area. It is a quiet, structured environment with few diversions for students. Students are required to bring school books, notebooks, paper, writing utensils, and other class related materials to the AER. Students will not

normally be allowed to get materials from his/her locker while in the assigned room. Students should arrive on time and turn in their cell phone device / electronic music device to the AER teacher. Student's electronic devices will be returned at the conclusion of the students assigned AER. Students are not allowed to talk to other students or the AER Director without permission. Food, drinks, candy, games, writing notes, sleeping, or giving the appearance of sleeping, are not permitted.

Students will be expected to keep up with their classroom work while assigned to AER.

Students are expected to follow AER procedures and positive expected behaviors. Students who cannot follow positive expected behaviors and procedures or who cannot follow the detention supervisor's directives may be recognized as 'unsuccessful' in serving their required time and have their AER time re-assigned, for that period, until they are successful (one period make-up for each period unsuccessful during their assigned time). Students that do not attend as required may be re-assigned half/full day ISS or assigned additional time in AER, or be suspended OSS.

11.13 Half/Full Day ISS

Half/full day AER is a disciplinary consequence given to students that are persistent in their misbehavior and/or have committed an act of gross behavior. Half/full day AER may be assigned from three (3) consecutive periods in length up to 10 consecutive days.

Students who have been assigned to half/full day AER shall report to, and participate in the AER program during the periods of assignment. Students in half/full day AER are supported with a certified, educationally licensed, teacher. All other AER expectations apply (See section 11.2 AER) Half/full day AER students will be given one bathroom break in the morning and one in the afternoon as well as a supervised lunch break to obtain lunch from the cafeteria. Students will eat their lunch in AER. Breaks will not occur during passing periods or during regular lunch hours.

Students are expected to follow AER procedures and positive expected behaviors. Students who cannot follow positive expected behaviors and procedures or who cannot follow the detention supervisor's directives may be recognized as 'unsuccessful' in serving their required time and have their AER time continued until they are successful (one period make-up for each period unsuccessful during their assigned time). Students that do not attend as required may be re-assigned

half/full day AER or assigned additional time in AER, or be suspended OSS.

11.14 Administrative No-Contact Order (NCO)

An Administrative No-Contact Order (NCO) is a tool used by MHS administration and school counselors to eliminate all forms of contact between students or groups of students that are in serious conflict with each other. The order is always applied to both parties. This order informs/outlines potential consequences for students who choose to violate the order.

In most cases where an NCO is necessary, communication devices and social media play a major role. Therefore, students assigned an NCO may lose the privilege to possess their cellular devices while at school and at school sponsored events (in rare cases involving one-sided attacks administration may limit this restriction to the aggressive party). A student's failure to follow this rule may lead to the student being searched and other outlined consequences in the NCO.

In cases where a verified threat is made, an NCO may be put in place immediately. A counseling intervention may be required before an NCO is issued. Additional counseling may be mandatory for students who violate the order or who receive multiple orders. This order may be put in place by an administrator. Administration will determine when a NCO is warranted. The order is in effect for the remainder of the current school year.

11.15 Administrative Order of Movement (AOM)

An Administrative Order of Movement (AOM) is a tool used by administration to eliminate all forms of contact between students or groups of students who are in serious conflict with each other. This is a step beyond the NCO (see section 11.14 Administrative No-Contact Order). The order is always applied to both parties. This order may be used when an administrative no contact order has consistently failed to be effective. This order defines the physical path students must follow from the time they enter school grounds to the time they exit school grounds. A student who violates this order may receive a full day of AER, OSS, or a more serious consequence depending on the severity and nature of the violation. This order is put in place by an administrator. The AOM and the NCO remain in effect together and are in effect for the remainder of the current school year.

11.16 Threat Assessment

In cases of verified threats against Mattoon students, district staff members, and/or visitors to district property, a student may be required to participate in a threat assessment. Threat assessments will be conducted by trained MHS staff members. In general a threat assessment is used as a tool to help maintain a safe learning environment. It is also used to help identify student needs and corrective strategies to aid in the student's appropriate social development. Assessments are reviewed and student progress is monitored on a regular basis.

A student that fails his/her threat assessment, may be considered expulsion ready, required to seek outside services (at parents/guardians expense) and/or placed in an alternative educational environment.

11.17 Out-of-School-Suspension (OSS)

Out-of-School Suspension is a disciplinary consequence given when a student's continued presence at school poses a threat to school safety and/or a disruption to other students' learning opportunities.

OSS is a temporary removal from school and/or from riding a school bus, up to a maximum of 10 days for any one offense. Only the Superintendent, Assistant Superintendent, Principal, Assistant Principals, and Dean of Students are authorized to suspend students. .

During the period of out-of-school suspension, a student is not to be within school buildings, on school property, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extracurricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possible prosecution for trespassing. Students are encouraged to complete their schoolwork during their suspension period. A suspended student should regularly check Schoology and email teachers to make arrangements to get their school work done while suspended. In most cases work should be completed and submitted upon a student's return to school. However, depending upon the nature of instruction, that may require classroom attendance (examples: class discussions, labs, groups presentations, guest speakers, etc.), the student may be provided with additional time, alternative assignments, and/or assigned tutorial time with a teacher, for the purposes of their work completion.

