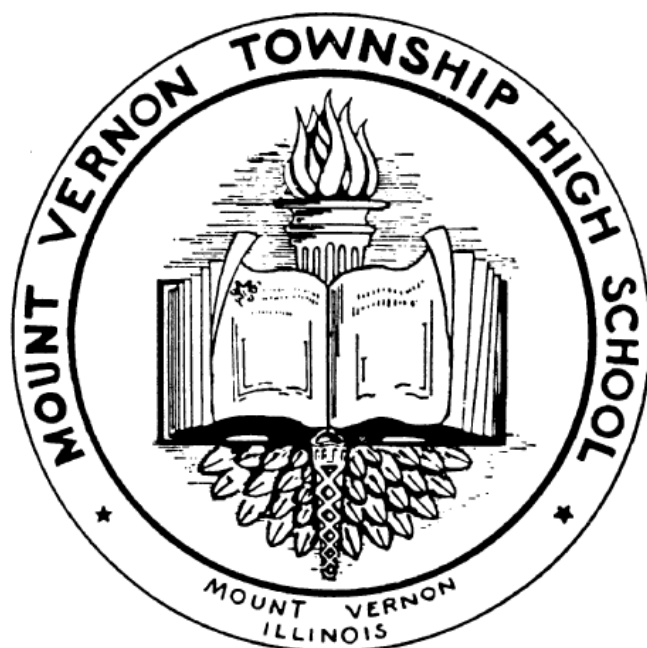


Mt. Vernon Township High School

Student & Parent Agenda & Course Handbook

**For
2011-2012**



Mount Vernon Township High School
320 South Seventh Street
Mt. Vernon, IL 62864
Phone 618-244-3700 Fax 618-244-8047

Mt. Vernon High we're loyal to you
Hold your traditions sacred and true
You'll find us ready
Dauntless and steady
Mt. Vernon here's to you
Rah Rah
So rise and cheer, Mt. Vernon High
Send your praises afar through the sky
With purpose true
In all we do
We'll uphold and defend only you
Mt. Vernon High your name we sing
With your honor the echoes will ring
We pledge our all
For ev'ry call
To Mt. Vernon our best we bring.
Vernois, Vernois go, go, go

NAME _____
I.D. # _____ LOCKER _____

1ST SEMESTER SCHEDULE

2nd Semester Schedule

*

*Mt. Vernon Township High School
2011-2012 Bell Schedule*

Monday-Wednesday-Thursday-Friday Bell Schedule
(45 minute periods except for 3rd which is 5 minutes longer for announcements)

<u>1st period</u>	<u>8:15-9:00</u>
<u>2nd period</u>	<u>9:05-9:50</u>
<u>3rd period</u>	<u>9:55-10:45</u>
<u>4th period</u>	<u>10:50-11:35</u>
<u>Lunch (So., Jr., & Sr.)</u>	<u>11:35-12:20</u>
<u>5th period (Freshman)</u>	<u>11:40-12:25</u>
<u>5th period (So., Jr., & Sr.)</u>	<u>12:20-1:05</u>
<u>Lunch (Freshman)</u>	<u>12:25-1:10</u>
<u>6th period</u>	<u>1:10-1:55</u>
<u>7th period</u>	<u>2:00-2:45</u>
<u>8th period</u>	<u>2:50-3:35</u>
<u>Bus</u>	<u>3:45</u>

Tuesday Bell Schedule

<u>School Improvement</u>	<u>8:00-9:00</u>
<u>1st period</u>	<u>9:00-9:35</u>
<u>2nd period</u>	<u>9:40-10:15</u>
<u>3rd period</u>	<u>10:20-11:00</u>
<u>4th period</u>	<u>11:05-11:40</u>
<u>Lunch (So., Jr., & Sr.)</u>	<u>11:40-12:25</u>
<u>5th period (Freshman)</u>	<u>11:45-12:30</u>
<u>5th period (So., Jr., & Sr.)</u>	<u>12:25-1:10</u>
<u>Lunch (Freshman)</u>	<u>12:30-1:15</u>
<u>6th period</u>	<u>1:15-1:55</u>
<u>7th period</u>	<u>2:00-2:35</u>
<u>8th period</u>	<u>2:40-3:15</u>
<u>ELO</u>	<u>3:15-3:45</u>
<u>Buses</u>	<u>3:25/3:55</u>

***Always remember that your own resolution to succeed is more important than anything else". Abraham Lincoln**
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DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations [or code of conduct]. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

FOREWORD

This book is designed to give, in convenient form, important information about the Mount Vernon Township High School. It is hoped that it may assist new students in adjusting themselves to the life of the school and that to all it may be a constant reminder of the school's general procedure, ideals, and traditions. Students are urged to read this book carefully and to keep it for reference throughout the year.

PHILOSOPHY

The following statements are embraced by the Board to serve as a philosophical base for the educational program conducted by Mt. Vernon Township High School District No. 201.

