

MARENGO COMMUNITY HIGH SCHOOL

2023-2024

PARENT AND STUDENT HANDBOOK

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MARENGO, IL 60152

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WWW.MCHS154.ORG



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MARENGO COMMUNITY HIGH SCHOOL

DISTRICT #154

BOARD OF EDUCATION

BELIEFS, VISION, MISSION AND GOALS

We believe ...

Students and Learning

- ... all students can learn.
- ... students need a sense of belonging in a safe, secure, learning environment.
- ... education should prepare all students for college or careers
- ... all students should have equitable opportunities and be challenged, recognizing their different learning styles.
- ... students learn through participation in activities.

Faculty, Staff and Teaching

- ... staff focus on and be accountable for student learning.
- ... staff have school pride and commitment.
- ... staff are a positive influence, have integrity and be trustworthy.
- ... staff make learning relevant and develop positive relationships with students.
- ... staff are committed to lifelong learning.

Schools and Community

- ... schools should be fiscally responsible.
- ... the community will provide resources needed for quality education.
- ... schools and communities that have a positive collaborative partnership will lead to successful students.
- ... school will be the center of the community and reflect community values.

The Vision of Marengo CHSD 154 is:

- ... to become a model learning community.
- ... for all taxing bodies will work together to meet the needs of the community.
- ... to be recognized for financial, academic, and extracurricular excellence.
- ... to be recognized for having outstanding teaching and support staff.
- ... for all students to
 - be able to think critically and solve real-world problems
 - be drug-free and gang-free
 - be technologically literate
 - exhibit strong literacy skills
 - exceed college entrance expectations
 - be confident, motivated and successful
 - have the knowledge and skills to be productive members of the society
 - see relevancy in their learning

The Mission of Marengo CHSD 154:

Where learning is valued and excellence is the standard.

School District Goals:

Goal 1: Increase student achievement for ALL students.

Performance indicators:

- National standardized tests
- State standardized tests
- Local standardized tests
- Locally developed tests
- Area or state competitions

Goal 2: Continue to provide a comprehensive high school program.

Goal 3: Remain fiscally responsible while achieving our goals.

Goal 4: Continue and enhance the positive relationships with the communities of District 154.

PREAMBLE

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to promote student progress as well as model appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school behavior rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All behavioral actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of behavior, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Not all situations and events can be foreseen, therefore, administrative responses and decisions may include, but are not limited to the details described in this handbook.

All students and their parents are responsible for reading and understanding the contents of this handbook. Your receipt of this handbook acknowledges your understanding and willingness to comply with the policies and procedures contained in this handbook. This handbook is a summary of District 154 Board policies. A more detailed version of district policies is available to the public at the district office or on the district website at www.mchs154.org.

HANDBOOK STATEMENTS

Please be aware that the handbook may be amended during the school year without notice. Amendments due to governmental requirements and recommendations may be implemented without notice. (ex: pandemic procedures). The procedures, policies and rules set forth in the Parent-Student Handbook will be in effect in the following areas: school, including the internet, school events both home and away, in route to and from school, or any time or place when the school day or the learning process is affected.

SCHOOL SONG

On Marengo, on Marengo
 Hold your colors high.
 On to loyalty's our motto,
 Victory's our cry.
 You rah, rah
 On Marengo, on Marengo
 Marching on to fame,
 Fight Fellows,
 Fight, fight, fight to win this game.
 You rah, rah, rah, Indians, Indians.
 You rah, rah, rah, Indians, Indians.
 You rah, rah, rah, Indians, Indians.
 Yah, Indians!

STUDENT AND PARENT COMPACT

As a student I will:

- Believe that I can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class rules.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Monitor TV viewing, and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's Behavior and dress code.
- Monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community-sponsored activities.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.

MCHS ASSISTANCE DIRECTORY

Attendance	Administration Office
Announcements for bulletin	Media Center
Auto registration	Main Office
Change of address and phone number	Student Services Office
College catalogs and information	Media Center
Behavior	Administration Office
Dropping School	School Counselor
Employment	District Office
Health Issues	Nurse
Locker Problem	Administration Office
Lost and Found	Main Office
Poster Approval	Principal/Asst. Principal
Schedule changes	Student Services Office
Scholarships	Student Services Office
School Insurance	Main Office
Special Education	Student Services Office
Tardiness	Main Office/Administration Office
Theft, Vandalism, etc	Administration Office
Transferring Schools	Student Services Office
Transcripts	Student Services Office
Work Permits	Main Office

BOARD OF EDUCATION #154:

Todd Volkening (President). David Schultz (Vice President), Jodie Kanaly (Secretary), Farrah Ranzino, Anthony Martin, Shane Spring, and Candace Samuelson.

ADMINISTRATIVE STAFF:

Superintendent	Mr. David Engelbrecht	ext. 1511
Assistant Superintendent	Dr. Angela Fink	ext. 1341
Principal	Jay Mullens	ext. 1312
Director of Student Services	Julie Amendt	ext. 1333

Asst. Principal	Pete Byrne	ext. 1322
Building & Grounds	Don Swanson	ext. 1656
Chief Technology Officer	Dan Kane	ext 1402
Athletic & Activities Director	Dwain Nance	ext. 1612
Business Manager	Michael Bogнар	ext. 1531
Administrative/Attendance Secretary	Dawn Seemann	ext. 1302
Main Office Secretary	Nora Stauber	ext. 1301
Student Services Secretary & Registrar	Debbie Gorter	ext. 1303
District Office Secretary	Susan McGuire	ext. 1501
Athletic & Activities Secretary	Lisa Ackley	ext. 1602
Homeless Liaison	Julie Amendt	ext 1333
Transportation Director	Lori Thorson	(815) 568-0778

Student Services:

A-G	Maureen Olson	ext. 1353
H-O	Nick Rode	ext. 1363
P-Z	Sean Walker	ext: xxxx
School Nurse	Ashley Kieser	ext. 1102
Social Worker	Kathleene Joyce	ext. 1373
Social Worker	Claire Zierer	ext. xxxx
Psychologist	Erika Kane	ext. 1383
Interventionist	Sarah Joustra	ext. xxxx
Reading Specialist	Cecilia Frank	ext. xxxx
Spanish Translator	Jenesis Hernandez	ext. 1331
Dean	Michael Fauth	ext. 1332
Dean's Assistant	Mary Brown	ext. 1362
Cafeteria	Cecelia Clark	ext. 1606

DISTRICT POLICIES

ASBESTOS MANAGEMENT PLAN

The asbestos management plans of the federal Asbestos Hazard Emergency Response Act are available in the Administration Office or the District Office for public review.

EMERGENCY MEDICAL TREATMENT

Under district policy the principal or designated representative of your child's school is authorized to secure medical care and automobile or ambulance transport to Northwestern Medicine Hospital Woodstock, or the nearest hospital facility when you cannot be immediately reached at the time of emergency. You will be responsible for the associated emergency medical charges.

COMMUNITY NOTIFICATION LAW

State law requires schools to notify parent(s)/guardian(s) during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

EQUAL EDUCATION OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap/disability, economic and social conditions, or actual/potential marital/parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, therefore, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the board of education, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or board policy including:

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. Claims of sexual harassment under the Illinois Human Rights Act, Title VI (students) and Title VII (employees), Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The complaint manager will endeavor to respond and 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 the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. FILING A COMPLAINT

A person (hereinafter complainant) who wishes to avail himself 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 may assist the complainant in filing a grievance.

2. INVESTIGATION

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint or identity 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. The complaint manager shall file a written report of his or her findings with the Superintendent; the written report shall be filed with the Board of Education that shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the board informed of all complaints.

3. DECISION AND APPEAL

After receipt of the complaint manager's report, the Superintendent shall render a written decision, which shall be provided to the complainant. In the event the complainant is not satisfied with the decision, the complainant may appeal the decision to the board of education by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the board of education. Thereafter, the board of education shall render a written decision, which shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board of education hearing.

The district has adopted sexual harassment policies for students and staff. If you have a concern in this area you may contact any one of the following district

employees:

Complaint Manager	Pete Byrne	MCHS Assistant Principal
Complaint Manager	Julie Amendt	MCHS Director of Student Services
Title IX:	Julie Amendt	MCHS Director of Student Services
Section 504:	Julie Amendt	MCHS Director of Student Services
Title II and Title VII:	Jay Mullens	Principal
Title III	Julie Amendt	MCHS Director of Student Services
Employment Practices:	Mr. David Engelbrecht	Superintendent

LEGAL RESIDENCE

In order for the students to legally attend Marengo Community High School, they must be residents of District #154. Upon entrance into the district, a student's parent or guardian must properly register their student and submit two proofs of residency in order for that student to be considered fully enrolled. If a question arises concerning a student's legal residence, school authorities will require proof of residency in District #154. Students who do not legally reside within the boundaries of District #154 and attend Marengo Community High School under false pretenses will be liable for tuition payment accumulated during their attendance at MCHS and will be required to transfer to the appropriate school. It is a criminal offense reportable to the State's Attorney's Office when false information is provided to the school district.

NOTICE OF NON-DISCRIMINATION

It is the policy of Community High School District 154, Marengo, Illinois to maintain and promote non-discrimination on the basis of sex, religion, race, color and national origin in the employment opportunities, education programs, handicaps, activities and all regulations in accordance with applicable state and federal requirements. This will apply to Title IX, Section 504, Title II, and Title VII of the Office of Civil Rights.

NOTIFICATION OF DELETION AND DESTRUCTION OF SCHOOL RECORDS

The principal or his/her designee(s) will review the temporary records of twelfth grade regular education students after May 15 of each school year. The purpose of this process is to remove any information that is no longer pertinent to a student's continued education. Parents/guardians have the opportunity to receive a copy of any student's records and any information that is to be deleted or destroyed at the end of each year.

PHOTO RELEASE

From time to time the district allows media coverage of activities and events. Your child's picture/video and/or name (including the school the student attends) may be included in informational news coverage and for educational purposes, including being shown on the district's web site.

RECIPROCAL REPORTING SYSTEM

The school district participates in a reciprocal reporting system with local law enforcement agencies regarding criminal offenses committed by students. This system includes automatic notification to the appropriate police department(s) and other appropriate agencies when students may have been involved in criminal activities. Likewise, the school district can provide information to and receive such information from those agencies.

RECORDS - (STUDENT)

Marengo Community High School, District #154, keeps records of its students in two files, a Permanent Record File and a Temporary Record File. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. Procedures are outlined in the Rules and Regulations to Govern School Student Records are as follows:

STUDENT PERMANENT RECORD – The Student's Permanent Record shall consist of the following:

- Basic identifying information, including students and parents names and address, birth date and place;
- Academic transcript, including grades, graduation date, grade level achieved;
- Attendance record;
- Accident reports and health record;
- Scores received on standardized state tests.
- Record of release of permanent record information.
- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

STUDENT TEMPORARY RECORD – The Student's Temporary Record consists of all information not required to be in the student Permanent Record and may include the following:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;

- d. Reports of psychological evaluations;
- e. Achievement level test results, including the SAT;
- f. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- g. Honors and awards received;
- h. Teacher and anecdotal records;
- i. Special education files;
- j. Disciplinary information, including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
- k. Any verified reports or information from non-educational persons, agencies, or organizations;
- l. Other verified information of clear relevance to the education of the student; and
- m. Record of release of Temporary Record Information.

INSPECTION OF STUDENT RECORDS

1. Parents have the right to inspect, challenge and copy their child's records until one of the following events occurs:
 - a. The student attains 21 years of age; or
 - b. The student attains 18 years of age and declares financial independence.
2. All students have the right to inspect, copy and release their Permanent Record. Students will not have access to their Temporary Records without parent permission until they:
 - a. Attain 18 years of age;
 - b. Graduate; or
 - c. Assume financial independence.
3. Student records will be made available to parents or eligible students within ten (10) school days from the time a written request is received.
4. When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed \$0.35 per page.
6. Noncustodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit or insurance, the securing by any individual of any information from a student's Temporary Record, which such individual may obtain through the exercise of any right secured under the School Student Record Act.

RIGHT TO CONTROL ACCESS OF STUDENT RECORDS – District #154 will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy and challenge such information. If parents do not respond, within ten (10) days' notice of their right to inspect, copy and challenge information to be transferred to another school, the records will be forwarded to the requesting school.

ACCESS TO RECORDS WITHOUT PARENTAL CONSENT –

1. District 154 staff members who have a current and legitimate educational interest in the Student records will have access to a student's Permanent and Temporary Records.
2. School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials or juvenile authorities. However, school officials will notify parents in writing regarding the judicial order and the information released.
3. Student records may be made available to researchers for statistical purposes provided that:
 - a. Permission has been received from the State Superintendent of Education;
 - b. No student or parent will be personally identified from the information released.
4. Information may be released to the appropriate person if such information is necessary to protect the health or safety of the student or other persons.
5. Student records may be released to the Special Education District of McHenry County (SEDOM). This could include psychological, social, and medical information of a highly confidential nature.
6. School "directory information" may be released at the district's discretion unless parent requests in writing that any or all such information should not be released. Directory information includes:
 - a. Student's name, address, grade level, birth date, and place, and parent's names and addresses;
 - b. Academic awards or honors;
 - c. Information in relation to school sponsored activities, organizations and athletics; and
 - d. Period of attendance in the school.

CHALLENGE PROCEDURES

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades or references to expulsions or out-of-school suspensions.
2. A request to challenge the contents of a student's record must be made in writing to the school's principal and must state in specific terms what entries in the child's record are being challenged.
3. The principal will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, article IX, and sections 9.03 and 9.04.