As with all appeals, one of three decisions may be made at the conclusion of a thorough review:

- The original OSS decision stands
- The OSS is reduced or removed
- A decision is made to increase the
Consequence

individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);

2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the CBE; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the CBE. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

XII. Selected Board Policies

All complex social systems have rules that are enforced. The public school is a complex social system. While acknowledging children's rights and the benefits of respectful, humane relationships, the school must also retain its authority to regulate behavior. All school children have a mutual interest in maintaining a safe, comfortable, healthy environment where learning is not disrupted by inappropriate behaviors. What follows is a list of policies and regulations aimed at ensuring the safety of the school community, and governing student behaviors.

12.01 Accelerated Placement Program (School Board Policy 6.135)

The District provides an Accelerated Placement Program (APP) through Competency Based-Education (CBE). The CBE advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The (CBE) provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the CBE. CBE options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade, and early high school graduation. Participation in the CBE is open to all students who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's CBE shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an CBE that includes:

1. Decision-making processes that are fair, equitable, and involve multiple

LEGAL
REF.:
105 ILCS
5/14A.

CROSS REF.:
6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: November 12, 2019

12.02 Graduation Requirements (School Board Policy 6.300)

To graduate from high school, unless otherwise exempted, each student is responsible for: (MCUSD2 additions in italicized)

1. *Completing all District graduation requirements that are in addition to the State requirements.*

Each student must earn 22 credits in order to graduate from high school. These credits must include:

- a. *Four (4) credits of English;*
- b. *Three (3) credits of mathematics;*
- c. *Two (2) credit of science:*

- d. *Two and one-half (2.5) credits of social science, one (1) credit must be on the history of the United States, one-half (0.5) credit on the principles of American government, one-half (0.5) credit on the principles of economics, and one-half (0.5) credit of social science electives.*
 - e. *One (1) credit chosen from music, art, foreign language, or vocational education.*
 - f. *One-half (0.5) credit of health education.*
 - g. *One (1) semester of driver education in accordance with the requirements of Board of Education 6.60; and*
 - h. *Enrollment in physical education, subject to substitutions set forth in Board of Education Policy 6.310.*
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
 3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
 4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
 5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).
 6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to

extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

MCUSD2 CURRENT LANGUAGE

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Students must apply to their counselor for early graduation status. Notification of the student's request and verification of eligibility for early graduation will be given to the high school principal. The high school principal will approve or deny early graduation requests.

Permission for early graduation may be granted a student by the Board of Education upon the recommendation of the Superintendent.

Certificate of 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 years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of

this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL
REF:
105 ILCS
5/2-3.64a-5,
5/22-27,
5/27-3,
5/27-22, and
5/27-22.10.

105 ILCS 70/
Educational
Opportunity
for Military
Children
Act.

23 Ill.Admin.Code
§1.440.

CROSS REF:
6:30 (Organization
of Instruction),
6:310 (High
School Credit for
Non-District
Experiences;
Course
Substitutions;
Re-Entering
Students), 6:315
(High School
Credit for Students
in Grade 7 or 8),
6:320 (High
School Credit for
Proficiency), 7:50
(School
Admissions and
Student Transfers
To and From
Non-District
Schools)

- Adopted: November 14, 1995
- Revised: August 14, 2001
- Revised: August 13, 2002
- Revised: January 11, 2005
- Revised: June 14, 2005
- Revised: January 10, 2006
- Revised: February 10, 2009
- Revised: December 15, 2009
- Revised: January 11, 2011
- Revised: February 14, 2012
- Revised: January 13, 2015
- Revised: May 10, 2015
- Revised: February 13, 2018
- Revised: November 12, 2019

12.03 High School Credit for Non-District Experiences; Course

Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical

education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

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

Advanced placement computer science.

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an *interscholastic or extracurricular athletic program*;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable

to graduate (student must be in the 11th or 12th grade).

- 6. MCUSD2 ADDITION: Enrollment in district's Illinois State Board of Education approved Competency-Based Education (CBE) program.

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

- 1. District courses
- 2. Non-District experiences described in this policy
- 3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
- 4. Proficiency testing, correspondence courses, life experiences, and other non formal educational endeavors
- 5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.

110 ILCS 27/,
Dual Credit
Quality Act.

23

Ill.Admin.C
ode
§§1.425(e),
1.440(f),
and
1.470(c).

CROSS REF.:

6:180 (Extended
Instructional
Programs),
6:300
(Graduation
Requirements),
6:315 (High
School Credit for
Students in
Grade 7 or 8),
6:320 (High
School Credit for
Proficiency),
7:50 (School
Admissions and
Student
Transfers To and
From
Non-District
Schools), 7:260
(Exemption from
Physical
Education)

Adopted: November 14, 1995;
Revised: October 1996
Revised: February 1997
Revised: August 14, 2001

Revised: January 10, 2006
Revised: July 10, 2007
Revised: December 15, 2009
Revised: February 11, 2014
Revised: January 13, 2015
Revised: May 10, 2016
Revised: January 10, 2017
Revised: February 13, 2018
Revised: January 8, 2019

Revised and MCUSD2 changes:
November 12, 2019\

12.04 Search and Seizure (School Board Policy 7.140)

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their

personal effects. "School authorities" includes school liaison police officers.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the

following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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..