We, the educators, citizens, and taxpayers of Mt. Vernon Township High School, perceive education to be a lifelong process by which an individual grows intellectually, socially, and emotionally. We believe that education occurs as experiences are gained. Education must be so functional and dynamic that it contributes to the development of the capabilities of all youth to their optimal extent.

Because we believe that our democratic society best enables our students to develop their creative, intellectual potential, we should strive to prepare our students for a society of enlightened citizenry that seeks to perpetuate democracy. The purpose of education is to contribute toward the development of each student's mind, body, and character. Mt. Vernon Township High School is not the sole educator of its students but shares this responsibility with the home and the community. Because education is a means to economic success and intellectual development, it is a public good that should have the support of all citizens.

We believe the purposes of the educational program of Mt. Vernon Township High School are the development of skills, attitudes, and modes of inquiry which will allow for lifelong learning, the promotion of opportunities and environments which contribute toward the self-confidence and self-respect of each student, and the accumulation and understanding of a body of knowledge which will allow the student to function as a responsible and productive adult in the economic, social, and democratic environment of America.

We believe that the students of Mt. Vernon Township High School should strive to achieve a quality education that includes the following:

1. The acquisition of the skill and knowledge of the language arts which are essential for student success in virtually all areas of the curriculum and are central requirements for the development of clear expression and critical thinking.
2. The development of mathematical skills to provide essential problem-solving tools applicable to a range of scientific discipline, business, and everyday situations.
3. The study of science which will provide for a conceptual framework for the understanding of natural phenomena and their causes and effects.
4. The participation in social sciences which will help students understand themselves and society by preparing them to become decision-making citizens in a democracy and by developing critical thinking and problem-solving skills through the study of world community complexities.

5. The opportunity to participate in the fine arts as a means to express themselves creatively; to respond to the artistic expression of others; and to understand society, history, and nature.
6. The participation in educational programs in physical development and health in order to acquire a knowledge and attitudes necessary to achieve healthful living; to develop physical fitness, coordination, and leisure skills; and to learn the effects of drug and alcohol abuse upon the human body.
7. The right to participate in special education, vocational education, foreign language study, and extracurricular activities in accordance with the individual's interests, aptitudes, and abilities.

We believe that since education continues throughout one's life, Mt. Vernon High must adapt and respond to the changing needs of society and must provide opportunities for continuing education to its citizens. Education policies of this school district should enhance the capacity of students to achieve their fullest potential and are best made by widespread participation of educators and non-educators working together.

\$15.00 fee for taking ACT

EDUCATIONAL OBJECTIVES

The Educational Objectives of Mt. Vernon Township High School District No. 201 will have been achieved when the students of this district demonstrate their ability to do the following:

1. To develop and utilize the basic language arts skills of reading, writing, speaking, and critical thinking.
2. To understand and solve the numerical problems of everyday life.
3. To accept the study of science as the quest for objective truth.
4. To accept and appreciate the rights and responsibilities of the individual and the community.
5. To understand, appreciate, and practice the principles of our American democracy.
6. To express themselves creatively and to respond to the artistic expression of others.
7. To develop and maintain sound physical and mental health and understand the potential effects of drugs and alcohol.
8. To earn a living, establish realistic vocational goals, and accept the responsibilities of work.
9. To understand the role of the consumer in the American economic life and use resources wisely.
10. To practice the principles underlying successful living and family life.
11. To participate in a program of continued learning experiences.
12. To accept responsibility for one's own learning.
13. To develop an understanding of humanity's individual differences, abilities, and capacities.
14. To examine and understand world cultures and problems in order to be a contributing member of the world society.
15. To function cooperatively and effectively in relationship to other individuals in work groups and other social groups.

Mt. Vernon Township High School exists to provide the educational opportunities within which our students should gain the experiences necessary to achieve the educational objectives set forth above.

Faculty Listings

Please consult our web page for a complete listing of faculty and office extension numbers and email addresses at www.mvths.org.

STUDENT AGENDA BOOKS

All Freshmen students will be issued a MVTHS Agenda Book to be utilized as part of their school day. Agenda books will be available to other students who desire one. Agenda Books are intended to assist students with keeping daily records of homework, quizzes/tests, and appointments. Any student who loses his/her Agenda Book may purchase a new one from the Attendance Office. Agenda Books are available to help all students be successful at MVTHS.