RIGHT TO REQUEST CLASSROOM TEACHERS' QUALIFICATIONS

MCHS qualifies to receive funds under Title I of the Elementary and Secondary Education Act giving parents the right to request the professional qualifications of the teachers and paraprofessionals working with their children. The information available on request is as follows:

- 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
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees

Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. E-Learning may be implemented in lieu of school cancellation. The same conditions may also necessitate early dismissal. School closings, delayed starting, or early dismissal will be announced over STAR (105.5 FM) Crystal Lake, WMCW (1600) Harvard, WGN (720) Chicago, WBBM (780) and WROK (1440) and WZOK (97), and TV Chicago 2-5-7-9-32 and Rockford 17. In addition, an automated phone call will be made to households through Infinite Campus. Reports will be made between 6:00 and 7:30 AM. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

STUDENT AWARD/HONOR INFORMATION

The district from time to time announces the names of students receiving awards and honors. In the normal course of these events, your child's name may be released for the purpose of identifying students who excel.

SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act. The term "children with disabilities," as used in this policy, means children between the ages of 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organizations and Administration of Special Education*, that special education services are needed.

It is the intent of the district to ensure the students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by section 504 of the Rehabilitation Act of 1973, need or are believed to need special instructions or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s) guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s) and representation by counsel, and a review procedure.

The district may maintain membership in one or more cooperative associations of school districts, which shall assist the school district in fulfilling its obligations to the district's disabled students.

If necessary, students may also be placed in private education facilities.

HOMEBOUND TUTORING

When a student is unable to attend the regular school program because of extended illness, injury or other incapacity, a program of homebound tutoring may be instituted. For homebound tutoring to occur, the student must be medically excused by a Doctor to be out of school for more than 10 school days. Parents may request this service by contacting the Student Services Office or the Director for Special Education. After an appropriate period of time the need for homebound tutoring services will be revisited by the school district.

SURVEYS

Anonymous surveys of students (i.e., students are not asked to put their names on the survey forms) are sometimes given to analyze students' opinions, attitude or behavior (e.g., opinions about school programs and services, drug/alcohol use, etc.)

TEXTBOOKS

Once a student is issued a textbook, the student becomes solely responsible for that book. If a textbook is lost, stolen or damaged, the student issued the textbook must pay for repairs or replacement.

SCHOOL POLICIES

FILTERING- By signing this agreement you agree to accept the computer knowing that any connectivity to the internet at school will be filtered but is not currently filtered at home. You shall be responsible for your inappropriate activity.

COMMUNICATION- The school takes efforts to review communications with school-provided accounts during school hours. Resources may be available for parents to monitor communications during non school hours. To make this possible, parent contact information may be used to verify guardianship of students.

COMPLIANCE-By accepting the computer, pre-installed software and peripherals, the student and parents/guardians understand and agree to:

- Adhere to Marengo Community High School District #154 rules and regulations governing the use of Marengo Community High School District #154 computers and network and will comply with all applicable copyright and other regulations including the District Acceptable Use Policy (AUP) and Student/Parent computer Handbook;
- Not sell, lease or otherwise grant anyone rights to the computer and installed software;
- Provide reasonable care and maintenance of the computer; and
- Not remove any factory or school label from the computer.

DAMAGE- If the computer is damaged in any way, the student and/or parents/guardians will be held responsible for the repairs. Any needed repairs will be addressed on a first come-first served basis at the Technology Office. The Technology Office will provide:

- If needed a Loaner computer will be provided while the inoperable unit is being repaired. The student is responsible for appropriate care and use of the loaner computer and is financially responsible for any damage to it.
- Replacement computers for lost or stolen computers will be provided after paying the balance of the \$320 total cost

NEGLIGENCE-If a student exhibits a pattern of negligence, the administration reserves the right to report the student to the administration for discipline in accordance with the AUP and make the student and/or parents/guardians responsible for the full price to replace the computer. In case of theft, the student is responsible for promptly contacting the local authorities and filing the appropriate police report. Should the theft take place on the Marengo Community High School District #154 campus, the student should immediately contact the school's Administration Office and file a theft report.

If the student is no longer enrolled in Marengo Community High School, the student will return the computer in good working order or pay the remaining balance. If the student returns the computer, any payments made towards its purchase will not be refunded.

INAPPROPRIATE USE- The student's right of possession and use is limited to and conditioned upon his or her full compliance with this Agreement. If the student and/or student's family does not comply with all the terms of this Agreement in a timely manner, the District shall be entitled to declare the student in default and take possession of the computer. The District Administrator or designee shall make all decisions regarding whether or not a student has violated these policies and may revoke or suspend the computer Agreement and/or access to the District Network at any time. His or her decision is final.

WITHDRAWAL FROM SCHOOL- Should the student leave Marengo Community High School District #154 for any reason other than graduation the student will have the option to purchase the computer by paying the remaining balance or return the computer in full working condition with normal wear and tear. All payments made will be credited towards the purchase of the computer. No payments will be refunded for any reason.

INDEMNIFICATION/HOLD HARMLESS- In no event shall the student or parents/guardians hold Marengo Community High School District #154 liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the computers.

Acceptable Use Policy**I. PURPOSE**

This policy, also referred to as the "Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards governing Marengo Community High School District 154 use of the Marengo Community High School District 154 Electronic Network Related Technologies and Access system.

This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the Marengo Community High School District 154 Network and ensures Marengo Community High School District 154 compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the Marengo Community High School District 154 network, when used at school facilities, when used during instructional time, or when any District resources are used.

Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the Marengo Community High School District 154 Network is a privilege that is provided to help authorized users complete and deliver educational obligations. The Marengo Community High School District 154 Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy and regulations established from time to time by the Marengo Community High School District 154 Board of Education ("Board"). Marengo Community High School District 154 students, through their use of the Marengo Community High School District 154 Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

II. DEFINITIONS

- A. **Marengo Community High School District 154 Public Schools' Electronic Network Related Technologies and Access ("Marengo Community High School District 154 Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the Marengo Community High School District 154 Network. These components may function in conjunction with established hardware or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by Marengo Community High School District 154.
- B. **Cyberbullying** involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
- C. **Cyber-stalking** is knowingly harassing another person or persons through the use of electronic communication.
- D. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
- E. **Distance Learning Equipment** is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.
- F. **Electronic Mail (e-mail)** consists of all electronically transmitted information including any combination of text, graphics, audio, pictorial, or other information created or received by a computer application system and includes the transmission data, message text, and all attachments.
- G. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, twittering, blogs, wikis, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- H. **Hacking** is any illegal or unlawful entry into an electronic system to gain unauthorized information or to damage or impair equipment or the functioning of the Network.
- I. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- J. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.
- K. **Internet** a collection of worldwide networks and organizations that contain millions of pages of information.
- L. **Network** is any hardware, infrastructure or interconnected device used to transfer voice or data of any type of electronic communication.
- M. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
- N. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
- O. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the Marengo Community High School District 154 school district superintendent or his/her designee.
- P. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources or data of any type without authorization.
- Q. **Website** is a page and/or a collection of "pages" or files on a network that are linked together
- R. **Storage device** is any electronic item capable of containing electronic data including but not limited to usb drives, flash media devices, compact discs (CDs), digital video disc (DVD), magnetic media drives, solid state drives.

III. GENERAL PROVISIONS

A. AUTHORIZED USERS

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Marengo Community High School District 154 Network. It is a general policy of Marengo Community High School District 154 to promote the use of technology in a manner that is responsible, ethical, legal and appropriate.

B. DISCLAIMER

Pursuant to the Children's Internet Protection Act, Marengo Community High School District 154 uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the Marengo Community High School District 154 Network is governed by this policy.

IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 NETWORK

A. ACCEPTABLE USES

Marengo Community High School District 154 authorized users may use the various resources provided by the Marengo Community High School District 154 Network to pursue educationally-related activities. Teachers and other staff are to help guide students in their use of the Marengo Community High School District 154 Network, equipment and resources so that students will learn how network resources can provide valuable educational information.

In addition to using the Marengo Community High School District 154 Network strictly for educational pursuits, authorized users will be expected to follow generally accepted Rules of Network Etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload post, email, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized.
7. Do not forward or receive messages or materials that are not educationally related.
8. Do not use the District resources for personal advantage or gain.
9. Any devices borrowed from the IT department or from classrooms is to be treated with respect and courteously
10. Storage devices may be used for the transfer of data for class related activities.

B. UNACCEPTABLE USES

Improper use of the Marengo Community High School District 154 Network is prohibited. Actions that constitute unacceptable uses of the Marengo Community High School District 154 Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the Marengo Community High School District 154 Network for, or in support of, any illegal, unethical, or unlawful purposes.
2. Use of the Marengo Community High School District 154 Network for, or in support of, any salacious, obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If an authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or to the school principal. If reported to the teacher, the teacher must immediately report to the principal. Other authorized users must report incidents to the network administrator. This will protect the user against allegations of intentionally violating this policy.
3. Use of the Marengo Community High School District 154 Network for soliciting or distributing information with the intent or effect of inciting violence, causing personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Use of the network or resources to bully any individual.
5. Unauthorized and/or non-educational uses of the Marengo Community High School District 154 Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.

6. Student use of network tools for personal rather than educational purposes.
7. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
8. Plagiarizing any information gained on or through the use of the MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 Network or any other network access provider.
9. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
10. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1 et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
11. Use of the Marengo Community High School District 154 Network for financial gain or for the transaction of any business or commercial activities.
12. Use of the Marengo Community High School District 154 Network in a way that such use results in damage to the network.
13. Any form of unauthorized access, as stated above or otherwise.
14. Unauthorized wireless transmissions.
15. Use of personal networking devices excluding those issued by MCHS.
16. Storage devices may not be used to transfer data other than that which is directly related to classroom or school activities.

C. SECURITY

All student authorized users are to report promptly any violations of this policy to their teacher or school principal. Staff will report such violations to the Chief Technology Officer or designee of Marengo Community High School District 154 in order to ensure network security.

In order to maintain the security of the Marengo Community High School District 154 System, authorized users are prohibited from engaging in the following actions:

1. Use of any unauthorized personal equipment attached, connected, and/or installed to the district network.
2. Use of a personal storage device that contains files other than those directly needed for a class. Examples of files not allowed are: .com, .exe, .bat, .mp3 (unless needed for an academic project). Drives which appear to have hacker related software will be turned over to the Marengo Community Police Department.
3. Intentionally disrupting the use of the Marengo Community High School District 154 Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
4. Disclosing the contents or existence of Marengo Community High School District 154 computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
5. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
6. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

V. ONLINE ACTIVITIES

1. Educational Purposes

Authorized users may create web pages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. Marengo Community High School District 154 has the right to exercise control over the content and/or style of the student webpages.

Only those students whose parent(s) or guardian(s) have completed the attached Consent Form and Release (Attachment A) may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

2. Online Content

Students creating online content for classroom related web pages should go to <http://www.mchs154.org> for the directions and procedures they need to follow in developing their online material. All created online material must abide by the Multi Media Fair Use Guidelines.

3. Electronic Social Networking

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non district computer such that the use results in material and/or substantial disruption to the school or pose demonstrable threat of disruption will constitute grounds to investigate whether the action is the basis for behavior consequences. The school will implement appropriate consequences as defined in the acceptable use policy and the student Behavior code.

VI. MONITORING

The Marengo Community High School District 154 Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that the use of the Marengo Community High School District 154 Network, including their use of email, is subject to monitoring by Marengo Community High School District 154 staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the Marengo Community High School District 154 District Handbook may be reported and will subject the user to disciplinary action specified either in the Marengo Community High School District 154 Handbook or in this policy. The district reserves the right to access and disclose the contents of any account or electronic data stored on its system, without prior notice or permission from the user.

VII. ASSUMPTION OF RISK

Marengo Community High School District 154 will make a good faith effort to keep the Marengo Community High School District 154 Network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, Marengo Community High School District 154 does not warrant that the Marengo Community High School District 154 Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board and Marengo Community High School District 154 from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the Marengo Community High School District 154 Network. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. Marengo Community High School District 154 has no ability to maintain such information and has no authority over these materials. Marengo Community High School District 154 makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Marengo Community High School District 154 Network from outside networks. Use of the Marengo Community High School District 154 Network is at the risk of the authorized user.

VIII. INDEMNIFICATION

The authorized user indemnifies and holds the Board and District Marengo Community High School District 154 harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the Marengo Community High School District 154 Network that cause direct or indirect damage to the user, Marengo Community High School District 154, or third parties.

LEGAL REF.: Children's Internet Protection Act, 47 U.S.C. §254, P.L. 106-554.

20 U.S.C §6801 et seq.

47 U.S.C. §254(h) and (l).

720 ILCS 135/0.01.

ANNOUNCEMENTS

Announcements are read daily during the advisory period and are available on the Advisory classroom page. They are posted throughout the school, and on the

monitors in the cafeteria, as well as on the MCHS website. Special announcements, when the need arises, will be read over the speaker system. Anyone wishing to have an announcement made should have either the principal or designee approve material the day before it is to be read.

ASSEMBLIES

During school presentations and assemblies, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, use of cell phones, stamping of the feet and booing are discourteous actions. Attendance is required for all students at all assemblies, as it is a part of the regular school day.

AUTOMOBILES – REGISTRATION – REGULATIONS

In the interest of safety and in order to make best use of the limited parking facilities available, Marengo Community High School requires that all vehicles parked on school property must be registered with the high school and display the proper parking tag. Driving to school and parking at MCHS is a privilege, not a right. Any vehicle that is parked in the parking lot of MCHS must have a displayed parking hang tag. Tags can be purchased for \$50.00 for each student in the Main Office. Students driving to school are expected to drive responsibly and obey all traffic laws.