12.05 Prevention of Bullying, Intimidation, and Harassment (School Board Policy 7.180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program of from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this

means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

12.06 Student Behavior (School Board Policy 7.190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic

beverages. Students who are under the influence of an alcoholic beverage 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 or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's 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's 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's 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 represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous

system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. 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 tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. 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.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. 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.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school

and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle,

shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State

Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

12.07 Suspension Procedures (School Board Policy 7.200)

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the

- student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
 3. An attempted phone call to the student's parent(s)/guardian(s).
 4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the

- suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
 2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

12.08 Expulsion Procedures (School Board Policy 7.210)

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the

- evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detailing the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 5. Upon expulsion, the District may refer the student to appropriate and available support services.

5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

12.09 School Bus Suspensions (School Board Policy 7.220)

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.

XIII. School Code/Local Ordinance

13.01 Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within fifteen (15) days

of the beginning of the school year or a student's enrollment. This is done through online registration and is available at all times on the district website.

13.02 Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized and required to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

13.03 Illinois Compulsory School Attendance (School Code)

Whoever has custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must report all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

According to 'Article 26-2A of the School Code Compulsory Attendance

"Section 26-2A of Chapter 122, defines a truant as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. If a student is chronically or habitually truant (defined as being absent without valid cause for at least 5% of the previous 180 school days), legal action may be taken against the parents and/or student. If the parents/guardians do not cause the student to attend school after notification of the truancy, the parents may be found guilty of a class C misdemeanor, which may result in a fine of up to \$500.00 and/or 30 days in jail.

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. (i.e. a student who is absent for at least half of the class period).

"Chronic or habitual truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days (ie. 9 days or more).

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused."

Truancy, unexcused absence and tardiness may result in disciplinary action and/or loss of privileges.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent

or designee is authorized to determine when the student's absence is justified.

2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action,

shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

10. A protocol for making the notifications required by The School Code, Section 26-3a, concerning students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have reenrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the criteria established below.
11. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in The School Code, Section 26(c). A parent/guardian has the right to appeal a decision to exclude a student; the Illinois State Board of Education's rule will control the appeal process, 23 Ill. Admin. Code §1.242.

13.04 Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Processing procedure
3. Withholding of privileges.
4. Seizure of contraband.
5. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. Expulsion from school and all school-sponsored activities and

events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

8. Notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
9. Notifying parents/guardians.
10. Temporary removal from classroom.
11. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
12. After school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

13.05 Time-Out Isolation/Physical Restraint

23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.280 SUBTITLE A SUBCHAPTER a
Section 1.280 Discipline
Section 24-24 of the School Code [105 ILCS 5/24-24] provides for teachers, other

certificated educational employees and persons providing a related service for or with respect to a student as determined by the board of education to maintain discipline in the schools.

a) The board of education shall establish and maintain a parent-teacher advisory committee as provided in Section 10-20.14 of the School Code [105 ILCS 5/10-20.14].

b) The board of education shall establish a policy on the administration of discipline in accordance with the requirements of Sections 10-20.14 and 24-24 of the School Code [105 ILCS 5/10-20.14 and 24-24] and disseminate that policy as provided in Section 10-20.14 of the School Code.

c) Any use of isolated time out or physical restraint permitted by a board's policy shall conform to the requirements of Section 1.285 of this Part. If isolated time out or physical restraint is to be permitted, the policy shall include:

1) the circumstances under which isolated time out or physical restraint will be applied;

2) a written procedure to be followed by staff in cases of isolated time out or physical restraint;

3) designation of a school official who will be informed of incidents and maintain the documentation required pursuant to Section 1.285 of this Part when isolated time out or physical restraint is used;

4) the process the district or other administrative entity will use to evaluate any incident that results in an injury that the affected student (or the responsible parent or guardian), staff member, or other individual identifies as serious;

5) a description of the alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4) of this Part; and

6) a description of the district's or other administrative entity's annual review of the use of isolated time out or physical restraint, which shall include at least:

A) the number of incidents involving the use of these interventions, 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.280 SUBTITLE A SUBCHAPTER a

B) the location and duration of each incident,

C) identification of the staff members who were involved,

D) any injuries or property damage that occurred, and

E) the timeliness of parental notification and administrative review.

d) In addition to, or as part of, its policy on the maintenance of discipline, each board of education shall adopt policies and procedures regarding the use of behavioral interventions for students with disabilities who require such

intervention. Each board's policies and procedures shall conform to the requirements of Section 14-8.05(c) of the School Code [105 ILCS 5/14-8.05(c)].

(Source: Amended at 26 Ill. Reg. 1157, effective January 16, 2002) 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a
Section 1.285 Requirements for the Use of Isolated Time Out and Physical Restraint
Isolated time out and physical restraint as defined in this Section shall be used only as means of maintaining discipline in schools (that is, as means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. Nothing in this Section or in Section 1.280 of this Part shall be construed as regulating the restriction of students' movement when that restriction is for a purpose other than the maintenance of an orderly environment (e.g., the appropriate use of safety belts in vehicles).

a) "Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. The use of isolated time out shall be subject to the following requirements.

1) Any enclosure used for isolated time out shall:

A) have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
B) be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing); and
C) be designed to permit continuous visual monitoring of and communication with the student.