RESPONSIBILITIES

To assure the students of Mt. Vernon Township High School that they will have an optimum educational environment within which they will have opportunities to develop their potential as citizens and as individuals, we, the educators, citizens, and taxpayers, believe that

1. The programs, courses of study, and extracurricular activities must be available to all students without regard to sex, race, religion, national origin, or handicap.
2. Changing scientific, technological, economic, and social developments require a continual review and possible revision of a relevant, dynamic curriculum.
3. A working partnership that includes local, state, and federal agencies must exist in program definition and support if quality instruction is to be maintained.
4. Staff members must accept responsibility for their continued professional development and be encouraged and supported in that pursuit.
5. The educational program must be planned to recognize the differences among individuals and the variety of competencies needed in developing responsible citizenship and adequate vocational and professional skills.
6. The professional staff, private business and industry, and public organizations must unite their efforts for the improvement of the education of our students.
7. The development of morals and values in our students must be a cooperative effort of home, school, and the community.
8. Adequate facilities, equipment, materials, and resources must be provided to serve the needs of the students, staff, and community.
9. A continuing evaluation process of the curriculum, personnel, and community needs must be maintained.
10. Diversified activities in general, academic, vocational, and extracurricular must be provided to enable our students to explore their own interests and abilities.

NOTICE

In instances where the singular masculine pronoun (he/his/him) is used, the term is generic by nature and refers to both male and female students.

NONDISCRIMINATION NOTICE

Mt. Vernon Township High School District No. 201 of Jefferson County, Illinois, does not discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to or treatment of employment opportunities in its programs and activities.

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

Dr. Michael Smith, Superintendent, has been appointed by the Board of Education as the Coordinator of Non-Discrimination. All complaints or inquiries shall be directed to Dr. Michael Smith, Mt. Vernon Township High School, 320 South Seventh Street, Mt. Vernon, Illinois, 62864. Phone (618) 244-3700, extension 5908.

Any appeal of a decision given by Dr. Michael Smith may be filed in writing with the Board of Education at the above address. An appeal must be filed within fourteen days of receipt of the original decision.

ASBESTOS NOTICE

In accordance with federal and state laws, Mt. Vernon Township High School has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing material as needed to protect the health of students and staff members. A copy of the district's management plan is available for inspection. Questions concerning the asbestos management plan should be directed to the Superintendent, Dr. Michael Smith.

SECURITY CAMERAS

Maintaining the health, welfare and safety of students, staff and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of persons who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors and school district property. The Board of Education recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare and safety of students, staff, visitors and school district property.

STUDENT ACCIDENT INSURANCE

- Mt. Vernon Township High School has purchased a program of Accident Coverage Insurance for the current school year. The coverage is very broad. It will cover medical expenses related to accidental injuries which are incurred in school programs while under supervision. It does not cover illnesses or conditions unrelated to an accidental injury. It does not cover heat exhaustion, hernia, nonprescription drugs, orthopedic appliances unless prescribed exclusively for rehabilitation ("playing brace"), fighting unless as an innocent victim, and the use of continuous passive motion or any electric bio-mechanical devices.
- The limits of the coverage are from the first dollar to a maximum of \$25,000.00 per claim for medical bills that may be incurred within one year from the original date of accident. It also includes a \$1,000.00 accidental death benefit and a \$5,000.00 dismemberment schedule.
- The coverage purchased by the district is Supplemental Coverage on all students being covered. Payment of claims is made only in excess over any family or employer group insurance or plan that must contribute its maximum first. The school's coverage is designed to pick up shortages and, if no other coverage is available, to pay the claim to the limits of the policy. Students belonging to an HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization) must follow the proper procedures outlined by their applicable plan before this coverage can honor any medical expenses.

- If an injury is sustained in a school-sponsored and supervised activity, the student and/or parents should obtain a claim report from the School Nurse. If the injury is sustained in an athletics activity, claim reports should be obtained from the Athletic Director.

ADMISSION AND REGISTRATION

One must be an eighth grade graduate or a transfer student from a recognized high school.

They are required to register during the preceding spring or summer at a time set by the high school superintendent. At that time they select their subjects for the coming year. Information on the selection of subjects is given in the Course Handbook.

Students who live in the Mt. Vernon Township High School District do not have to pay tuition. Those who live outside this district will be required to pay in full the per capita cost at the beginning of school.

All students entering this school for the first time are required to have physical and dental examinations by their family physicians and dentists or submit a statement of objection on basis of constitutional grounds signed by the parent or guardian.

BUS REGULATIONS

Students residing 1 1/2 miles or more from the school are eligible to ride the bus. All who ride in school buses should occupy seats immediately upon boarding the bus and remain seated until ready to leave the bus.

No "rough housing" on a school bus will be tolerated. If a person cannot behave, he will lose his right to ride the bus. Students will be informed of the time of departure of their particular bus. If a student is not on the bus when it is ready to leave, he will be left.

In the event that a road becomes impassable and the bus cannot travel it, the bus driver will so inform the students the day before and tell them where to meet the bus. In the case of rain, sleet, or snow hampering transportation, bus information will be given out by radio station WMIX.

The doors of the buildings will not be opened until 8:00 a.m. Bus students and other early arrivals should remain outdoors or go to the library or cafeteria.