- Students should drive no faster than 10 mph while on campus.
- Students driving to school must park in assigned student lots. Parking for faculty/staff only occurs in the North and South lots and on the West side of the building. Vehicles must be locked at all times.
- Each student who drives to school must register their vehicle, purchase a hanging tag and display it behind their rear view mirror. Student vehicle registration permits can be obtained from the Main Office.
- Students are not allowed to go to their car during the school day, without permission and by going through the Main Office office.
- All vehicles must be parked between the lines. Vehicles not parked properly or parking in “visitor” or “staff” parking spaces will face disciplinary action, including, but not limited to, detentions and loss of driving privileges.
- Parking privileges may be revoked at any time as a disciplinary consequence.
- Students who obtain a permit may not transfer ownership of the permit to another student. Transferring a hanging tag will result in both parties losing their driving privileges.

PARKING LOT VIOLATION PROCEDURE

The following is the procedure to be followed with students who violate the rules for parking at Marengo Community High School:

1. A violation sticker will be placed on a side window of the vehicle. Students are expected to resolve whatever issue caused the violation prior to parking on school grounds again. If students are unsure as to the nature of the violation they should ask in the administration office.
2. First violation - the car will be stickered and a warning will be given to the student along with possible school consequences. Parents will be informed. The parent and student will be given written or verbal notification that future violations may result in loss of privileges.
3. Second violation - the car will be stickered, parents will be notified, and school consequences may be issued.
4. Future violations - the car will be stickered, parking privileges may be revoked, school consequences will be issued, and/or the car may be towed off school grounds,

RECIPROCAL REPORTING AGREEMENT

MCHS reserves the right to call the Marengo Police Department for any driving violations that occur on school property, or legal issues involving participants in extracurricular activities.

SEARCH OF VEHICLES

Upon entering school grounds, the person driving any vehicle is deemed to consent to a complete search of the automobile, by school officials or police. If any person other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage. Any individual who uses MCHS #154 property to park his/her vehicle is responsible for the contents of that vehicle.

BACKPACKS

For safety purposes, students will not be allowed to carry backpacks to class without the approval of the administration. Students are expected to put their backpacks in their lockers and carry their books to class.

BICYCLES

Bikes should be parked in the bike rack located on the west side of the building near the path to the football field. All bikes should be locked up.

BUILDING USE

Students are not to be in the building unless they are under the direct supervision of a teacher/coach. This pertains to all school days and non-school days throughout

the school year and summer. If a student stays after school, he/she must have the permission of a teacher and that teacher is responsible for the student. Student groups, committees, etc. must not plan work sessions, rehearsals, practice sessions or meetings unless they have permission of the faculty sponsor and that the sponsor will be present.

BUS PROCEDURES

The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. The purpose of these rules is to provide a safe and enjoyable bus ride for all. Bus drivers are required to report any student who violates rules and regulations to the director of transportation. Bus misconduct notices indicating either "warning" or "suspension from the bus" are issued to students by a designated building administrator. Students who are suspended from riding the bus must be present in school on the suspension days. Students may be issued a warning notice for the first incident of misbehavior on a school bus unless the misbehavior warrants a suspension. A student who receives a second misconduct notice may be suspended from riding all Marengo High School buses for a minimum of two weeks until otherwise indicated. A third misconduct notice may result in a bus suspension for the remainder of the semester. A fourth misconduct issued during the same school year, or any notice issued for a single act of gross disobedience or misconduct may lead to suspension of a student's bus riding privileges for the remainder of the school year at the discretion of the board of education.

For answers to questions regarding Marengo Community High School's bus operation and procedures, first contact the Transportation Director. If unable to contact the Transportation Director, contact the Superintendent.

BUS SAFETY RULES

All students who ride Marengo Community High School District 154 buses are expected to know and obey the bus safety rules including but not limited to the following.

1. Students should always be on time at their assigned bus stops, but they should arrive no earlier than 10 minutes before the bus is due. In order to maintain a dependable time schedule, bus drivers have been directed not to wait for tardy students.
2. When students must cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals them permission to cross. They should cross the road far enough in front of the bus (about 10 feet) so that the driver can see the child and the child can see the driver's signal.
3. The aisle and emergency exits are to be kept clear of any objects that would hinder their use. If there are no empty seats available to store items such as musical instruments, sports equipment, backpacks and lunch boxes, students must hold these items on their laps.
4. There is to be no noise of any kind when a bus stops at a railroad crossing.
5. Students are required to board and get off buses at their assigned bus stops. Before a student may be permitted to get off the bus at a different stop or ride a bus other than the one assigned, the student must present a permission note signed by a parent or guardian to a designated school official and obtain the school official's signature to present to the bus driver. If a student wishes to get off the bus at another student's stop or home, both students must first present parental permission notes to the designated school official and obtain the school official's signature to present to the bus driver.
6. No student shall be permitted to bring any animal or pet on the bus without prior permission from the school and the director of transportation.
7. Students must observe the same rules during regular bus routes or trips under school sponsorship.
8. All rules and other safety regulations found in the student handbook apply while riding school transportation.

SCHOOL BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. 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.
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.

PROCEDURES FOR APPEALING BUS SUSPENSIONS

If the student's parents or guardians do not believe the bus suspension is warranted or that the student is innocent of the charges, they may request an informal hearing with a school administrator to appeal the bus suspension. At the request of the student's parents or guardians, a hearing will be conducted by the Board of Education or a hearing officer appointed by it to review the bus suspension. After the hearing, or upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate.

BUS TRIP INFORMATION

All students (cheerleader, players, extra class activity participants) riding a school bus to an activity are required to return to the high school on the same school bus unless they have written approval from their parent or guardian. The principal, assistant principal, or other administrative personnel prior to the event must countersign this written approval. Bus drivers and teachers shall not accept notes unless countersigned, or the parent or guardian presents a note in person to the bus driver or

teacher in charge releasing the student to a parent and/or guardian. Students who plan to ride home with another player's parents must have a signed note from their parent or guardian. Students are not allowed to ride home with other players' siblings, friends etc. Students are not allowed to drive to scheduled events without permission from the administration.

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 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 have consequences in accordance with the Board's Behavior policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BUSSING

The district shall provide free transportation for all students in the district: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s) /guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the student's individualized educational programs. Nonpublic school students shall be transported in accordance with state law.

Bus schedules: The transportation director or designees shall determine routes and shall be altered only with the transportation director or designee approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with state law and the Illinois Department of Transportation regulations.

CLOSED CAMPUS

Marengo Community High School operates a closed campus for students not meeting eligibility criteria for off-campus privileges. Students are not allowed to leave the building unless they are doing so with their class supervised by a teacher, or they have been identified by the administration as having earned this privilege through PRIDE incentives. This policy is in effect from the time a student arrives at school until the time they leave at the end of the school day. Students must remain on campus unless they receive permission of school officials to leave. Students who have earned an off campus privilege who return late from lunch, will lose the privilege as well as be subjected to applicable disciplinary consequences. A violation of this rule will result in a detention and possible loss of parking privilege (for the first offense). Repeat offenders will be subject to increased disciplinary consequences.

A violation of this provision will constitute reasonable suspicion of substance use and the student and vehicle may be searched upon returning. Students participating in zero hour PE shall be allowed to leave and return if there is enough time for them to return to the building on time. Zero hour students who cannot be on time for the first period will receive consequences.

DANCE REGULATIONS

The following dance regulations are intended for all school-sponsored dances:

1. All dances must be approved by the principal and scheduled on the monthly calendar.
2. Tickets will be sold for only 1 hour after the dance is scheduled to start, unless announcements are made prior to indicate tickets will not be sold at the door. No one will be admitted after this time without prior permission of an administrator.
3. Students must meet the attendance, behavioral and academic expectations of the administration in order to be allowed into a dance.
4. Once students leave the dance, they will not be readmitted.
5. Guests are allowed ONLY if they fill out the required paperwork. No students below the ninth grade or over the age of 20 are permitted to attend dances or prom.
6. All guests must be approved by the administration. Each student bringing a guest must fill out the guest form available in Main Office.
7. Administration has the right to remove any student for inappropriate dress or any type of sexually aggressive dancing.
8. All school rules apply to dances and other extracurricular activities.
9. All students are subject to a search and/or breathalyzer test, or a test by the school's Alcoblow device.

DISTRIBUTION OF MATERIALS

No written or printed materials can be hung or distributed in the school without permission from the administration. Posters and other materials must be approved in the

Administration Office.

ENVIRONMENTAL SENSORS

Marengo Community High School utilizes environmental sensors. These sensors are installed in bathrooms and locker rooms. The sensors detect chemicals used in vaping, as well as noise and motion. The environmental sensors send alert notifications to designated administrative staff. Any student found to be in an area when an environmental sensor sends an alert will be searched under reasonable suspicion.

PRIDE

(People Recognizing Individuals for Developing Excellence) This is a recognition program based on student achievement in grades, attendance, punctuality, and disciplinary areas. PRIDE card guidelines are based on semester grades and attendance.

A. Grades:	65 points	A – Average or above (General scale)
	45 points	B – Average (General scale)
	25 points	C – C's or better
	Disqualified	Grades below C-
B. Attendance	45 points	0 – 14 periods absent
	20 points	15 – 21 periods absent
	10 points	22-28 periods absent
	Disqualified	29+ periods absent

Extenuating circumstances may be presented to the faculty Pride committee by any student within two weeks of receiving the Pride cards. The attendance disqualification may be waived, depending on the committee's decision.

C. Promptness	45 points	0-2 tardy
	20 points	3-4 tardies
	10 points	5-6 tardies
	Disqualified	7+ tardies

PRIDE CARD CATEGORIES

135 or more points	Gold Card
105 – 134 points	Maroon Card
75 – 104 points	White Card

Disqualified – for written Behavior referral, detention issued by the Dean or Assistant Principal, Saturday Detention, ISS or OSS.

Disqualified – if you are disqualified in A, B, or C.

Students will be recognized with incentives for not only demonstrating excellence in Academics, Punctuality, Attendance, and Disciplinary areas, but also for the school-wide Indian Pride expectations of being Respectful, Responsible, and Engaged.

EXPECTATIONS FOR EXCELLENCE (INDIAN PRIDE)

The district's Response to Interventions Committee is responsible for addressing the mandated Multi-tiered Systems of Support required by the State of Illinois. As part of the process to guide students in appropriate behavior at Marengo Community High School, this committee established a general set of guidelines to be followed throughout the building by everyone at the school. On the following page is a grid outlining the expectations of the students at the school in various parts of the building. Students must maintain a Respectful, Responsible and Engaged approach at MCHS.

Expectations for Excellence

“Indian Pride”

	CLASSROOM	HALLWAYS	COMMON AREAS	EXTRA-CURRICULAR	RESTROOM/ LOCKER ROOM	OFFICE
RESPECTFUL	<ul style="list-style-type: none"> -Use appropriate language/volume -Allow others to speak/be attentive -Follow directions -Treat books and equipment with care -Value different opinions 	<ul style="list-style-type: none"> -Keep halls clean -Display affection appropriately -Use appropriate language, tone, and volume -Be aware of others' space and your surroundings 	<ul style="list-style-type: none"> -Use table manners -Pick up your trash -Stay in line -Use appropriate language, tone, volume 	<ul style="list-style-type: none"> -Keep event areas clean -Positively support our team -Model good sportsmanship -Treat equipment with care 	<ul style="list-style-type: none"> -Keep area clean -Use trash receptacle -Keep hands, feet, and body to self -Use appropriate language, tone, and volume -Honor privacy and personal space 	<ul style="list-style-type: none"> -Use appropriate language, tone, topic -Clean up after yourself -Acknowledge others and wait for your turn -Be courteous
RESPONSIBLE	<ul style="list-style-type: none"> -Be Prepared for class (materials, homework) -Be on time -Be collaborative -Use equipment/supplies appropriately 	<ul style="list-style-type: none"> -Walk in the halls -Notify staff of unsafe situations -Be on time -Use time wisely -Have a pass visible 	<ul style="list-style-type: none"> -Clean up after yourself -Report violations -Stay in designated area 	<ul style="list-style-type: none"> -Be on time/prompt -Bring materials/equipment -Be in designated areas -Leave in a timely manner 	<ul style="list-style-type: none"> -Keep hands to your own belongings -Follow electronics policy -Secure personal belongings -Wash hands 	<ul style="list-style-type: none"> -Report to office when staff tell you to -Leave office and report back to class when staff direct you to
ENGAGED	<ul style="list-style-type: none"> -Listen to Staff and Peers -Participate in class activities -Be Productive -Contribute constructively -Help peers make good decisions 	<ul style="list-style-type: none"> -Keep walking in the halls -Follow natural flow of traffic -Report Violations -Pick up after self and others 	<ul style="list-style-type: none"> -Leave surroundings better than you found them -Encourage cleanliness 	<ul style="list-style-type: none"> -Support MCHS sports/clubs/ activities -Seek opportunities to participate -Report suspicious behavior -Help peers make good decisions -Model good sportsmanship 	<ul style="list-style-type: none"> -Get in and out in a timely manner -Help peers make good choices -Dress appropriately -Report violations -Use during lunch and passing periods 	<ul style="list-style-type: none"> -Present your pass to office staff -State your name and why you are in the office -Listen to staff directions

FUND RAISING

The Activities/Athletic Director must approve all fundraising projects. Projects which involve selling merchandise to residents of our community are not allowed without special permission. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations without administrative approval. The number of days the state allows the school to sell food to students during the school day is limited to 9.