2) If an enclosure used for isolated time out is fitted with a door, either a steel door or a wooden door of solid-core construction shall be used. If the door includes a viewing panel, the panel shall be unbreakable.

3) An adult who is responsible for supervising the student shall remain within two feet of the enclosure. 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a

4) The adult responsible for supervising the student must be able to see the student at all

times. If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

b) "Physical restraint" means holding a student or otherwise restricting his or her movements. "Physical restraint" as permitted pursuant to this Section includes only the use of specific, planned techniques (e.g., the "basket hold" and "team control").

c) The requirements set forth in subsections (d) through (h) of this Section shall not apply to the actions described in this subsection (c) because, pursuant to Section 10-20.33 of the School Code [105 ILCS 5/10-20.33], "*restraint*" does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to:

1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or

2) remove a disruptive student who is unwilling to leave the area voluntarily.

d) The use of physical restraint shall be subject to the following requirements.

1) Pursuant to Section 10-20.33 of the School Code, physical restraint may only be employed when:

A) the student poses a physical risk to himself, herself, or others,

B) there is no medical contraindication to its use, and

C) the staff applying the restraint have been trained in its safe application as specified in subsection (h)(2) of this Section.

2) Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat. 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a

3) Except as permitted by the administrative rules of another State agency operating or licensing a facility in which elementary or secondary educational services are provided (e.g., the Illinois Department of Corrections or the Illinois Department of Human Services), mechanical or chemical restraint (i.e., the use of any device other than personal physical force to restrict the limbs, head, or body) shall not be employed.

4) Medically prescribed restraint procedures employed for the treatment of a physical disorder or for the immobilization of a person in connection with a medical or surgical procedure shall not be used as means of physical restraint for purposes of maintaining discipline.

5) Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

6) In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising adult(s) shall consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of other students in the vicinity.

7) If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising adult determines that such freedom appears likely to result in harm to the student or others.

e) Time Limits

1) A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which it would be an appropriate intervention.

2) A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing physical harm to himself, herself, or others.

f) Documentation and Evaluation 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a

1) A written record of each episode of isolated time out or physical restraint shall be maintained in the student's temporary record. The official designated pursuant to Section 1.280(c)(3) of this Part shall also maintain a copy of each such record. Each such record shall include:

- A) the student's name;
- B) the date of the incident;
- C) the beginning and ending times of the incident;
- D) a description of any relevant events leading up to the incident;
- E) a description of any interventions used prior to the implementation of isolated time out or physical restraint;

- F) a description of the incident and/or student behavior that resulted in isolated time out or physical restraint;
- G) a log of the student's behavior in isolated time out or during physical restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- H) a description of any injuries (whether to students, staff, or others) or property damage;
- I) a description of any planned approach to dealing with the student's behavior in the future;
- J) a list of the school personnel who participated in the implementation, monitoring, and supervision of isolated time out or physical restraint;
- K) the date on which parental notification took place as required by subsection (g) of this Section.

2) The school official designated pursuant to Section 1.280(c)(3) of this Part shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred. 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a

3) The record described in subsection (f)(1) of this Section shall be completed by the beginning of the school day following the episode of isolated time out or physical restraint.

4) The requirements of this subsection (f)(4) shall apply whenever an episode of isolated time out exceeds 30 minutes, an episode of physical restraint exceeds 15 minutes, or repeated episodes have occurred during any three-hour period.

A) A certified staff person knowledgeable about the use of isolated time out or trained in the use of physical restraint, as applicable, shall evaluate the situation.

B) The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g. assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

C) The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the official designated pursuant to Section 1.280(c)(3) of this Part.

5) When a student has first experienced three instances of isolated time out or physical

restraint, the school personnel who initiated, monitored, and supervised the incidents shall initiate a review of the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other, specified interventions. The plan shall be placed into the student's temporary student record. The review shall also consider the student's potential need for an alternative program or for special education.

A) The district or other entity serving the student shall invite the student's parent(s) or guardian(s) to participate in this review and shall provide ten days' notice of its date, time, and location.

B) The notification shall inform the parent(s) or guardian(s) that the student's potential need for special education or an alternative program will be considered and that the results of the review will be entered into the temporary student record. 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a

g) Notification to Parents

1) A district whose policies on the maintenance of discipline include the use of isolated time out or physical restraint shall notify parents to this effect as part of the information distributed annually or upon enrollment pursuant to Sections 10-20.14 and 14-8.05(c) of the School Code [105 ILCS 5/10-20.14 and 14-8.05(c)].

2) Within 24 hours after any use of isolated time out or physical restraint, the school district or other entity serving the student shall send written notice of the incident to the student's parent(s), unless the parent has provided the district or other entity with a written waiver of this requirement for notification. Such notification shall include the student's name, the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.

h) Requirements for Training

1) Isolated Time Out

Each district, cooperative, or joint agreement whose policy permits the use of isolated time out shall provide orientation to its staff members covering at least the written procedure established pursuant to Section 1.280(c)(2) of this Part.

2) Physical Restraint

A) Physical restraint as defined in this Section shall be applied only by individuals who have received systematic training that includes all the elements described in subsection (h)(2)(B)

of this Section and who have received a certificate of completion or other written evidence of participation. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

B) Training with respect to physical restraint may be provided either by the employer or by an external entity and shall include, but need not be limited to: 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.285 SUBTITLE A SUBCHAPTER a

i) appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;

ii) a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

iii) the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;

iv) instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

v) instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and

vi) demonstration by participants of proficiency in administering physical restraint.