PARKING LOT AND MOTOR VEHICLE REGULATIONS

Parking facilities are available for students who intend to drive to and from school. **The parking fee is \$20 per year.** The school does not accept the responsibility for guaranteeing students a place to park nor does it guarantee the security of personal possessions. Therefore, personal driving is an individual responsibility. The following rules and regulations are necessary and will be enforced:

1. Observe the traffic laws and ordinances of the state and city.
2. Students are to park in designated student parking lots only (Juniors/Seniors - G/H Lots; Sophomores - L Lot. All vehicles must be parked with the front end of the car in first and are to be parked between parking stripes leaving ample room between automobiles to allow a person to exit without difficulty.
3. Follow the instructions of the parking lot supervisor.
4. Obtain a student parking permit from the Attendance Office. All student and staff vehicles must be registered.

5. Parking permits must be displayed on the rearview mirror. Permit number must be displayed right side up and readable.
6. Students are not to be on the parking lot during assigned class periods.
7. Illegally parked vehicles may be towed at the owner's expense.
8. School officials may investigate vehicles parked on campus in order to provide security and to maintain a proper school environment.

Violations of the above regulations will be referred to the Assistant Principal. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

INTERVIEWING OF STUDENTS BY POLICE

Concerning police interviewing of students, the following guidelines should be followed: In the event a law enforcement officer wishes to interview a student about possible criminal conduct, the officer shall attempt to notify the student's parent(s) or guardian(s) prior to the interview. In the event the law enforcement officer has failed to notify the parents, the Assistant Principal (or the Principal) shall also attempt to notify the student's parent(s) or guardian(s). A school administrator shall inform the student that he/she may request the presence of an administrator during the interview. If the student requests to have an administrator present, the administrator shall remain with the student during the interview.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is an experienced law enforcement officer assigned by the Mt. Vernon Police Department to the high school buildings. The placement of an SRO at the high school is a proactive approach to deal with the pressures confronting today's high school students, including inappropriate peer pressure; gang activity; and the use of alcohol, drugs, and tobacco. The placement of an SRO in the Mt. Vernon Township High School has the following goals:

1. Creating and maintaining a safe, secure and orderly environment for students, teachers and staff.
2. Establishing a trusting channel of communication with the students, parents and teachers.
3. Serving as a positive role model to instill in the students good moral standards, good judgment and discretion, respect for other students and a sincere concern for the school community.
4. Promoting citizen awareness of the law to enable students to become better-informed and effective citizens.
5. Empowering students with the knowledge of law enforcement efforts and obligations, and the knowledge of the consequences for violating the law.
6. Serving as a source of counseling for students and parents concerning problems they face as well as providing information on community resources available to them.
7. Maintaining and improving the safety of the educational environment at Mt. Vernon Township High School through the reduction and prevention of school violence and drug abuse.

While his primary focus is prevention and deterrence, the SRO conducts all criminal investigations on campus, coordinating his activities with the Assistant Principal. Although under the direct supervision of the Police Department, he is considered a member of the school faculty and as such, works closely with the school administration to determine the best course of action.

The SRO also serves as a teacher, counselor, role model, and advocate for students, families, faculty, and staff. He acts as a resource for students, parents, faculty, administrators and the community surrounding the school. In the classroom, the SRO presents classes on topics such as the history of law enforcement, search

and seizure, constitutional rights, criminal law, and drug abuse. The SRO may be contacted in the Attendance Office, 127H.

FIRST DAY PROCEDURE

- Registration will be completed preceding the opening of school. Students will report according to the schedule outlined in the news media. Buses will not run during the week of registration.
- Students are to report to their first period classes at 8:15 a.m. on the first day of student attendance. During this time announcements are given and student handbooks reviewed.
- Rooms are designated by numbers and letters, as room 305-A. The letter indicates the building. The eight buildings of the school are designated by letters A, B, C, D, E, F, G, and H. Building locations can be learned quickly by studying the map of the campus.
- The number preceding the letter is the room number. First floor rooms are numbered in the 100's, the second floor in the 200's, and the third floor in the 300's. The basements of Buildings A & B are considered first floor.

BUILDING LOCATIONS

The high school has eight buildings. Of the three facing west on Seventh Street, the north one is the Vocational Building or Building F, the center one is Building A, the south one is Building B. On Sixth Street the south one is Building C, the center one is the Auditorium or Building D, and the north one is the gymnasium or Building E. Facing south along Jordan is Building G. The building opposite Building G along Casey is Building H.