LOCKERS

Each student at MCHS will be assigned a locker. Students are expected to use only their assigned locker. Sharing lockers or storing books in another locker is not allowed. Students are responsible for the upkeep of their locker. Writing on the inside or the outside of any locker is prohibited no matter the type of writing utensil used. Any damage to one's locker may result in restitution. Tape cannot be used on the lockers; magnets are available in the Main Office.

Each locker is equipped with a built-in lock. Extra locks are not necessary and not allowed unless a physical limitation requires an alternative lock. Students should not give out their combination to other students. MCHS is not responsible for any items stolen from lockers. School officials reserve the right to search a student's locker if they deem the search necessary to maintain the integrity of the school environment and/or to protect other students. (See Search and Seizure section.)

PE lockers and locks will be assigned by the PE Department.

LOITERING

No loitering on school grounds is allowed. Students cannot sit in their cars while on school property either before or after school. Students waiting for rides should do so in the commons area. Students are not allowed in the academic section of the building before and after school hours unless they are under the supervision of a teacher.

LOST AND FOUND

Articles found in and about the building should be brought to the Main Office. Students are reminded that the school cannot be responsible for personal property lost or stolen.

LUNCH

MCHS will run multiple lunch hours. Students are expected to display eating habits and table manners appropriate to young men and women. There shall be no throwing of food or other items, horseplay, or congregation in the restrooms during the student's lunch period. Students will be subjected to the appropriate disciplinary action should these actions take place. Students are expected to follow these guidelines:

1. Deposit lunch litter in wastebaskets.
2. Leave the table and floor around your place in a clean condition for others.
3. Not taking food or drinks from the cafeteria.
4. Remain seated at the tables during lunch.

MCHS uses online payment for lunches. Students will scan their student ID to have their account pay for their meals. Students will have the cost of his or her lunch withdrawn from their lunch account. Funds can be deposited in a student's lunch account online. Students may also make deposits prior to 9am in the Main Office. No cash or change will be exchanged in the lunch lines.

MEDIA CENTER – LIBRARY

Students wishing to use the library on their own may do so before or after school. Students may also use the Media Center during study hall if they have a pass from one of their teachers and have a valid assignment that must be completed in the media center. An atmosphere of study throughout the library is essential to its function. Abuse of the privileges may result in the loss of these privileges.

METAL DETECTOR WAND

To maintain a safe and disciplined learning environment, the district reserves the right under reasonable suspicion to utilize metal detector searches on school grounds and at school-sponsored activities.

PASSES

Students should be prepared and take all materials needed for each class. Teachers may issue a limited number of passes from their classes for emergencies. Students leaving their classroom will be monitored in the hall by a staff member.

POSTERS

All posters, announcements, signs, etc., to be displayed anywhere in the building must have the approval of the Principal/Assistant Principal. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape or thumbtacks and do not attach to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time.

REST ROOMS

Students may use the restrooms before and after school, between class periods and during the lunch period. Students are expected to keep them clean. If a student is feeling ill, he/she should report to the office or nurse; students should not remain in the restroom and may have behavioral consequences for doing so. At no point in time should multiple students be within the same restroom stall. Students will be subjected to the appropriate disciplinary action should this take place.

STOLEN ITEMS

MCHS #154 is not responsible for any stolen or lost items. Stolen Item Reports can be filled out in the Administration Office. All incidents should be reported as quickly as possible.

TELEPHONE

All calls coming into the school for students will be referred to the Main Office. Only in the event of an emergency will students be called from class.

TRESPASSING

Suspended students and visitors are not to be on school grounds without specific permission from the administration. Failure to obtain this permission may result in arrest for trespassing. This is also true for any student who has dropped out or been expelled. All former students must have a valid visitor's pass.

VALUABLES

Students are cautioned not to bring large amounts of money, iPods, cameras, MP3 players, tablets or other valuables to school. The school cannot be held responsible for personal items that are lost or stolen. If valuables must be brought to school, they may be stored in the office.

VIDEOTAPING

Videotaping on any device, including cell phones, is strictly prohibited without prior consent of administration.

VISITORS

All visitors must register and receive a pass from the Main Office. An ID may be required for a visitor to enter school and a personal item may be kept until a visitor checks out. Non-student teenagers and former students are not allowed to visit with students or teachers during the school day.

WORK PERMITS

A student desiring a work permit will need to bring a birth certificate or proof of birth, a letter from the parent(s) giving permission for their child to work for the company, a copy of the student's social security card, a copy of the student's current physical, and a letter from his/her employer indicating the nature of the occupation and the hours worked. Applications for work permits will be handled in the Main Office.

STUDENT SERVICES OFFICE

CLASS RANK

Class rank is arrived at by using weighted GPA to the tenth decimal place. Class rank is updated at the end of each semester. The final class rank for graduating seniors is determined at the end of 8 semesters. Students who opt to graduate early will not be eligible to be considered for the Valedictorian, Salutatorian, or Top 10% Honors.

COMMENCEMENT CEREMONIES

Only those students who were enrolled during the current school year and have met all graduation requirements as established by the Board of Education and the State of Illinois by the date of the graduation ceremony will receive a diploma and be permitted to participate in commencement ceremonies. Students who finish their requirements after that date will receive their diploma after completing all requirements. No student with outstanding fees will participate in the graduation ceremony at MCHS.

COMMUNITY COLLEGE CLASSES

Students may enroll in college level courses at local community colleges with the approval of the principal or his/her designee. The MCC program is Running Start. Registration forms are available online at the MCC website. The course may be taken for college credit only or for dual credit (high school credit also). If students want high school credit granted for the class, the course must be a 3 credit hour class, have regular attendance required and be an elective course. A 3 credit hour course at a community college will be the equivalent of .5 credits at MCHS. Grades from dual credit classes will be computed into the student's GPA at the general scale. No required courses may be taken via dual credit. Students who choose this option are responsible for the community college fees. A maximum of 2 high school credits may be earned towards graduation requirements.

CORRESPONDENCE AND ONLINE COURSES

All correspondence and online courses must be pre-approved by the Student Services Department. Students may take a maximum of 2 elective credits through approved correspondence schools or online courses. Students who have failed a required class may take a correspondence or online course to make up the credit. Course work must be completed two weeks prior to the end of the semester to be included for that semester. Grades from correspondence and online courses will be computed into a student's GPA at the general scale. Credit will not be issued from MCHS until the official transcript is received from the approved school.

DRIVER EDUCATION**A. State requirement**

1. All students must pass 8 courses in the prior 2 semesters before they can qualify to enroll in this course.
2. All students must complete 30 hours of classroom instruction. Due to the safety material that is presented in class, a student may not miss more than 10% of class during the semester, whether excused or unexcused. Students that do miss more than 10% will be removed from the class.
3. All students must complete 6 hours of behind the wheel instruction.
 - a. If a student is unable to complete the required hours within the semester of behind the wheel instruction they will be removed from the class.
 - b. School-sponsored activities will be worked around.

B. Classroom Driver Education

1. Students are enrolled through their freshman physical education classes. Students are enrolled by birth date (oldest first).
2. Student Services will check for upperclassmen that may need the class.
3. Reasons for not being scheduled to classroom;
 - a. The student has not passed the required 8 classes.
 - b. Students attend private Driver Education instruction.
4. Students will receive their driving permit after being scheduled for the classroom portion.

C. Behind the Wheel (BTW) Instruction

1. Students will be scheduled out of Physical Education and study hall first, by birth dates. The oldest students will be scheduled first.
2. The second level of scheduling will be-Assisted Study Hall and Resource Study Hall.
 - a. Under no circumstances will we schedule out of Resource without the Director of Special Education approval.

D. Any student dismissed from the classroom or BTW due to absences will not be scheduled for that class until the next school year, unless approved by the principal.

E. Driver Education is the Board approved safety course for graduation. The Principal must waive this if other courses are needed for graduation.

F. MCHS will not request permits for private school driving.

G. MCHS is not responsible for processing permit applications for students who do not complete BTW with an MCHS instructor.

H. MCHS reserves the right to suspend any permits that were processed with the MCHS State-Issued School Code if the student enrolls in driver education from an entity other than MCHS.

EXAMINATIONS

Teachers may administer tests in their classes at their discretion during the school year. At the end of each semester a Semester Assessment of Knowledge and Skills will be given by each Course Learning Team that will count no more than 20% of the semester grade. If no final exam is being given the last two days of the semester exams, then students will still be in attendance during the final exam time to complete their academic learning experience for the class.

GRADE EQUIVALENTS

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failing
I	Incomplete
WF	Withdraw/Failing

Work must be satisfactorily completed to graduate.

QUALITY POINTS

Letter Grade	General	Honors	AP
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3

C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D-	0.7	0.7	0.7
F	0	0	0

GRADE LEVEL DETERMINATION

Grade level is determined by credits earned. Each student's grade level will be re-calculated at the end of each semester. Students who do not meet the minimum credits by grade level will be retained and not be promoted to the next grade level in sequence.

Sophomore	5+ Credits
Junior	10+ Credits
Senior	14+ Credits

GRADUATION REQUIREMENTS

Students who enter the 9th grade in August 2006 and thereafter, except students whose course of study is determined by an individualized education program, must successfully complete the following courses as a prerequisite to receiving a high school diploma from the local school district.

Criteria required and passed to be taken to graduate from Marengo Community High School:

1. A total of 22 credits are required for graduation.
2. Subjects required to be passed include:
 - 4 credits of English (Humanities or Eng. I, II, III and 1 credit English electives)
 - 3 credits of Mathematics: at least one year of Algebra I and one year of a course that includes geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
 - 3 credits of Science including Biology
 - 2 ½ credits of Social Studies including Global Studies U.S. History and American Govt/Civics.
 - 8 semesters of Physical, Driver Education, and Health unless exempted. The curriculum may contain certain topics/activities that the parent may find objectionable and the pupil shall not be required to take that portion of the course if the parent submits a written objection.
 - A. Recognizing and avoiding sexual abuse.
 - B. Certain activities/courses based on religious beliefs (swimming, co-ed physical education, etc.)
 - C. Sex education/family life courses.
 - 1 credit of Music, Art, World Language or Vocational courses
 - ½ credit Consumer Education
3. 7 semesters of attendance in high school
4. Participation in the State Mandated Assessment or accepted alternative.
5. Completion and filing of the Free Application for Federal Student Aid (FAFSA) or waiver.

6. No student may graduate with an incomplete grade in any class.

Failure to meet these requirements makes a student ineligible for graduation.

HOMEWORK

Home study is a necessary part of the student's education. Each student will be expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

HONORS COURSES

Honors English I, II, III, English Literature AP, English Language AP, College Writing, & Humanities (AP Senior Year)

Honors Geometry, Algebra II, Pre-Calculus, Calculus AP, Statistics AP

Physics, Accelerated Chemistry, AP Chemistry, Accelerated Biology, Adv. Biology, AP Biology, AP Environmental Science

Spanish III & IV

Accounting II

U.S. History AP, Macroeconomics AP

2D Studio Art AP, Art History AP

HONOR ROLL
The Honor Roll will be determined by the GPA on a 4 point scale that the student compiles each quarter. Courses not included in the honor roll or the GPA evaluation **include** Color Guard, which is taken Pass/Fail. Two honor rolls will exist: High Honor Roll will include those students with a quality point value between 3.7 and 4.0. Honor Roll will include those students with a quality point value between 3.3 and 3.6.

ONLINE DIGITAL LEARNING

Students may take coursework through online platforms. In order to take a course, students should begin by contacting their counselor. All courses must be approved by the principal. Once approved, students may take courses for MCHS credit. Students may take an ~~AP~~ online course under the following circumstances:

- The student wants to take a course that MCHS does not offer.
- The student needs to make up a class they failed previously.
- A class that a student wants will not fit into the schedule.

For any online AP course, students will be responsible for 1/3 of the tuition prior to enrollment with the district picking up the remaining 2/3 of the cost. All fees and textbook costs will be the responsibility of the student. The current cost is \$250 per credit.

Students enrolled in online AP courses will be required to take the May AP exam. The cost to take the AP Exam is the responsibility of the student/family and is due at registration. The cost of all other elective courses will be the responsibility of the student.

CREDIT/GPA

Students are allowed to earn up to 2 credits of correspondence or online classes which can be counted towards their graduation requirements. All transfer courses from other schools, correspondence, online, community college, etc. that are accepted by MCHS are calculated into the student's GPA.

INCOMPLETE GRADE

No credit, minimum requirements are not being met. *Work must be satisfactorily completed in order to graduate.*

NATIONAL HONOR SOCIETY SELECTION PROCESS

1. Junior and senior students holding a B+ cumulative GPA are identified by the Student Services Department. Junior and senior candidates are notified and presented with an information form. They are invited to complete the information form to give the NHS Faculty Council pertinent personal information about leadership, service, and character areas.
2. All faculty members are invited to complete a faculty recommendation sheet listing all of the potential candidates. This information is also used by the NHS Faculty Council to assist in the selection process.
3. The NHS Faculty Council is made up of approximately 5 teachers/staff. They are the voting members for the year. The five members review all of the candidate information sheets and the faculty recommendations. The members give a score of 1-4 in the areas of leadership, service, and character for each candidate. The members use a score of 9 (75% of a possible high score of 12) as a guideline of a "yes" vote. According to the national guidelines, a score cannot determine membership; a majority of 3 of the 5-voting members determines selection to the NHS.
4. The students selected by the Faculty Council are notified and initiated into the Marengo Community High School National Honor Society Chapter.