C) An individual may provide training to others in a particular method of physical restraint only if he or she has received written evidence of completing training in that technique that meets the requirements of subsection (h)(2)(B) of this Section within the preceding one-year period.

(Source: Added at 26 Ill. Reg. 1157, effective January 16, 2002)

13.06 City of Mattoon Truancy Ordinance Notice:

In accordance with Board approved protocol for cooperation and sharing of information with the Mattoon Police Department (MPD) related to student safety and illegal activities, Mattoon High School will cooperate in sharing information with MPD related to student truancy. Truancy is

recognized as both a student safety concern and an illegal activity. The City of Mattoon has enacted a truancy ordinance that when applied, includes fines and a required court date for truant students and their parents/guardians. Parents/guardians and students are hereby notified of the following City of Mattoon Truancy Ordinance:

**City of Mattoon, Illinois
Ordinance**

**A TRUANCY ORDINANCE PROVIDING FOR THE
SAFETY AND WELL BEING OF MINORS OF THE
CITY OF MATTOON**

Whereas, the City of Mattoon currently regulates behavior of certain conduct as it relates to minors.

Whereas, minors enrolled in school's attendance at school reduces risk of teenage parenthood, criminal violations, and unemployment: and reduces the risk of school drop-out.

Whereas, it is in the best interest of the citizens of the City of Mattoon that minor children enrolled in school attend school.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

- a) It shall be unlawful for any person under the age of eighteen (18) enrolled in a public, private or parochial school to absent himself or herself from attendance at school without parental permission. Any person who shall so absent himself or herself shall be guilty of the offense of truancy and be subject to the penalty set forth in the City Code. Emergency or unforeseen absencing himself or herself from school without parental permission shall not constitute truancy if permission for such absence has been substantially obtained from the parent or guardian of said person and such permission is submitted in writing to the proper school authorities within twenty four (24) hours

immediately following said absence.

- b) It is hereby made unlawful for any parent, guardian or other person having the legal care and custody of any person under eighteen (18) years of age to allow or permit any such child, ward, or other person under such age enrolled in a public, private, or parochial school, to absent himself or herself from attendance without fully complying with policies and requirement of the school district in which the child is enrolled.
- c) **Each day that such person under eighteen (18) years of age absents himself or herself from attendance shall constitute a separate offense and shall be punishable as such: a mandatory city court date, court costs, and fines totaling roughly \$179.00.**

13.07 Breathalyzer and Alco Screen

A student may be asked to submit to a breathalyzer or Alco screen saliva analysis when school officials have a reasonable suspicion the student has used or is under the influence of any chemical as defined above. The administration of the breathalyzer or Alco screen will be done in the presence of a minimum of one (1) certified staff member.

XIV. Student Enrollment Policies

Listed below are some policies relating to student enrollment and schedules. For more information please contact 238-7806.

14.01 Residency

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement stating:

- a. that he or she has assumed and exercises legal responsibility for the child,
- b. the reason the child lives with him or her, other than to receive an education in the District, and
- c. that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating:

- a. the role and responsibility of the person with whom their child is living,
- b. that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

14.02 Non-Resident Students

Non-resident students may attend

District Schools:

1. Upon the approval of a request submitted by a student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:
 - a. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
 - b. The student will attend the school designated by the School Board.
 - c. The student will be accepted only if there is sufficient room.
 - d. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
 - e. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).
2. According to an intergovernmental agreement to accept non-resident students under the No Child Left Behind Act's school choice provisions.
3. Pursuant to a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and

safety needs will be served by such attendance.

4. Pursuant to a written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
5. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

14.03 Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board Policy 6.140, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children. Contact Dave Skocy, Assistant Superintendent of Human Resources at 238-8850.

14.04 Challenging a Student's Residence Status

If the Superintendent or designee determines that a student on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

14.05 Exchange and Foreign Exchange Programs

Non-resident students may attend District schools tuition-free pursuant to: A written agreement with a cultural exchange organization and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Student with an F-1 visa are required to pay tuition at the F-1 rate. Attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with immunization requirements, District policies and regulations governing students.

Diplomas will be granted to an exchange student when the criteria for graduation established by the State of Illinois and the Board of Education have been successfully met. The Board of Education may grant a certificate of attendance to exchange students.

Exchange students may participate in IHSA activities if they meet the eligibility requirements.

14.06 Re-Admission of Dropouts

Illinois law requires districts to deny enrollment to any child above age 17 who has dropped out of school and could not because of age and lack of credits graduate before his/her 21st birthday, but requires the district to provide counseling to such students and direct them to alternative education programs.

XV. Extra-Curricular Activities

Please refer to the MHS website and to sponsors of extra-curricular activities for event calendars.

www.mattoon.k12.il.us/vnews/display.v/SEC/Mattoon%20High%20School

Mattoon High School has a wide range of extracurricular activities offered to students. Some activities, such as athletics, dance squad, National Honor Society, Student Council, etc., have a selective membership. Certain criteria must be met before you become a member. Furthermore, and like athletics, Band, Chorus, Scholastic Bowl, and Chess Club are groups that are governed by IHSA rules and regulations.