- **In Building A** are the offices of the Superintendent, Principal, the Guidance Director, Bookroom and classrooms. The cafeteria and restrooms are also found in Building A.
- **In Building B** are located the Special Education Office, restrooms, and general classrooms.
- **Located in Building C** is the C Gymnasium, the Library, classrooms, and restrooms.
- **On the first floor of Building F** is the Vocational Offices and the various shop classrooms. On the second floor are the Business Education rooms, Health Occupation laboratories, and Data Processing room. On the third floor are the Music rooms.
- **On the first floor of Building G** is Mathematics and Social Sciences classrooms, and the Freshmen Academy. On the second floor are the Science laboratories and restrooms.
- **Building H** contains the Attendance Office, Crisis Classroom, Nurse's Office, Print Shop, Fitness Center, Drafting room and various classrooms and shop classrooms.

LOCKERS - BUILDING A

147 - 187 -	Second floor
188 - 322 -	Second floor and corridor connecting A and B
329 - 368 -	Third floor
454 - 483 -	Third floor
484 - 620 -	Third floor and corridor connecting A and B
369 - 453 -	between Buildings A and C

LOCKERS - BUILDING F

1 - 132 -	East and West Corridor, second floor
133 - 193 -	North and South Corridor, second floor

LOCKERS - BUILDING G

100 - 333 -	First floor
334 - 563 -	Second floor

LOCKERS - BUILDING H

1 - 120 -	First floor
121 - 380 -	Second floor

OPERATING LOCKERS

1. Learn the combination numbers shown in the upper right-hand corner of your schedule.
2. To unlock lockers in Buildings A, F, G, and H:
 - a. Turn knob right two or more complete turns stopping at the first number of the combination.
 - b. Turn knob left one complete turn past the first number, stopping at the second number.
 - c. Turn knob right to the third number and stop. Raise handle.
 - d. To lock, close locker door and turn knob.
3. These suggestions should be followed:
 - a. A student should not tell others his combination.
 - b. A student should keep his locker locked. If a locker is left unlocked and a student loses his belongings, he should blame himself, not others.
 - c. If a locker does not operate properly, the student should report the matter to the Main Office.

FEES FOR STUDENTS

Parking Fees

- This year registration/textbook fees will be established by the Board of Education. The parking fee is \$20 for the year. Please make check payable to Mt. Vernon Township High School.

Driver Education Fees

- All students taking Driver Education are required to pay \$20.00 to the Illinois Secretary of State to receive a driving permit. All students taking Driver Education behind-the-wheel training will be subject to a \$50.00 district fee. Students taking this training the first semester will need to pay the fee at registration. The fee will be due at the beginning of second semester for second semester students. The \$50.00 fee should be paid in the Superintendent's Office on or before the dates stated above. Students will need to pay this fee before blue slips (certificates of completion) will be issued.

Physical Education Fees

- Physical Education students may incur additional fees. Included in junior and senior Physical Education classes is a bowling section. The students will be taken to Nu Bowl Lanes and the fee is \$17.00. Included in the freshman and sophomore classes is a skating section. The fee will be \$17.00 per student. (The fees may change during the school year.)

Art Fees

- Ceramic students will incur additional fees. Included in Occupational Design and Ceramics I classes are the use of clay. A minimum \$25.00 fee for ceramics supplies will be collected at registration by the Superintendent's Office. Additional fees may be assessed as needed for assignments.

Extracurricular Fees

- A \$25.00 participation fee will be charged to each student who participates in a team or organization that consistently competes with other schools or organizations. The teams/organizations that require this fee are all athletic programs, Chess Team, FBLA, WYSE, Math Team, Scholar Bowl, Youth and Government, FFA, Mock Trial, and Speech and Acting or any competitive activity. The \$25.00 fee must be paid to the Superintendent's Office before the first scheduled competition. The coaches/sponsors will give more information to the participants regarding the fee and time-line for payment. Students must pay the \$25.00 participation fee for each activity in which they participate. Refunds will be made only until the first day of competition. There will be a \$50 limit per student.

Music Fees

- All Music students will be charged a \$25.00 uniform fee. The fee will be collected by the Superintendent's Office. The instructors will give more information as to time-lines when this fee must be paid.
- If a student is eligible and has been verified for free lunches, the student may be eligible for book fee waiver, Driver Education fee waiver, participation fee waiver, Physical Education fee waiver, and/or Music fee waiver.

The charge for renting a textbook is \$2.00 with \$1.00 being refunded when book is returned. This gives the student an incentive to bring the book back while charging a fee for the use of the book. For those students who rent more than one book per class, an escalating schedule of fees will be charged. Example: 1 book - \$2.00 - \$1.00 refunded, 2nd book - \$4.00 - \$2.00 refunded, 3rd book - \$5.00 no refund. After the 3rd book, the student could be sent to the Principal to assess the problem.

PENALTIES FOR NON-PAYMENT OF FEES

If a student has an unpaid debt to Mt. Vernon Township High School, the following restrictions will be applied until the debt is cleared through the Superintendent's Office:

1. Registration for Driver's Education can be postponed until second semester of senior year.
2. Issuance of parking permit denied.
3. Attendance for Homecoming, Sweetheart or Prom denied.
4. Participation in Commencement (Graduation) Ceremony denied.