NAIA COLLEGE FRESHMEN ELIGIBILITY

Beginning in the fall of 2010, students who wish to participate in athletics at a member institution will need to be certified by the NAIA Eligibility Center to qualify

academically and be cleared as an eligible student-athlete for competition beginning in 2011. For more information, log on to www.playnaia.org.

NCAA COLLEGE FRESHMEN ELIGIBILITY

The NCAA has established minimum academic requirements for all college freshmen that wish to participate in athletics at a Division I or Division II School. These requirements include successfully completing a core curriculum of at least 16 academic courses in the following areas:

1. Four years in English (four years in English in a Division I school beginning in the fall of 1996);
2. Three years in Math (one year of algebra and one year of geometry in a Division I school beginning in the fall of 1996);
3. Two years in Social Studies.
4. Two years in Natural or Physical Science (one year must be a laboratory science)
5. One year (additional) in English, Math or Natural or Physical Science.
6. 4 years of additional courses (from any area above or foreign language, comparative religion/philosophy)

Special education, remedial/credit recovery, vocational and developmental courses do not meet these requirements. A student must pass every course used to meet the core curriculum requirements.

In addition, a student must earn minimum GPA and SAT or ACT score requirements.

The NCAA does have a website, www.eligibilitycenter.org for on-line applications and information.

PLACEMENT OF STUDENTS WITH DISABILITIES

An Individualized Education Plan (IEP) is developed for each student who is eligible for special education or related services. This plan is reviewed annually. The local district is not required to pay for the cost of education, including special education and related services, of a student with a disability at a private school or facility if the district made a free, appropriate public education available to the student and the parents instead elected to place the student in the private school or facility. (A copy of "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" is available upon request.)

SEAL OF BILITERACY

Marengo Community High School has adopted the Seal of Biliteracy to recognize students that attain a 4 or greater on the Advanced Placement Spanish Language and Culture exam. Students who attain a 3 on the same assessment will be awarded the Commendation Toward Biliteracy. These distinctions to multilingualism and multiculturalism competence offer a visual to potential employers and provide universities with a method of identifying and giving credit to applicants with high levels of proficiency in a second language. *The High School Seal* will be stamped or printed on the high school diploma and transcript.

Eligible Students: This is a program to recognize high school graduates who have attained a high level of proficiency in one or more languages in addition to English

1. For students enrolled in a Spanish class: Attainment of a score of 4 on the Advanced Placement Spanish Language and Culture Exam.

AND

2. For English Learners: The state outlines specific criteria for students whose primary language is not English. Passing the four domains of reading, writing, speaking and listening on the ACCESS test or on the SAT.

If a student is working toward the seal or commendation, they will be responsible for the cost of assessments.

*As implementation proceeds, the requirements/criteria, or assessment will be subject to modification and revision to ensure that this policy remains current and inclusive.

For more information contact Mr. David Engelbrecht, School Superintendent, at engelbrechtd@mchs154.org Julie Amendt, Director of Student Services at amendtj@mchs154.org.

SCHEDULE CHANGES

A copy of the student's registration confirmation for the upcoming school year is sent home in the spring for the student/parent review. After this date limited schedule changes will be as outlined in the curriculum guide. Teachers may request schedule changes for students who they feel may have been misplaced.

SCHOLARSHIPS

Many scholarships are available to students interested in obtaining financial assistance. Information on individual scholarship amounts and necessary qualifications is posted in the Student Services Office and on the MCHS website.

SUICIDE PREVENTION AND CRISIS LIFELINE

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness are an important Board goal. See Board Policy 7:290 for more information regarding District 154's suicide and depression awareness and prevention policy.

Suicide Prevention & Crisis Lifeline: Call or text 988

Crisis Text Line: Text HELLO to 74141

Safe2Help Illinois Helpline: 844-4-SAFEIL (723345) 24/7, Free and Confidential

TRANSCRIPT RELEASE POLICY

Transcripts will be sent electronically via Parchment. There is no fee. Requests are made on the Parchment website, www.parchment.com.

NURSE

Please keep your student home if they are experiencing one of the following: a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or have one or more unexplained symptoms, such as fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new onset of moderate to severe headache, sore throat, new loss of taste or smell, vomiting, or diarrhea. If your student is ill, please contact Mrs. Seemann at 815-568-6511 x1302 to report their absence and the specific symptom(s) which they are experiencing. The school nurse will follow up with you to provide guidance. Students who feel ill after the start of the school day must check out in the Nurse's Office otherwise the absence will not be excused.

ACCIDENTS/ACCIDENT INSURANCE

When an accident occurs, it must be reported at once to the teacher in charge, who will then report to the nurse's office and any other necessary authorities. Proper medical referrals will be made when necessary. Note: If an injury requires medical attention and if you are covered by student accident insurance, your claim must be filed within 30 days of the occurrence.

DISTRIBUTION OF MEDICATION

If a student must take any medication, pain relievers, cough remedy, etc., during school, the following conditions must be met:

- A. A medication release form must be filled out by the parent and on file in the nurse's office. A doctor's note is also required.
- B. The prescription drug must be in the original pharmacy container with the patient's name on it and medicine directions noted, accompanied by a doctor's note.
- C. The pain medication or other drug must be in its store container and clearly marked with the student's name.

No medication or other drug (including Tylenol) will be given in school unless these conditions are met. Medication release forms may be obtained in the Main Office or Nurse's Office.

GENERAL EpiPen USE FOR STUDENTS

MCHS District 154 maintains a supply of Unidentified Epinephrine Auto injectors (UEA) for use at the school. The physician providing the protocol and prescription for the supply is protected from liability in the use of the UEA except in cases of willful or wanton conduct. This is regardless of whether authorization was given by the student, parent/guardian, or student's physician. The district is protected from liability when the school nurse or trained personnel administer a UEA to any student when these individuals believe that in good faith the student is having an anaphylactic reaction.

HEALTH PROBLEMS

Students with special health problems are to report to the school nurse at the beginning of the school term or when such problems arise. Special problems may include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that will limit the student's activity at school.

ILLNESS

Students who become ill during the school day are asked to report to the school nurse. In the event the nurse is not available, they should report to Main Office. Students must not leave the building because of illness without authorization from the nurse. If a student is ill, he/she should remain at home. When he/she becomes ill or injured in school and is unable to attend classes, he/she will be returned home or transported to the nearest health facility. This will be done after the parent has been notified.

In the event that a teacher or staff member becomes ill or injured during the day and in an emergency, students are directed to use the classroom phone to dial extension 1301 and inform the Main Office of the situation.

PE

Students unable to participate in physical education due to illness or accident beyond three consecutive school days, yet still able to attend school must have a written doctor's statement on file with our nurse indicating the period of time for which the student is to be excused. Parents may write a note excusing their child from PE for up to three days.

Students who are excused from PE for more than 3 days by a doctor's note must report to the Nurse's Office. The school nurse will inform the student and PE Teacher of the next steps.

PHYSICALS

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. Although a physical examination for each student is not required before entering school each year, it is desirable. It is also imperative that your child's immunizations be kept up to date as recommended by your family physician. A ninth grade physical examination is required. All students participating in athletics are to have a yearly physical on record.

The IHSA athletic physical will not suffice for ninth grade students.

SCHOOL NURSE

The school nurse provides emergency care for the ill and injured students, conducts hearing and vision screening programs, assists students with health problems, and counsels health problems. If a student is ill, she/he should remain at home. When she/he becomes ill or injured in school and is unable to attend classes, he/she will be returned home or transported to the nearest health facility. This will be done only after the parents have been informed.

ATTENDANCE

The MCHS faculty and BOE #154 believe academic success and improvement is directly related to attendance. Consistent attendance is also a characteristic that will aid our students throughout their lives. Parents can help assist MCHS in this endeavor by encouraging consistent attendance from their students.

According to Section 26.2A of the Illinois School Code, the only legal reasons why a child may be excused for being absent from school are:

1. Illness
2. Funeral
3. Observance of a religious holiday
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or guardian for the mental, emotional, or physical health or safety of the student.
6. Other situations beyond the control of the student, as approved by the superintendent, principal or designee.

The Illinois School Code does NOT grant parents the authority to excuse their child from attending a class or the entire school day. The school is responsible for determining whether or not an absence is excused or unexcused.

All attendance statistics will be calculated (or recorded) on a semester basis.

ABSENCE PROCEDURE

Parents are responsible to call their students out absent if they are not attending school. Parents can call their students out 24 hours a day by leaving a message in our attendance voice mailbox at extension 1302. Messages may be left in Spanish at extension number 1331. The procedure is as follows:

1. On the message, please leave the name of the student, the name of the person making the call and the reason for the absence. (Simply saying the student is "absent" or "not coming" will not be excused, as only those listed by the Illinois School Code will be excused.)
2. The call must be made by 10:30 am of that day for the student to be marked excused.
3. If no phone call is made by 10:30 am, the student will be marked unexcused.
4. Students and parents will have until 8 am the next day to make a phone call or bring in a note. If the reason is valid, the absence will be marked excused.
5. If no call or note has been received within 48 hours of the absence,, the absence will remain as an unexcused absence. Only the Assistant Principal or the Attendance Secretary will be able to change an absence after that time.

All Court dates, Doctor/Dentist appointments, College Visits, Job Shadowing, etc., will be considered UNEXCUSED until documentation is received confirming the student's attendance at their appointment. All absences for illness more than three (3) consecutive days will require a doctor's note to be considered excused. Students are allowed ten (10) days of excused absences, which include Mental Health Days, College Visits, Job Shadowing, Vacation Days, and illness. Contact Mr. Byrne, Assistant Principal, with questions at 815-568-6511 ext. 1322.

SEMESTER EXAM EXEMPTIONS: INDIAN PRIDE

REQUIREMENTS

Students must meet all the criteria in academics, attendance, and behavior to receive an exam exemption. It is the student's and parent/guardians responsibility to ensure the accuracy of the student's academic, attendance, and disciplinary record. Parents/guardians are required to call in regarding a student's absence within 48 hours. The administration will not be reviewing student or parent/guardian requests to correct any attendance/discipline once students have been determined ineligible to receive this incentive.

- Students and parents/guardians must sign and date the exam exemption criteria and eligibility handbook receipt
- Students must have an overall grade of 85% or greater in classes where exemption is requested and approved by the classroom teacher..
- Students cannot have incomplete work for the class in which they are exempting.
- Students cannot have unserved discipline.
- No more than 4 tardies total per semester.
- No more than 2 lunch detentions per semester.
- No more than 1 after school detention per semester.

- No Saturday Detention, ISS, or OSS for the semester.
- Deadlines must be met by students applying for exemptions including getting teacher signatures. Teachers have the option to not grant exemptions in their class even if criteria is met by the student.

*Freshmen may be allowed one exemption

**Sophomores may be allowed up to two exemptions

***Juniors and Seniors may be able to use as many exemptions as they qualify for

SAT SCORE - ONE BONUS EXAM EXEMPTION SENIOR YEAR

Exam Exemption based upon student SAT score in the spring of their junior year, will be applied to second semester senior year:

- A student must score a minimum of 480 in English and 530 in Math on the SAT (College and Career Readiness Benchmark)

ATTENDANCE ON DAY OF EXAMS

If a student is exempting the exam in a class, they are not required to be in attendance for that class period. Students are not required to be in attendance for study hall periods unless the study hall is an academic intervention including but not limited to numeracy, resource study hall, or assisted study hall.

ABSENCE LIMITATION POLICY

Because MCHS considers attendance to be crucial to the success of our students, an absence limitation policy has been adopted. Students may not miss more than 10 school days, whether excused or unexcused. Illinois law defines "chronic absentee" as a student who misses 10 percent of school days within an academic year with or without a valid excuse. That's 18 days of an average 180-day school year. Beyond those days students will be marked as Truant and may be consequence accordingly by the school and Marengo Police Department. Students may be required to submit a doctor's note for class absences if the number of absences becomes excessive. Excessive is defined as missing 10 periods of the same class. If this request is made, any absence that is not accompanied by a doctor's note will be considered unexcused and could lead to truancy consequences. All medical-related absences will be marked excused provided that a leave-school pass is issued and documentation of the appointment is provided.

MAKE-UP WORK

It is the responsibility of the student to seek out their teachers to acquire missed work for an absence. Parents may request homework for their students from the administration office if they are gone for 3 or more consecutive days.

EXCUSED ABSENCE

Students have the number of days they were absent +1 day in cases of excused absences to make up missed work.

PREARRANGED ABSENCE

Students are responsible for getting a pre-arranged form from the Administration Office, having their teachers fill it out, and returning it to the Administration Office. The work is due upon their return to school.

Suspension

Students will be required to make up work while suspended. For suspensions of 2 days or fewer, students will receive their missed work upon their return to school. They will have the number of days of their suspension to make up for missed work. For suspensions of 3 days or more, homework will be required to be completed upon the return of the student or no credit will be earned. Parents/guardians will be expected to make arrangements to pick up the homework. Students are responsible for taking ownership of their education by communicating via email with their teachers while serving a suspension.

UNEXCUSED ABSENCE

Students who have an unexcused absence will be allowed to make up work for no less than a maximum of 50% credit at the teacher's discretion. Any work due on the day of the absence is due upon the student's return. Any work missed on the day of the absence must be made up by the day following the student's return to school (no extra days will be given). If a test or quiz is missed on the day of the unexcused absence, students must take the quiz or test on the day they return. No additional days will be given. Disciplinary actions apply to all unexcused absences.