Other activities such as AFS, Key Club, Art Club etc., are elective memberships. Students sign up to join.

To maintain membership in the selective or elective clubs, students must demonstrate behavior that represents Mattoon High School in a positive way, students are expected to adhere to the student handbook as well as the rules and regulations set up by the individual activities.

Behavior deemed inappropriate and reflecting

negatively on Mattoon High School or the activity in which membership is held could mean dismissal from the activity.

Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with the Athletic and Extra Curricular Code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, creed, national origin, sex, age, ancestry, actual or potential marital or parental status including pregnancy, arrest record, citizenship status, mental or physical disability, status as homeless, or any other category prohibited by local, state, or federal law. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Academic Eligibility Requirements "No Pass – No Play"

School Code Section (105 ILCS 5/10-20.30) states that each school district operating a high school program (grades 9-12) shall establish, implement and enforce a No Pass/No Play policy under which a student in any of those grades who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled or both is suspended from further participation in any school-sponsored or school-supported athletic or extracurricular activities. The suspension is for a specified period or until a specified minimum grade point or minimum grade or both are earned by the students.

The Mattoon Unit District #2 has complied with the above School Code mandate by adopting Board Policy (7.300). This policy adopts the IHSA athletic eligibility standard as the "No Pass/No Play" standard that must be met for participation in any school-sponsored or school-supported athletic and extracurricular activity. The IHSA eligibility standard is that students shall be doing

passing work in at least (25) credit hours of high school work per week.

In addition, MHS implements a policy requiring athletes to have no failing grade in order to be eligible to participate in athletic events. Eligibility is run Friday of every week and applies to the following Monday through Sunday. If an athlete is found to be ineligible for the same class three times over the course of a season, they will be removed from the team for the remainder of the season.

Attendance Eligibility Requirement

MHS implements a policy requiring athletes to be in regular attendance without valid cause for being absent to be eligible to participate in athletic events. Coaches will regularly monitor unexcused class periods during a season. When a student exceeds 3 unexcused class periods, it may result loss playing time and/or removal from the team.

15.01 Conduct Code For Participants In Extracurricular Activities (School Board Policy 7.240)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Extracurricular Drug and Alcohol Testing Program

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

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

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

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

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

15.02 Student Athlete Concussions and Head Injuries (School Board Policy 7.305)

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:

- a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with

written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

15.03 Extracurricular Activity Fees

The following IHSA (Illinois High School Association) and IESA (Illinois Elementary School Association) activities require extracurricular activity fees:

IHSA

Fall: Boys & Girls Cross Country, Boys & Girls Golf, Football, Boys Soccer, Volleyball, Girls Tennis

Winter: Boys & Girls Basketball,

Wrestling

Spring: Baseball, Girls Soccer, Softball, Boys Tennis, Boys & Girls Track

Other: Cheerleading, Dance Team, Chess, Scholastic Bowl, Flag Corps

IESA

Baseball, Boys & Girls Basketball, Volleyball, Boys & Girls Track, Cheerleading, Dance Team, Scholastic Bowl, Softball, Wrestling, Boys & Girls Cross Country

Extracurricular Activity Fee Structure:

MCUSD#2 charges \$35 per student per activity listed above with a maximum out-of-pocket charge of \$70 per student and a maximum out-of-pocket charge of \$140 per family per year. Students eligible for the reduced cost lunch program will be charged 20% of the regular fee total. Students eligible for the free lunch program will have these fees waived. All fees must be paid prior to a student's participation in any contest. However, payment of fees does not guarantee playing time in a contest. Student playing time is a decision of the coach or sponsor.

15.04 Organizations/Clubs/Class Office

15.04a Guidelines for Officer of Organizations, Clubs, & Class Office

All campaign material must be approved by the administration before it is posted in the building. Students may not resign an office to accept another office.

Officers may be removed from office for violations of school rules including truancy. Class sponsors, office administration, and the student activity coordinator shall determine removal from office. Any student suspended from school will be removed from any elected leadership position. The above rules apply from the day of election or selection. Refer to the appeals process in Section 3.11 of the handbook.

As an officer the student is representing his/her organization, club, or class as well as Mattoon High School. This means that the student's behavior is to be appropriate at all times during the school day, on campus, or at any other time or place.

Class officer elections will be held in the spring for the following year. Mattoon High School offers several opportunities for student participation in many diverse activities.

15.04b Club/Organization

Sponsor(s)

Band	Mr. Justin Hunt
Chess Club	Mr. Jeremy Gibson
Drama Club	Mrs. Rebecca Nevius
Homecoming Court	Mr. Vince Walk

Note: Students who have been nominated for the Mattoon High School homecoming court must meet all of the following standards in order to become a part of and remain a member of the homecoming court:

- Each candidate must have a minimum cumulative grade point average of C.
- Any candidate who has received a truancy or suspension during the year in which he/she is nominated shall not be allowed a position on the homecoming court.
- In the event that an elected member of the homecoming court violates one of these rules, the nominee who received the next highest number of votes shall receive a position on the court.)

Key Club Mrs. Elise Doran

National Honor Society Mrs. Gail Vieth

- Students' who qualify are selected based on their MHS student data. Additionally, students' are required to meet the requirements of a NHS application process.)