TEXTBOOKS AND SUPPLIES

The Textbook Act, Public Act 83-603

- Parents of students presently enrolled in Mt. Vernon Township High School should be aware that PA 83-603, The Textbook Act, requires that school districts purchase a sufficient number of textbooks and provide them free of charge to children whose parents are unable to pay for them. Students of parents receiving public aid and/or qualifying for Free Lunch Program are eligible to receive these textbooks. The textbooks must be properly cared for and returned to the school at the end of each semester of school.
- Parents who feel they are eligible for the program should make application in the Superintendent's Office at the high school. Parents whose children are presently enrolled in the high school and who have not paid the school fees during the time their children have been in high school may be eligible to have the school fee waived and removed from the school records. Anyone who may be eligible should provide proper verification records and make application in the Superintendent's Office. Any appeal of a waiver denial must be made to the Superintendent of Mt. Vernon Township High School within 14 days of the denial.
- Extra fees for certain classes are not covered by fee waivers (e.g. Ceramics). Students that receive a fee waiver for books and do not return books are still responsible for replacement costs.
- All basic texts may be rented from the school at the beginning of the year and at the beginning of the second semester. All rented books must be returned when the course is completed. This will be at the end of the first semester or at the end of the year. Students who would like to have books for summer study may purchase them from the book room. Students withdrawing from school must check in their books in the book room on the day they leave.

The following schedule will be used to issue refunds when a student withdraws from school during the months indicated:

- **August** – full refund
- **September** – full refund
- **October** – one-half of first semester plus second semester, if paid
- **November-December** – no refund for first semester, but second semester fees, if paid
- **January-February** – full refund of second semester fees
- **March** – one-half refund of second semester fees
- **April** until end of school year – no refund

The following schedule will be used to charge fees when a student enters school during the months indicated:

August through October – full semester fees
November-December (during first semester) 1/2 semester fees
January (during second semester)-March – full semester fees
April-May – one-half semester fees
Refunds will be issued to guardian on record.

Library books and rented textbooks are the property of the school and must be kept in good condition. There should be no throwing or tossing of books at any time or any place. Damage done to textbooks or library books must be paid for by those to whom they are charged. Certain student privileges may be withheld until payment for lost or damaged books has been made.

The majority of the students take pride in its appearance and avoids defacing desks and other property. Students can help by cooperating with the custodians in keeping the rooms, corridors, and grounds neat and clean, by making the proper use of school property, and by encouraging others to be more thoughtful in this respect.

P.E. UNIFORMS

Black running shorts, P.E. uniform t-shirts, and gym shoes are required. Sweat suits are optional. P.E. uniform t-shirts can be purchased during registration or through the Athletic Director's Office.

BELLS AND PASSING REGULATIONS

What are the arrangements for passing at the ends of periods?

The following presents the plan for bells:

1. Preliminary period-morning
 - a. Buildings Open at 8:00
 - b. 1st Bell 8:10 - Students should start moving to classrooms.
 - c. 2nd Bell 8:13 - Warning, two minutes before tardy (final) bell.
 - d. 3rd Bell 8:15 - First Block Begins
2. Between Classes
 - a. 1st Bell - Students pass to next block class.
 - b. 2nd Bell - Warning, two minutes before tardy (final) bell.
 - c. 3rd Bell - Tardy Bell

All who go to the Vocational shops should enter and leave through the door which opens from the outside directly into the shop where they are going. All who are going to the second and third floors of the Vocational Building should enter through the south door. Those who are passing from the second and third floors of the Vocational Building should leave through the northwest door. In other words, except for the shops, students enter through the south door and leave through the northwest door.

These general suggestions about passing should also be observed. In every case unless another plan is announced:

- a. Keep to the right and move rapidly.
- b. Leave and enter certain rooms (designated by teachers) single file.
- c. Make long turns at the foot of stairs (second floor corridor, Building
- d. No running.
- e. Conduct yourself as a good citizen at all times.

FOOD/SNACKS

Food items and drinks are not allowed in the classroom except in situations where the teacher feels they should be permitted.

BREAKFAST & LUNCH

Breakfast

A state approved breakfast will be served in the school cafeteria in the basement of building A from 7:35 a.m. to 8:00 a.m. each day school is in session. Students must stay in the cafeteria or designated areas while in cafeteria and follow

all school rules. When students are finished eating, they may stay in the cafeteria or may go outside to wait for the 8:10 bell to ring. The cost of breakfast for students is \$1.50 and the adult cost is \$2.50. Fees will be set by school board. There will also be items for sale a la carte. Any student who has a letter from the State of Illinois qualifying the student for the free lunch program will receive breakfast free as well.

Lunch

Mt. Vernon Township High School provides a state approved lunch each day school is in session and has a lunch period. The cost of lunch for students is \$1.50 and the adult cost is \$2.50.