TYPES OF ABSENCES

Excused

1. Any absence that fits into one of the 6 categories given by the Illinois School Code.
2. Out of school and in school suspensions.
3. All medical-related absences will be marked excused provided that a leave-school pass is issued and documentation of the appointment is provided prior to leaving or within 48 hours of the student's return to school. The leave-school pass must be secured preferably before 8 am.
4. College Visits. Juniors and seniors are allowed college visits during the school year. These will be marked excused if a pre-arranged absence form is filled out and turned in. College visits must be done prior to May 1st. Rare circumstances can be submitted by a parent/guardian in writing, and may be approved by the

principal. Documentation of the visit is required upon return.

5. Vacations. The administration may approve vacation days for excused absences provided the student does not exceed the maximum 10 days allotted for any pre-arranged absence.. Pre-Arranged absence forms must be filled out and approved prior to the student leaving. No vacation days will be approved after May 1st.
6. Any child who is physically or mentally unable to attend school, such as a disability being certified to the county or district truant officer by a competent physician licensed in Illinois to practice medicine, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, a licensed physician assistant, or a Christian Science practitioner residing in this State and listed in the Christian Science Journal; or who is excused temporary absence for cause, with the absence for cause by illness being required to include the mental or behavioral health of the child for up to 5 days for which the child does not need to provide a medical note.

PREARRANGED (EXCUSED)

Prearranged absence forms are available in the Main Office and the Administration Office. Regardless if the pre-arranged absence is excused, a student must not be absent for more than 10 days in any combination thereof. Forms must be filled out and turned in no later than the day before the student is to be gone. If the absence requires a student to leave during the day, the student must also get a leave-school pass prior to 7:55 am. Teachers may, but are not required to, provide work for the student prior to the absence. Pre-arranged absence forms should be filled out for these reasons:

1. Vacation
2. College visitation (Documentation required)
3. Job shadowing (Documentation required)
4. Medical (Documentation required)

LEAVE SCHOOL PASS ABSENCE (EXCUSED)

Any student leaving school during the school day must first obtain a leave school pass from the Main Office. Examples would be if a student has seen the nurse and is going home sick, a doctor's appointment, a court date or a dentist appointment. Leave School Passes must be obtained before 7:55am. Documentation will be required for an absence to be marked excused.

UNEXCUSED

1. Unexcused absences can be, but are not limited to, car trouble, shopping, over-sleeping, getting a driver's license, babysitting, car repairs, work, a parent calling a student in for their birthday, etc. Only those reasons listed in the Illinois School Code will be excused absences.
2. Students going home ill must do so through the nurse's office. Any student calling home without first seeing the nurse will be marked unexcused.
3. No phone call or note by 8 am the following day will result in an unexcused absence. Any discussion about excusing an absence beyond the deadline above will have to take place with a Dean of Students or Assistant Principal.
4. More than 10 minutes late to school or 5 minutes late to a class will be an unexcused absence.
5. Disciplinary actions apply to all unexcused absences.

TRUANCY

A chronic truant is a student who has excessive absences without a valid cause. This student must be subject to compulsory school attendance and one who is absent from school for 5% or more of the previous 180 regular attendance days. MCHS will refer truants to the Marengo Police Department, and/or the McHenry County Truancy Officer, for truancy ordinance violations unexcused.

TRUANCY ORDINANCE VIOLATION

In conjunction with Marengo Police Department and the City Council of Marengo, a Truancy Ordinance has been implemented. Students who do not attend school and have no valid reason for their absence are subjected to this ordinance. A ticket and court date will be given to the student and parent.

UNEXCUSED ABSENCE CONSEQUENCES

ANY UNEXCUSED ABSENCES MAY RESULT IN AN IN-SCHOOL SUSPENSION or SATURDAY DETENTION. MORE THAN 3 IN-SCHOOL SUSPENSIONS RESULTS IN A LOSS OF PRIVILEGES.

More than 3 full days or 21 periods of unexcused absences will result in Truancy Ordinance Violation in addition to school disciplinary action.

More than five full days or 35 periods of unexcused absences may result in parent/guardian meetings in addition to Truancy Ordinance Violation and school disciplinary action.

More than ten full days or 70 periods of unexcused absences will result in referral to SST (Student Support Team) and possible referral for alternative placement or drop in addition to Truancy Ordinance Violation and school disciplinary action.

BEHAVIOR

Students at MCHS are held to a high standard both academically and behaviorally. We hope our students will become productive citizens who act accordingly. Additionally, we value the learning process. In order to provide our students with the best possible learning environment, we have rules and procedures to guide our students. Violations of these rules are divided into 4 levels. Each level has an increased consequence for the action. A listing of the levels of misconduct is at the end of this section.

The following grounds for behavioral consequences apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to the school.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.
5. Any interaction that occurs outside of school but that either presents a safety issue or causes a disruption during the school day and/or school related activities.

TYPES OF CONSEQUENCES

The following is a list of consequences that may be used but are not limited to as a deterrent for misconduct.

DENIAL OF PRIVILEGES

When considered necessary, students may be denied certain privileges for a period of time. Privileges may include but are not limited to parking in the parking lot, sitting with friends at lunch, home release and late start privileges, hanging out in the hallways or commons before school, attending extracurricular activities, etc.

1. Pass Privileges
2. Lunch room privileges
3. Parking
4. Cell Phone/Electronic Music Device Usage (Cell Phone Jail)
5. Computer privileges
6. Behind-the-Wheel/Summer Driver's Education opportunity
7. Field Trips
8. Attendance at all extracurricular activities including Homecoming and Prom
9. Teacher Aide/Office Runner Privilege
10. Participation in graduation (seniors only)
11. Late Start/Early Release privileges (seniors only)
12. Exam Exemptions or other Pride incentive criteria
13. The criteria to be eligible for the homecoming, winter formal and prom dances are determined by the Administration and will be given directly to the students.
14. Open campus lunch privileges (for those eligible)

IN-SCHOOL SUSPENSION (ISS)

An ISS may be assigned for unexcused absences, some level 2 offenses, and level 3 offenses. ISS is an excused absence. During ISS, students are to work on assigned work. ISS assignments will be given to students who do not have work to complete. Any student who does not complete work in ISS may receive a zero on those assignments. Any student who is removed from ISS may be assigned an OSS and will not receive credit for work missed. Students assigned more than three ISS consequences may also be denied privileges.

OFFICE DETENTION

An office detention may be issued for a level one or two offense. Office detentions are to be served after school in the detention room. After school detentions begin ten minutes after school and are fifty minutes in length. Detentions will not be rescheduled. The only exception would be if a student is excused from the absence following an assigned detention. The only excused reason for missing an Office Detention will be an excused absence. If a student is to receive a detention but already has 4 scheduled, an ISS may be issued.

OUT-OF-SCHOOL SUSPENSION (OSS)

An OSS may be assigned for some level 3 offenses and all level 4 offenses. OSS counts as an excused absence. During an OSS, students are not allowed on campus for any reason unless they have permission from the administration. Students are allowed to make-up for missed work. If the suspension is 2 days or less, students will receive their work upon their return to school. They will have the number of days of the suspension to make up for the missed work. After that time, no points will be assigned for the missing work. For suspensions of 3 or more days, teachers will turn in work that can be picked up by a parent/guardian at school. The work will be due upon the student's return to school. If the work is not completed upon their return, it may be recorded as a zero. Students receiving one or more OSS

consequences may also be denied privileges.

RESTITUTION

In the event that there is property damage or other expense incurred related to student behavior, payment for restitution may be required.

SATURDAY DETENTION (SCAP)

Student-Classroom Adjustment Program. A Saturday Detention is a 3-hour detention to be served on Saturday mornings. Saturday Detention begins at 8:30 and ends at 11:30. An automated phone call will be made home to inform parents of their child's Saturday Detention. Reasons for any detention may be found in the Infinite Campus system. The only excused reason for missing a Saturday Detention will be an excused absence called in by a parent/guardian. Failure to serve a Saturday Detention may result in an In-School Suspension, reassignment of the Saturday Detention and a denial of privileges.

LUNCH DETENTION

Lunch detentions will be assigned for infractions that occur in the cafeteria or for other infractions for which this type of consequence is deemed appropriate. It is designed to make sure students do not socialize during lunch.

Lunch detentions will be monitored by a staff member. Students may purchase the lunch provided by the cafeteria or can bring their lunch from home. Lunch detention will allow no electronic devices and will be a quiet atmosphere. Lunch detention may be assigned for up to ten school days and students are expected to have no behavioral or attendance/tardy issues during this time period.

Skipping lunch detention is insubordination and will be handled accordingly. Being late or skipping lunch detention counts as a missed day and will bring an appropriate consequence for insubordination/not following rules. Students are required to clean up their area the same as the cafeteria. Refusing to clean up your area will increase the days of lunch detention. Misbehavior in lunch detention will be considered the same as a miss and the number of lunch detentions will be increased.

TEACHER DETENTION

Teacher Detentions are assigned by the teacher. Students are expected to serve them at the assigned area and time. Students who fail to serve teacher detentions will be referred to the Assistant Principal. The only excused reason for missing a Teacher Detention will be an excused absence.

TEMPORARY REMOVAL FROM CLASS

Students may be removed from a specific class for disruptive behavior. Failure to complete work in an alternative setting will result in a zero. Excessive removals or removal for safety reasons may result in a permanent removal from class and loss of credit.

ALTERNATIVE CONSEQUENCES

These may be used in place of or in addition to assigned consequences. They will be used only with the consent of the student and parent. The use of alternative discipline is at the complete discretion of the administration. Types of alternative punishment may include but are not limited to:

- School Detail
- Community Service
- Parent and Student Life Skills Sessions
- Formal Assessment (Drugs and Alcohol)
- Volunteer Program
- Student Services Group or Individual Sessions
- Peer Mediation
- Peace Circles
- Participation in various curriculums
- Loss of privileges/incentives

BOARD OF EDUCATION POLICY ON BULLYING 7:180

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

occurred; it does not require staff members to monitor any non school related activity, function, or program.

DEFINITIONS FROM SECTION 27-23.7 OF THE SCHOOL CODE (105 ILCS 5/27-23.7)

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

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

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

BULLYING PREVENTION AND RESPONSE PLAN

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
Complaint Manager: Pete Byrne, Assistant Principal, 110 Franks Road, Marengo, IL, byrnep@mchs154.org, 815-568-6511
4. The Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date of the report of a bullying incident.
 - b. Involving all appropriate trained school support personnel and staff persons with knowledge and experience on bullying prevention.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or designee to discuss the investigation, its findings and the actions taken to address the reported incident of bullying.

A determination will be made whether the incident is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding available services.

6. The Superintendent or designee shall use all available school related services as an intervention to address bullying and community-based services.
7. Reprisal or retaliation against any person who reports an act of bullying is prohibited and will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan will engage a range of stakeholders and be posted on the district's website in its policy and student handbook.
10. The bullying policy will be evaluated based on its outcomes and effectiveness. This process shall include, without limitation: The frequency of victimization; The observations of safety at a school; Identification of areas of a school where bullying occurs; The types of bullying utilized; and Bystander intervention or participation. The results of this evaluation will be made available to all stakeholders.

HARASSMENT/BULLYING

Students at MCHS should be able to attend school and participate in the learning process without worrying about being harassed or bullied. Additionally, students should not be victims of cyberbullying. The process for students participating in harassment or bullying is listed below. However, more extreme cases may be handled with more extreme consequences.

Parents and students should be aware of our resources here at MCHS. We have provided a list of people to talk to and resources available if you are encountering any of these problems.

Administrators will make diligent efforts to notify parents/guardians of any bullying cases that are reported to them within 24 hours, but further investigation may be necessary to come to a resolution.

RESOURCES AVAILABLE:

School Counselor

Social Worker

School Psychologist

Teachers

Administration

Peer Mediation

Student Services Group Sessions

School Resource Officer

HARASSMENT/BULLYING PROCESS

1. Form Filed – Harassment Agreement

Conference with Assistant Principal or Social Worker

Possible referral to counseling services

Detention or Saturday Detention possible

2. ISS or OSS

Meeting with parents, students and Assistant Principal and/or Social Worker may be requested.

3. Referral to Admin Committee/Possible referral for alternative placement or expulsion.

4. Steps can be skipped based on type of harassment. Any harassment or bullying based on sex, race, or ethnicity may be subject to OSS immediately. Police may be notified at any step if deemed necessary by the administration.

CELL PHONE POLICY

Cell phones are a privilege for students in school and are not an unconditional right.. Talking on cell phones is not permitted at school after the morning warning bell and until after the school day has ended. Cell phones may be used to text or access data before and after school, during lunch, and in the halls between classes- Cell phones are not to be used or visible in classrooms. A telephone is available for students to use in the Main Office if phone calls home are necessary. In addition, the school is equipped with many clocks, so students do not need to use their phones to check the time. Cell phone referrals do not reset at the start of the second semester.

The consequences for cell phone violations are as follows:

1st Offense: Teacher Warning/ Teacher Referral - Administrative Warning

2nd Offense: Cell Phone Jail (1 week/5 days)

3rd Offense: Cell Phone Jail (2 weeks/10 days)

4th Offense: Cell Phone Jail (length TBD by administration), total loss of cell phone privileges, detention, or In School Suspension.

CELL PHONE JAIL

Once a student has exhausted warnings from a teacher, had a disciplinary referral written for their behavior, and been issued a warning from administration, they may lose cell phone privileges in school for a period of time. Students will be required to report to the Administration Office every morning before school and turn in their phone. A series of numbered pockets will be available for students to place their phone. Students should sign their phone in and designate which pocket their phone will be residing for the day. Cell phone jail is only accessible by students with staff permission, and is safe and secure during the school day. Students may pick up their phones at the end of the school day. In case of an emergency, students will be allowed to use their phone to make a call or send a message while present in the Administration Office.