Riddle (Yearbook) Mrs. Laura Roberts

Student Council Mr. Vince Walk

- Any student who wishes to become a member may do so by being elected by members of his/her class or by submitting a write-in petition.

Vocal Music Mr. Zachary Smith

Scholastic Bowl Mr. Brendan Aydt

15.04c Elected Student Officers

MHS Student Council Officers:

Claire Hampton - President
Alivia Hughes - Vice President
Jorun Haldorsen - Secretary
Kelci Irons - Treasurer
Alaina Nolte - Communications Director

Class of 2026 Officers:

Brooklynn Redfern - President
Claire Hampton - Vice president
Jorun Haldorsen - Secretary
Kelci Irons - Treasurer

Class of 2027 Officers:

Izzy Compton - President
TBD - Vice President
Natalie Forsythe - Secretary
Liam Gibson - Treasurer

Class of 2028 Officers

Khloe Frederick - Class President
TBD - Class Vice President
TBD - Class Secretary
TBD - Class Treasurer

Class of 2029 Officers

TBD at the beginning of the school year.

15.05 Athletics

15.05a MHS Athletic Philosophy

Education extends beyond the classroom. Because life is a series of competitive situations, the participant is afforded a proving ground for the future. Recognizing that participation in the following activities and organizations is a privilege, Mattoon High School requires that the conduct of student participants be exemplary at all times. Participants' conduct, in and out of school, shall neither reflect negatively upon their school nor create a disruptive influence on the discipline, good order, moral, or educational environment in the school. Consistent with this philosophy, it is the obligation of the student and parent to inform the sponsor and administration of violations or possible violations.

15.05b Sports/Coaching Staff

Please refer to www.mattoon.k12.il.us/page/district-athletics for the most up to date information regarding coaching staff.

15.05c Interscholastic Activities

Governed by the Code of Conduct

The Code of conduct applies to participants in activities governed by the Illinois High School association (all interscholastic Sports, Band, Chorus, Scholastic Bowl, and Chess Club), as

well as Dance organizations.

15.05d When and Where Rules Apply

The rules for interscholastic activities are in effect for 365 days a year, twenty-four hours a day, on and off campus. Violations of rules and penalties and shall be considered cumulative. The rules and consequences apply for the length of the student's enrollment in Mattoon High School. The rules apply to all participants in activities governed by the IHSA including all sports, Band, Chorus, Scholastic Bowl, Chess Club, Cheerleading, Color Guard, Winter Guard, and Dance Team. Participants are representatives of the school district and their school. In addition JROTC Drill and Rifle Teams are also included in these rules. Participants, to whom this code applies, must conduct themselves appropriately both while in school and out of school, both in season and out of season, including summer months. Participants shall at all times abide by the rules and regulations of their respective activities.

15.05e No Property or Other Right to Participate in Extracurricular Activities.

Students do not possess a property or other right to participate or hold memberships in extra-curricular organizations and associations. The organizations include, but are not limited to interscholastic athletics, clubs, and service or honor societies. Participation is a privilege, and not a right.

15.05f Notice of Reciprocal Agreement with Coles County Law Enforcement and States Attorney.

The Mattoon Board of Education has adopted policy to enter into a reciprocal agreement with county authorities including the Mattoon Police Department, Coles County Sheriff's Department, and the States Attorney's Office, to share information vital to the safety, well-being, and improved conduct of all Mattoon students

15.05g MHS 8 to 18

All MHS students that participate in an IHSA sponsored sporting event must have a parent, or guardian, sign them up on the MHS 8 to 18 website. This site is used to form rosters, as an informational portal for parents and guardians during the season, and a tool for recruitment to college sports. Student-athletes must enroll each year beginning July 1st. Deadlines for signing-up to MHS 8 to 18 are sport specific and end a week before each sport's first contest. Search

Google for MHS 8 to 18 or follow the link:

<http://il.8to18.com/mattoon>

For more information, contact Mrs. Debbie Davis, 238-7825 in the MHS athletic office.

15.05h Student-Athlete Misconduct

Acts sufficient to warrant discipline for students participating in interscholastic activities include, but are not limited to:

- Attending a party, function, or event where alcohol or illegal drugs are present;*
- Violation of school rules;
- Violation of the Sportsmanship Code as outline by the IHSA or the Apollo Conference;
- Absence from any mandatory practice, unless excused by the coach prior to the absence;
- Truancy;
- Unsportsmanlike conduct;
- Criminal conduct;
- Vandalism or destruction of property;
- Intentional infliction of injuries to persons or intentional damage to property of others;
- Violation of curfew;
- Failure to notify the sponsor and administration of violations; and
- Other misconduct.

* Four special exceptions exist for parties or functions where alcohol is present. The prohibition does not include the student's presence at:

- Religious services such as communion where consumption of alcohol is part of a bona fide religious service;
- An activity such as a wedding reception, party or other social gatherings where at least one of the student's parents or a guardian are present, provided the student does not possess or consume alcohol.
- A party, function or event at which alcohol or illegal drugs are unexpectedly present, or become present after the student arrives, provided the student immediately leaves upon becoming aware of the illegal drugs or alcohol, and also advises the athletic director of the situation by the end of the student's next occurring school day.
- In case of doubt about a party, function or event, a student may also seek advance permission to

attend from the athletic director, but even if permission is given, the student may not possess or consume illegal drugs or alcohol.