Students may only purchase food during their lunch period. Students should always go to the end of the line, keeping order, and not cutting in line or playing around. All school rules apply during the lunch period in the cafeteria and surrounding areas. School personnel do have the right to step to the front of the line because of their school duties.

- Freshmen will remain on campus for lunch. Sophomores, Juniors, and Seniors may leave campus to eat lunch. Students should eat at the place of purchase and should not bring sandwich and beverage containers back onto the campus.
- Students and staff may bring their lunches from home. Those who do prefer to bring their lunch must eat in the cafeteria or designated areas.
- Please help to keep your school clean by putting all waste material in the proper containers.
- Students are not to stay in the buildings during lunch periods. However, students may remain in the lower corridor of Building A & B near the cafeteria or in Student Lounge, or Library.

THE FIRST FEW DAYS

The following is an outline of important matters having to do with procedure the first few days of school. All students should master every detail of it.

1. **The student should become familiar with:**
 - a. The daily schedule of the school.
 - b. His individual program and location.
 - c. The location and combination of his locker.
 - d. The items in the handbook.
2. **The student should know that::**
 - a. He cannot rent books or purchase supplies before he has his schedule.
 - b. All basic texts may be rented from the school.
 - c. Supplementary material—work books, notebooks, etc.—will be needed in several courses.
 - d. Any student who cannot pay his book rental fees at the beginning of the term can make arrangements with the Superintendent's Office to obtain needed textbooks.
3. The student should carry his schedule with him for several days and note carefully study hall, physical education, and driver training periods.
4. **The student should:**
 - a. Resolve to be punctual and regular in attendance.
 - b. Know that office hours are from 8:00 a.m. to 4:00 p.m.
 - c. Report to his first period class when the 8:05 a.m. bell rings.

- d. Start work the first day. If a student needs help he should arrange a conference with his teacher. The teachers are very willing to give extra help if requested.

No changes in the schedule will be permitted without the consent of the Guidance Director and the teacher concerned. Special care is taken to assist the student in making their schedule. They should not ask that it be changed except for a very good reason. Students may drop a class and replace it with another one up to five days into the semester. After five days, students who drop a class may take a study hall without a grade penalty up to four weeks into the semester. Their transcript will reflect the withdrawal, but not a failing grade. Dropping a class after four weeks will result in a failing grade (averaged into G.P.A.)

ASSEMBLIES

On assembly days the following procedure will be used:

1. The assembly will be announced by bell or announcement.
2. Students must sit in assigned areas.
3. Assembly is considered class time.

ABSENCE AND TARDINESS

If a student is not ready to work when the final bell rings prior to the beginning of a class period, he is tardy. Any student who is tardy should proceed to the scheduled class even though he knows he is late. If a student has an unexcused absence the day before, he or she must pick up an admit slip at attendance office before attending classes. The teacher will determine the validity of the student's excuse for being tardy and will determine the necessary legal discipline to be invoked.

Parent verification of an absence shall be submitted to the Attendance Office prior to, or at the time of, a student's return to school. Any absence not verified within two school days of the student's return to school shall be classified as a truancy. The school administration may extend the time to verify an absence in unusual circumstances.

If one is too ill to remain in class, he should get the permission of his teacher to report to the school nurse, whose office is in Building H.

Any student who leaves school because of illness must first secure permission through the Nurse's Office or sign out through the Attendance Office.

ANY STUDENT WHO LEAVES THE CAMPUS DURING THE LUNCH HOUR AND BECOMES ILL AND THEN PROCEEDS HOME MUST HAVE A PARENT OR GUARDIAN TELEPHONE THE ATTENDANCE OFFICE IMMEDIATELY UPON THE STUDENT'S ARRIVAL AT HOME.

- Students are not permitted to leave their rooms without a pass from the teacher.
- Dental and doctor appointments should be made far enough in advance in order that the students or parents may schedule these appointments on Saturdays or non-school days if possible. If not possible, these may be scheduled during a student's study period. Only in cases of emergency should class time be utilized. Parent verification of an absence should be made via phone call, phone message, or written note with guardian's signature to the attendance office 246-5835 prior to, or at the time of a student's return to school.

SIGN OUT SHEET

All students must sign out in the Attendance Office or Nurse's Office when leaving school. If you fail to follow this procedure, you may be declared truant and also face disciplinary action.

USE OF TELEPHONE

The telephone in the Attendance Office is to be used for necessary calls. These, however, are to be limited to three minutes.

Any long distance call should be made collect.

BULLETIN BOARDS

Notices of activities and other bulletins may be found on the bulletin boards. No notice should be posted until permission has been granted through the Attendance Office. Notices should be removed by those who put them up as soon as their purpose has been served. Posters should never be placed on walls or doors; only bulletin boards should be used. Bulletin boards are located in front of Main Office, H lobby and G lobby.