CHEATING/PLAGIARISM

Students participating in cheating and plagiarism will receive a zero on the work in question. Plagiarism is defined by The Cambridge dictionary as submitting as one's

own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. Depending on the seriousness of the offense, students may be subjected to the following consequences: suspension, withholding of credit, failure for the course, referral for expulsion hearing. The use of Artificial Intelligence (AI) software is also considered plagiarism. If students are found to be submitting work that was generated through the use of any type of AI software, the student will be deemed in violation of this policy. Students may be asked to answer questions about their assignment in order for school personnel to ascertain whether or not the assignment was plagiarized.

DRESS CODE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, weapons, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats, sweat bands, and sunglasses may not be worn in the building during the school day.
- Head coverings of any kind (hats, durags, etc..) are prohibited at all times.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with revealing holes, rips, tears, and clothing that is otherwise poorly fitting, showing excessive skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

DISRESPECT TO STAFF OR ANYONE ASSOCIATED WITH MCHS

Students who are disrespectful to staff members are subject to consequences. Disrespect to staff is a level three offense. Disrespecting a teacher or staff member may result in an ISS of multiple days.

DRUGS AND ALCOHOL

Using, possessing, distributing, purchasing or selling alcoholic beverages, drugs, controlled substances, drugs prescribed to another, abusing over-the-counter drugs, look-alike drugs and drug paraphernalia, or having the odor of a controlled substance is strictly prohibited. MCHS has a zero tolerance policy on these items. MCHS may use a passive alcohol sensor to help determine if students are under the influence. Students under the influence of any of these items either at school or at school functions will be treated as though they are in possession. The consequence for any of the above infractions may be an OSS. The police will be notified in all cases. Suspensions for drug and alcohol violations may be reduced based on a drug/alcohol assessment and completion of the advised program from the place of assessment. Participation in a drug/alcohol program may reduce consequences and is strongly recommended.

ELECTRONIC DEVICES

Using or possessing electronic signaling devices, 2-way radios, or laser-pointers is not allowed at MCHS. An ISS may be assigned and the device will be confiscated.

FAILURE TO SERVE CONSEQUENCES

A repeated refusal to serve disciplinary consequences will be considered insubordination and may result in an In-school suspension. Students do not have the option to not serve their assigned disciplinary consequences. Failure to serve school consequences may also result in loss of privileges (attending dances or extra curricular activities)

**There will be no more than 4 Detentions assigned at one time. If more infractions occur, it may be an ISS.*

***There will be no more than 3 Saturday Detention assigned at one time. If another infraction occurs, an OSS of 1-10 days may be assigned.*

FIGHTING OR SAFETY RELATED EVENTS

The safety of our students at MCHS is a top priority. School related threats, fighting, using violence or suggesting violent acts, force, language, coercion, individual threats, intimidation, fear or bullying will not be tolerated. Students perpetuating or encouraging others to participate in these activities are also subject to punishment. This may include any fights off school grounds that were a result of school activities or any fight that is directly related to school. Fighting is a level 3 or level 4 offense, depending on the severity. Students may receive an OSS of 1-10 days for fighting and the police will be contacted.

HAZING

The participation of joining or being involved with any form of hazing is not allowed and will be considered a level 4 offense.

GAMBLING

No form of gambling is allowed at school or school functions. Gambling will result in disciplinary action.

GANGS

For the safety of our students at MCHS, gang activity, gang paraphernalia, gang symbols or gang affiliation are prohibited. In all cases, the police will be notified. An OSS of 1-10 days may also be given.

HARASSMENT: CYBER, VERBAL, PHYSICAL, SOCIAL, CELL PHONE, SEXUAL, OR OTHER

Harassment diminishes a student's ability to learn and a school's ability to educate. Harassment is considered any act that offends someone or any act that embarrasses, humiliates, or makes someone feel threatened or unsafe. Students who are involved in the harassment of another student or a staff member will be subject to consequences. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of another group. Depending on the severity and/or frequency, harassment incidents will be a level 3 or 4 offense. Using derogatory slurs (racial, religious, ethnic, sexual) is a Level 4 offense and may result in a 1-10-day OSS.

INSUBORDINATION

Students at MCHS have an obligation to follow directives from staff members. Students are also required to identify themselves when staff members request it. Students' refusal to serve their disciplinary consequence will be considered insubordination and additional consequences may be assigned. Willful and deliberate refusal to do so is insubordination will result in an ISS or OSS.

PUBLIC DISPLAY OF AFFECTION

(PDA) MCHS is not an appropriate place for public displays of affection. We ask that students refrain from kissing and participating in excessive hugging, touching etc. PDA is a level one offense.

PURSES

Purses must be left in lockers or placed on the floor or back of a chair in classrooms. Purses are not allowed on desks.

SEARCH AND SEIZURE

In order to maintain safety and security in our school, school officials may conduct searches of students and their personal effects with reasonable suspicion of a major rule violation. Additionally, lockers, desks etc. are property of the school and may be searched accordingly. Police dogs may be used to search lockers, cars in our parking lot and other school areas. Students who refuse to allow a school administrator to search them will be issued an out of school suspension and may be considered for alternative placement or expulsion.

STEALING

Stealing items from the school or persons in it is an illegal act. It may be punishable by an OSS of 1-10 days and the police will be notified.

TOBACCO

Using, possessing, distributing, purchasing or selling tobacco or tobacco paraphernalia on school grounds is strictly prohibited. Students in violation may be subject to an OSS of 1-10 days. For under-age students, the police will be notified. Electronic cigarettes or vapor pens of any type will be treated in the same manner as regular tobacco cigarettes or other tobacco products.

TARDY POLICY

Teachers will monitor students' punctuality. The tardy policy starts over every semester and is cumulative for all classes. A tardy is a level one offense. However, the Assistant Principal or Principal may move students to a level two or three offense if the problem continues. Tardy is defined as NOT IN SEAT when the bell rings.

Any student who is more than 5 minutes late to class will be marked unexcused.

Tardies #1-8	One or more of the following: Teacher Warning/Teacher- Student Conferences/Teacher - Parent Contact, Teacher Detention
9th Tardy	Lunch Detention
10th Tardy +	Student will be issued a Lunch Detention but consequences may escalate to: After School Detention, In School Suspension, Loss of Privileges, or SCAP.

VANDALISM

All acts of vandalism will be considered a level 2, 3, or 4 offense. The police may be notified and a suspension of 1-10 days may be levied.

VIDEOTAPING

Videotaping on any device, including cell phones, is strictly prohibited unless permission has been granted by administration. Students in violation may be subject to ISS or OSS consequences.

VIDEO SURVEILLANCE

MCHS will use video surveillance to monitor parking lots and hallways and other public spaces. This monitoring and recording will take place 24 hours a day, 7 days a week.

WEAPONS

Using, possessing, controlling, or transferring a weapon is not allowed.

BEHAVIOR OFFENSE LEVELS**LEVEL I**

Level I offenses are minor infractions that conflict with the learning process or the school day itself. In most cases, a teacher will deal with the infraction. However, some cases may require the assistance of the administration. Level I offenses include but are not limited to the following:

1. Swearing
2. Classroom disruption
3. Dress code violation
4. Littering
5. Public display of affection
6. Inappropriate behavior
7. Unprepared for class
8. Not working in class
9. Sleeping in class
10. Tardy to class
11. Running in the hallways
12. Food/Drink in unauthorized areas
13. Cell Phone/Electronic Device use
14. Other

Possible consequences for a Level I infraction:

- Teacher detention
- Parent Contact
- Warning
- Office detention
- Lunch detention
- Denial of privileges

LEVEL II

Level II offenses are a more serious disruption to the learning process or regular school day. These would be violations that are level I but are repetitive or acts that are disruptive but not as serious as a level 3 or 4. Level II violations include but are not limited to the following:

1. Cell phone/Electronic Device use
2. Forging of notes or passes/Failure to have valid pass
3. Cheating/plagiarism
4. Gambling
5. Unexcused absences
6. Lunch misconduct
7. Loitering
8. Presence in an unauthorized area
9. Violation of parking policy
10. Computer network/internet user policy violation
11. Possession of banned items. (Laser pointers, cards etc)
12. Bus misbehavior
13. Minor vandalism

14. Leaving class or school without permission
15. Failure to serve teacher detentions
16. Failure to serve office detentions
17. Lying/Dishonesty to staff
18. Inappropriate language used by a student
19. Disrespect toward another student
20. Other

Possible consequences for Level II offenses:

- Teacher detention
- Office detention
- Lunch detention
- Saturday Detention
- Temporary removal from class
- Denial of privileges
- In-school Suspension (ISS)

LEVEL III

Level III offenses involve issues of property and acts towards individuals that do not cause bodily harm. Level III violations include but are not limited to the following:

1. Use or possession of tobacco/paraphernalia/incendiary device/e-cigarette/vapor pen
2. Threats of physical nature and other
3. Misconduct involving things not appropriate for school
4. Disrespect to Staff and anyone associated with MCHS
5. Trespassing
6. Vandalism
7. Inappropriate use of technology that transmits images
8. Insubordination
9. Possession of pornographic material
10. Harassment
11. Major misconduct involving school computers
12. Failure to serve Saturday Detention.
13. Unauthorized videotaping
14. Inappropriate language directed toward a staff member.
15. Sexually inappropriate language.
16. Other

Possible consequences for Level III offenses:

- Saturday Detention
- OSS
- Denial of privileges
- Permanent removal from class
- Police notification
- In-school suspension (ISS)

LEVEL IV

Level IV offenses are very serious acts. Many of these actions will involve the police. Level IV violations include but are not limited to the following:

1. Threats to another student or staff member
2. Fighting
3. Use, delivery or possession of alcohol, or having the odor of alcohol

4. Use, delivery or possession of drugs or look-alike drugs, drug paraphernalia, or having the odor of drugs
5. Possession of a weapon
6. Threats involving the safety of students or staff (Bomb threats etc.)
7. Setting off false fire alarm
8. Activating a 911 call button falsely
9. Assault or Battery to staff member or student
10. Stealing school property (including tests etc)
11. Gang-related items (clothing, signs, signals, etc.); Participation in or connection to a gang or other similar group.
12. Discrimination of any kind (sexual, ethnic, racial, religious), including derogatory slurs.
13. Hazing
14. Lewd and lascivious behavior
15. Theft
16. Gross Insubordination/Disrespect to Staff
17. Gross Disobedience.Misconduct
18. Sexting (Transmission, possession or displaying inappropriate pictures via an electronic device)
19. Other

Possible consequences for Level IV offenses may include but are not limited to:

- OSS
- ISS
- Saturday Detention
- Denial of privileges
- Alternative placement
- Recommend for expulsion
- Police notification

DUE PROCESS

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is defined as exclusion of a student from school for a specific period of time, terminating at the end of the specified period or upon fulfillment of specified conditions. The authority of the board of education to suspend or expel a student guilty of gross disobedience or misconduct is granted in The Illinois School Code. The superintendent or designee is authorized to make reasonable rules and regulations to exclude pupils guilty of gross disobedience or misconduct for a period of not more than ten (10) school days, and that no action shall lie against them for such a decision.

1. The principal or assistant principal shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
2. The student shall be advised of the reasons for the proposed suspension and questioned as to his/her version of the action and/or incident that is the basis of the proposed suspension.
3. If the student denies gross disobedience or misconduct, the student shall be advised of the evidence upon which the suspension may be predicated and the student shall be given an opportunity to respond to the evidence.
4. If the pre-suspension conference does not result in the charges being dropped, the suspension procedure set forth below shall be followed.
5. The principal or assistant principal, after following the pre-suspension procedures as set forth above, may immediately suspend the student.
6. The person(s) conferring with the student shall make a written anecdotal record of the conference.
7. In all cases of suspension, the suspending school official will:
 - A. Notify the student of the nature and seriousness of his/her actions and the dates and duration of the suspension from school, school activities, and school grounds.
 - B. Notify the parents /guardians of the student of the reasons for the suspension and the dates and duration of the suspension from school, school activities, and school grounds by written notice sent by regular, certified or restricted mail.
 - C. Notify the student and parents of their rights regarding suspension from Marengo Community High School.
 - D. Send a copy of the parental notice of suspension to the superintendent and the president of the Board of Education.

8. The following stipulations apply to review of a decision to suspend,
 - a. The school reserves the right to suspend students and this action, in and of itself, is not a basis for review (Illinois School Code 10-22.6).
 - b. A review of the suspension will be granted only on the grounds that the circumstances precipitating the suspension are invalid.
 - c. The parents or guardians may request an informal hearing to review the suspension with the principal, either verbally or in writing.
 - d. The parents or guardians have the right to be represented at the suspension review by legal counsel.
 - e. The parents or guardians may choose to take no further action with respect to the suspension. This implies that the matter of the suspension has been satisfactorily resolved between the assistant principal and the parents/guardians of the suspended student.
9. The following stipulations apply to formal appeal of a decision to suspend.
 - a. If the parents or guardians wish to appeal the suspension, they must request, verbally or in writing, a formal hearing of the suspension with the Superintendent, the hearing officer for the Board of Education, at 568-6511.
 - b. The request for a formal hearing must be made within five (5) school days after receipt of the notice of suspension and explanation of the procedures in such a formal hearing shall be deemed waived.
 - c. The request must state: the reason(s) for requesting the hearing, the desired outcome expected as a result of the hearing, and the names of persons to be present.
 - d. The parents/ guardians may make an immediate written request to the principal requesting a stay of the suspension pending the findings of the formal hearing officer.
 - e. The parents or guardians have the right to be represented at the hearing by legal counsel.
 - f. The Board of Education will notify the student and his parents in writing of the time and place at least one (1) week prior to the hearing date.
10. When, in the opinion of the building administrator, a student poses an immediate threat to school personnel, students, or school property or threatens to disrupt the educational process, the student may be summarily removed from school without holding a pre-suspension conference as set forth above. In such an event, written notice sent by certified mail, return receipt requested, must be given to the student and his parents within two (2) school days of the date of summary suspension. The notice shall request the student to attend a pre-suspension conference within 48 hours after the notice is received or a waiver of such conference shall be deemed to have occurred. Regardless of their attendance at such a pre-suspension conference, the parents must be given written notice of any subsequent decision resulting from the conference.