A threat or attempt to commit any act of misconduct shall be disciplined as if the student had committed the act of misconduct.

School officials will determine guilt or innocence and disciplinary consequences.

Penalties for violations under this section will range from a warning, up to removal from extra-curricular activities for the remainder of the student's high school enrollment. Penalties for drug and alcohol violations have more serious consequences which are set out in section 14.02g. Disciplinary consequences shall be imposed with consideration given to the severity of the infraction and the student's previous disciplinary record.

The IHSA has a rule on the minimum penalty for any player ejected from a contest for unsportsmanlike conduct: "Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess".

15.05h Penalties

A student who commits a violation of this policy while not actively participating in an interscholastic ongoing activity shall serve his/her suspension beginning with the student's next season of participation. If the suspension cannot be completed before the end of the season, the suspension shall carry over to the next activity in which the student participates. **Going out for a sport for the first time will not satisfy this suspension** (This arrangement does not apply to freshmen or transfer students). For a student to serve the suspension for an infraction, that student must begin the season of the activity with the first practice/tryout and complete the entire season as a member of the activity.

Drug and Alcohol Related Offenses (to include tobacco/vaping)

Students participating in extra-curricular activities shall be prohibited from the unlawful manufacture, dispensing, distribution, possession, use or being under the influence of a controlled substance. For the purposes of this policy a controlled substance is one which is: not legally obtainable; being used in a manner different than prescribed; legally obtainable, but has not been legally obtained;

or referenced in federal or State controlled substance acts. Substances that are represented as controlled substances (look-alikes) are included in this section also.

Students participating in interscholastic activities shall be prohibited from distribution, consumption, use, possession or being under the influence of alcohol.

First Offense: A student found to have committed a first drug or alcohol offense in his/her high school career shall be suspended from the extra-curricular activity in which the student is participating for a minimum of one-fourth of the competitive dates based on IHSA scheduling limitations, or fifteen (15) calendar days, whichever is greater, to a maximum of the remainder of the student's high school enrollment. The suspension shall begin on the date of the conference at which the student is found to have violated the rule. The student is required to participate in practice and attend competitions. Students who violate drug and alcohol rules are encouraged to undergo a drug or alcohol assessment by a certified agency.

Second Offense: A student found to have committed a second drug or alcohol offense in his/her high school career shall be suspended from all extra-curricular activities for the remainder of the activities season or sixty (60) calendar days of the next season of participation, whichever is greater. The suspension is effective on the date when the student is found to have violated a rule. The student may be removed from all extra-curricular activities for the remainder of the student's high school enrollment because this code is considered cumulative in nature. If tryouts occur during the student's suspension the student will be eligible for tryouts but may not continue to participate until the suspension is complete. The student will be encouraged to undergo a drug or alcohol assessment by a certified agency.

Third Offense: A student found to have committed a third drug or alcohol offense in his/her high school career shall be suspended from extra-curricular activities for a minimum period of one (1) calendar year from the date at which the student is found to have violated a rule to a maximum of removal from all extra-curricular activities for the remainder of the student's enrollment in Mattoon Community Unit District #2.

Suspension Procedure: The student will be notified as soon as possible that he/she is being considered for suspension and why. The student will be afforded the opportunity to explain his/her actions.

15.05i Dual Participation

Any student who wishes to participate in two activities, governed under this code, in the same season, must get written permission from the coaches/sponsors of those activities and must write a letter prior to participation to the athletic director or principal designating which activity will take precedence should there be a conflict.

15.05j Athletic Trainer

Mattoon High School employs an athletic trainer to provide services for high school athletes. If parents prefer the trainer **not** treat the student/athlete, they should contact the high school administration.

15.06 Educational Programs – Illinois School Code

The practice of scheduling separate instructional programs for boys and girls has been eliminated. Class enrollments in subject areas are to be achieved through coeducational scheduling and staffing patterns.

- Students in physical education classes and activities may be grouped by ability as assessed by objective standards of individual performance developed and applied without regard to gender.
- Students may be separated by gender within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports, the major activity of which involves bodily contact.
- Where use of a single standard measuring skill or progress in physical education class has an adverse effect on members of one gender, appropriate standards shall be used which do not have such effect.
- Portions of classes that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.
- Schools may establish requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one gender.
- Unless otherwise indicated, all offered extracurricular activities shall be available to all regardless of gender.
- No student shall, on the basis of gender, be excluded from participation in, be denied the

benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic club, or extra-curricular activity. No school shall provide any such athletics separately on such basis.

HOWEVER:

- Separate teams for each gender may be operated for members of each gender in contact sports.
- Equal athletic opportunity shall be provided to members of both genders.
- Selection of sports and levels of competition shall effectively accommodate the interests and abilities of members of both genders.

15.07 IHSA Regulations



Illinois High School Association

(For 2015-16 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question

concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

Scholastic Standing

You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you

transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you

transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little

kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a nonschool team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

XVI. Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000D et seq.

6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional material, programs; or
10. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identify of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current *Complaint Managers*.

Dr. David Skocy, Assistant Superintendent
Mattoon Unit District #2 is the Complaint
Manger of Grievances and Safety

Dr. Christy Hild, Assistant Superintendent
Mattoon Unit District #2 is the Complaint
Manager of Grievances and Safety