EXPULSION

Expulsion is defined as the permanent exclusion of a student from school, normally for the balance of the school term but up to two years for certain offenses. Only the board of education may expel students and such action shall be taken in accordance with The Illinois School Code. Recommendations for expulsion of a student from school shall be made by the superintendent to the board of education in accordance with The Illinois School Code. The school will try to assist the student under an extended suspension or expulsion to find alternate means to continue an educational program. Such opportunities may include the GED program, evening or summer courses, correspondence courses, special transfer, or transfer to another school. In all cases of expulsion, parents will be sent a letter of notification detailing the expulsion process.

SEARCH AND SEIZURE, BOE POLICY 7:140

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 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 consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, the building principal shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The superintendent 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.

STUDENT SEARCHES

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is 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 which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows: outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certified 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 that conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

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.

BUS CONDUCT, BOE POLICY 7:220

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Behavior policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, building principal, assistant principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BEHAVIOR PROCEDURE

The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

EXTRACURRICULAR CODE OF CONDUCT

Marengo Community High School District 154 is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential as citizens in a global society. The extracurricular program expands the learning opportunities available to students and enhances the academic program.

District 154 offers extensive and diverse extracurricular programs to provide expanded learning opportunities to students who wish to develop special skills and talents to a higher level. While involvement in these activities is voluntary, it is also a privilege and students choosing to participate take on expanded responsibilities as special representatives of their school and community. These responsibilities hold the student to a higher standard of conduct as a condition of participation.

The Extracurricular Code of Conduct outlines the expectations for those who choose to be involved in Marengo Community High School (MCHS) extra-curricular programs. These guidelines also define the rights of our students that will accompany such responsibilities. These rights include a due process procedure that is designed to be consistent and fair to all concerned. The policy will be in effect 365 days a year, 24 hours a day, 7 days a week. This includes all athletics and activities sponsored by MCHS. The following is a list including but not limited to extra-curricular activities to which this code of conduct applies:

The school expects that all students who choose to participate in extracurricular programs of their choice will honor these guidelines. We consider participation in these programs to be a privilege, not a right. The school must clearly communicate the expectations of this handbook to all students and respond to all violations in a fair and expedient manner, within the guidelines defined in this guide.

We believe these rights and responsibilities for students and the school will help make participation in our extracurricular programs a strong and enduring learning experience. We hope that the experience will be meaningful and enjoyable for all involved and will increase learning opportunities for all students.

MISCELLANEOUS

1. Each team or activity will have a set of specific expectations for its participants.
2. The student must show proof of accident insurance coverage either by a policy purchased through the district-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
3. Student athletes are also subject to IHSA, conference, and district athletic eligibility requirements.

SPORTSMANSHIP

Students, participants and spectators are expected to practice the ethics of competition and principles of good sportsmanship whether at home events, events at other schools or in the community. Any person found to be in violation of these ethics and principles may be barred from interscholastic contests either as a participant or as a spectator. The faculty, coaches and administration of MCHS consider good sportsmanship to be one of the important ingredients of healthy competition and athletic success. Nothing less is expected of the fans who attend our contests, the athletes who participate, and the coaches who provide guidance and leadership. We encourage all participants to cheer for our Indians, but in addition, recognize the performance of others, respect the opponent and the efforts of the officials, and enjoy

watching the contest. Thank you for demonstrating good sportsmanship the Marengo way!

DUE PROCESS

The following due process procedure shall be used in cases of suspension or dismissal in all athletic/cheerleading programs.

1. The Athletic Director (AD) or Asst. Principal will meet with the student to inform him/her of the allegations. Parents will be informed of the allegations by the AD or Asst. Principal. If no disciplinary action is to be taken, due process ends.
2. The AD or Asst. Principal will request a conference with the parent/guardian and participant to discuss the allegations and disciplinary action.
3. The AD or Asst. Principal will determine the consequence as stated in this document and inform the participant, as well as the parent/guardian.

APPEAL PROCESS - (CODE OF CONDUCT AND/OR DISCIPLINARY RELATED VIOLATIONS)

Suspensions for Code of Conduct or other disciplinary related Violations can be appealed by families that wish to do so. An appeal form should be requested from the Administration Office and completed in a timely manner. The appeal will be heard by the school principal or another administrator. Students/families will be notified of the results of the appeal as soon as possible.

EXPECTATION OF PARTICIPANTS

ATTENDANCE

Students and activity participants must be in school prior to 11:00 am to participate in practices, games or activities. The Principal, Assistant Principal, or Athletic & Activity Director may or may not approve other situations that pertain to attendance.

ELIGIBILITY

Participants must have passed five core subjects in the previous semester to participate in any extracurricular activity the next semester, and they must be enrolled in and passing five full-credit courses during the time of participation. Participants' teachers will notify the Student Services Office if the participant is failing.

A student will be suspended indefinitely from participating if he/she is charged with a felony offense, until such time as the case is resolved. If found guilty, he/she will be dismissed from the team.

EQUIPMENT

The school will issue specific equipment, which the participant must care for or replace at cost.

All uniforms and issued equipment shall be returned to the faculty member in charge within one week (7 school days) following the end of the last contest. Participants who fail to return the uniform or pay for the equipment issued prior to the start of any sport season shall not participate in the next season until the debt is removed. Participants may appeal only to the athletic director who may confer with the principal.

FINANCIAL RESPONSIBILITY

Participants will be financially responsible for equipment lost, stolen or damaged outside of regular use.

SAFETY/DESIGNATED AREA

There should be no horseplay in areas of participation. Any inappropriate language or actions, as well as careless use of facilities will be dealt with severely.

MAJOR RULES INFRACTIONS

All students attending MCHS are potential participants of extra-curricular activities. Therefore, the code of conduct applies to students when they begin school at MCHS. *The behavior code is in effect twelve months of the year, seven days a week, twenty-four hours a day, in and out of season, and on and off school grounds until the end of the spring sport playoff season of a student's senior year.*

The violations and infractions for each of these codes will be as indicated in this document. An individual participating in an extracurricular activity will face disciplinary consequences for violating each code.

MAJOR RULES INFRACTIONS:

- Possession, consumption or sale of alcohol
- Possession, consumption or sale of harmful or illegal drugs, or look alike drugs
- Possession, consumption or sale of anabolic-androgenic steroids
- Use or possession of any form of tobacco
- Major unsportsmanlike conduct
- Attendance at activities involving the illegal consumption and /or possession of alcohol or any illegal substance. Arrest or ticketing by police, a report by a staff member, a report by the parent or admission by the student shall constitute notice for this infraction. Students are responsible for being aware of their surroundings and if illegal consumption and/or possession is taking place they must take immediate steps to leave the activity safely (or if hosting an activity, take immediate steps to have the offending individual(s) leave safely).
- Commission of a criminal act defined as a Felony.
- Any Level IV (as listed in the Behavior section) misconduct or activities that results in police notification.
- Any commission of a criminal activity/arrest may result in a suspension upon review by the Principal, Athletic Director, Assistant Principal, Dean of Students and

Coach.

DISCIPLINARY ACTIONS FOR MAJOR RULES INFRACTIONS

When evidence of a violation of the behavior code occurs, disciplinary action will be taken in consecutive order for each offense throughout the individual's high school career by the athletic director, principal or his designee. However, the administrative team reserves the right to evaluate the nature of the offense. If the infraction is deemed egregious in nature, administration may dispense disciplinary action that does not follow the progressive Behavior actions outlined in the handbook. Written parent contact will be made. If the individual and/or parent wishes to appeal the decision, that appeal can be made in writing to the high school principal within five school days of written notification.

FIRST OFFENSE: Suspension for 55% of the regular season dates scheduled for that activity. If the number of suspended dates is a fraction, that number will be rounded to the next whole number. The participant is expected to attend all practices, follow all of the coach's rules, and attend but not dress for all of the competitions. In the case of a student not fulfilling the 55% of the season's dates because of the season coming to an end, the remaining percentage will be used in the next activity they participate in. (Example: a student has a major rule infraction just before the last football game. With just one game remaining, only 11% of the required 55% suspension is served. The remaining 44% would have to carry over to the next activity. If the activity was basketball, this student would then miss 44% of the basketball schedule.)

SECOND OFFENSE: 1-year suspension from all activities covered by the behavior code for one calendar year from the date of the offense. No award will be earned. Violations during school, at school functions or on school grounds follow present school handbook consequences.

THIRD OFFENSE: Career suspension from all extracurriculars from the date of the offense through graduation. No award will be earned.

*A student may be eligible to participate after his/her third offense after 2 years of no infractions. The 2 years would be 2 calendar years after the third infraction.

**If a student is in violation of a major rules infraction but does not participate in any activities, he/she would be eligible to participate one calendar year after the infraction.

GENERAL INFORMATION REGARDING EXTRA-CURRICULAR SUSPENSIONS

If a student is involved in simultaneous activities, the suspension will be served concurrently in all of the activities. However, students will not be allowed to join extra-curricular activities already under way in order to avoid an athletic suspension.

Athletes are not allowed to participate in a sport for the purpose of serving a suspension in that sport rather than one where the student has a record of consistent participation. Penalties for violations are to be enforced in conjunction with the athlete's record of participation. It is recognized that freshmen and sophomores may not have established a consistent record of participation.

Example: A third year football player who has been suspended for 22% of the season may not join any other activity that he has not participated in during the past in order to avoid the suspension.

If the participant finishes the season in good standing, the individual will be eligible for an award. If the suspension is carried over to the next activity in which the individual participates, an award may be given after the suspension is completed.

In order for the suspension to be considered served, the participant needs to successfully complete the season. Violations during school, at school functions or on school grounds follow present school handbook consequences.

ACTIONS TO REDUCE CONSEQUENCES OF MAJOR RULES INFRACTIONS

(Only one of the two options is allowed for drug and/or alcohol offenses)

OPTION 1 – The consequence of the first violation of an activity regulation which is first reported by the student or the parents of the extracurricular participant shall reduce by 33% the actual participation dates or performances but not less than one date or performance. Exception: If a student has been arrested or is named in a police report the school is automatically notified by police through the reciprocal reporting agreement, therefore Option 1 is not available.

(Or)

OPTION 2 – The consequence of a first violation of an activity rule may be reduced by any extracurricular participant who, at his/her own expense, participates in and completes a program approved by the administration for substance abuse. The consequence of the first violation may be reduced to 33% of the actual participation dates or performances but not less than one date or performance.

(NON-RELATED DRUG AND ALCOHOL OFFENSES)

OPTION – For non-drug or alcohol offenses, the administration reserves the right to review each incident on a case by case basis. Administration may offer community service (or other opportunities as deemed appropriate) for reduction of suspension.

MINOR RULE INFRACTIONS

These rules will be distributed at the first extracurricular meeting by the individual coach or sponsor and will only affect that sport or activity. Disciplinary action will be left up to the individual in charge of that activity. If the individual and/or parent wish to appeal the decision, that appeal can be made within 48 hours to the high school athletic director or principal/assistant principal.

REQUIREMENTS FOR PARTICIPATION

Marengo Community High School believes that each potential participant should make an informed decision to participate in extracurricular programs. Students shall comply with Board of Education Policy 7:300 regarding participation in extracurricular activities.

Student participation in Board of Education-approved extra-curricular activities is contingent upon the following:

The student must attain the academic standards set forth in the Student Handbook.

The Extracurricular Code of Conduct will not replace the District 154 Disciplinary Guidelines, but will be enforced in conjunction with/or in addition to those disciplinary guidelines. This code in no way restrains the authority of the administration or Board to impose suspensions or expulsions upon a student under its policies.

SCHEDULING CONFLICTS

The scheduling of activities often results in conflicts that cannot be resolved. They are beyond the control of the local school. A general guideline is that students will be required to participate in activities as listed in the descending order listed below. The decision is not up to the student, coach or sponsor as to which activity the student will participate in when conflicts occur. The student has a responsibility and commitment to his/her respective organizations and teams.

State team

State individual

Conference tournaments

Conference team

Conference individual events

Previously scheduled events

Rescheduled events.

If two events of equal priority are scheduled at the same time, then and only then, will it be the student's choice to determine the event that he/she will be participating in.

THEFT/VANDALISM/DESTRUCTION OF SCHOOL PROPERTY

Participants are expected to respect the property and possessions at our school and other schools. In situations involving theft, vandalism, etc., the policy as set forth in the Parent-Student Handbook will be invoked.

WARNING OF RISK

Students and parents are to be aware that athletic and activity participation has inherent dangers and risks. Even though participation and practice is within the rules of the activity and students follow the instructions of the coach or sponsor, students may suffer a catastrophic injury. Their injuries may include, but are not limited to, death, serious head, neck or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any of the internal organs, bones, ligaments, muscles, tendons or other aspects of the musculoskeletal system are possible. The injuries that may occur may affect the student's future ability to participate in athletics and activities, earn a living, or engage in other business and social activities. To attempt to avoid the possibility of injury, students should follow the coaches' or sponsors' instructions regarding techniques, training and team rules at all times, and participate within the rules of the sport or activity.