LOST AND FOUND

Although the school will make an effort to recover lost property, it will assume no responsibility for the same. All students are furnished lockers with good locks and must assume full responsibility for their property. To protect their interests, students should use only the lockers assigned to them, should keep secret their lock combinations, should keep their lockers locked at all times, and immediately upon finding locks or lockers defective should report the same to the Principal's Office so repairs can be made or new lockers assigned.

Students should not bring valuables or excessive amounts of money to school. All articles found should be turned in to the Attendance Office.

IN CASE OF FIRE

The fire alarm is an automatic horn which emits a continuous loud wailing signal. When it is given, students should await instructions from teachers before leaving. Do not stop for books, wraps, or other property, and move rapidly, but without confusion. Students should follow established evacuation procedures in classrooms and buildings.

TORNADO PLAN **GENERAL INSTRUCTIONS**

In case of a tornado an alert will be announced over the school public address system. In general, the following precautions should be taken if there is not time to get to a designated shelter area:

Students should:

1. Get away from windows or other large areas of glass.
2. Get under any desks or furniture near you and cover your head and face with your arms while in the kneeling position.
3. If time permits, open north and east windows and doors.

NUCLEAR DISASTER PLAN

Since there are not sufficient shelter facilities here at school, it is assumed that we would receive enough advance warning of nuclear fallout so that all students and school personnel could be sent to their homes. If a family does not have a shelter space already prepared and stocked with food, there will not be sufficient time to do this after the warning has been received.

EARTHQUAKE PLAN

When an earthquake strikes there is very little time to respond. Students should follow the basic response of "drop and cover."

DURING THE SHAKING:

1. If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building. Stay away from glass.
2. Don't use candles, matches, or other open flames.
3. Don't run through or near buildings where there is danger of falling debris.
4. If outside, stay in the open away from buildings and utility wires.
5. If in a moving car, stop but stay inside.
6. Stay out of damaged buildings; aftershocks can shake them down.

VISITOR PERMITS

Visitor Permits - Persons wishing to visit the campus of Mt. Vernon Township High School are expected to obey the following rules and regulations:

1. Visitor permits will state the reason for being on campus, length of time needed, who will be visited, and the part of the campus to be visited.
2. All visitor permits will be issued through the Attendance Office by an administrator.
3. No visitor permits shall be issued during the first 2 weeks and last 2 weeks of a semester.
4. The teacher to be visited must give permission before the visitor permit is issued.
5. Visitor permits are to be denied to students who have withdrawn, are suspended, or are expelled.
6. Permits can be denied if the reason for visiting is deemed inappropriate.
7. If a permit is denied, the visitor may choose a date to visit later.
8. Any visitor who causes a disturbance or who violates the rules of Mt. Vernon High will be asked to leave the campus.
9. Any visitor who fails to obtain a permit to visit or who fails to leave the campus when told to do so, may be arrested and charged with trespassing.
10. Preschool or grade school age children may visit the school to participate in the child care program; however, arrangements should be made for them to visit that program only.

STUDENT IDENTIFICATION CARDS

Each student will be issued an identification card. This card is to be carried at all times during the school day and is to be presented upon the request of any member of the administration or faculty. The card also entitles a student to a reduced admission price to certain school activities. A fee will be charged to replace a lost card. Students must have their I.D. for entrance for all extracurricular activities and any other activities the administration identifies.

STUDENT EXCHANGE POLICY

Mt. Vernon Township High School District No. 201 will accept students from other countries as full-time students and will grant grades and credits for all courses in which those students are enrolled if such students are sponsored by an approved

student exchange program or are residing with a legal guardian or resident within this district.

Such students will be eligible for and entitled to receive a diploma from Mt. Vernon Township High School providing:

1. A diploma has not been earned from another high school.
2. Any student involved is enrolled in Mt. Vernon Township High School for at least one year.
3. The minimum numbers of credits and required courses for graduation have been earned through acceptable transfer credits and/or while in attendance at Mt. Vernon High. The administration shall determine if any such student is eligible for a diploma.

Mt. Vernon Township High School District No. 201 will permit students accepted by a state department approved student exchange program to spend no more than one school year in study in a secondary school program in another country. This one year of study may occur during any year of that student's enrollment at Mt. Vernon High. Credits earned while the student is enrolled in that exchange program will be counted toward the minimum number required credits for graduation from this school if those courses and credits are approved by the administration, subject to review by and/or appeal to the Board of Education. Mt. Vernon students participating in an approved student exchange program must have required courses for graduation taken from a North Central Association approved school to count toward completion of those requirements for graduation.

Any student who participates in an approved student exchange program will be eligible for and entitled to a diploma from Mt. Vernon Township High School providing that student has earned the minimum number of credits required for graduation while enrolled in Mt. Vernon High or by approved transfer credits, has successfully completed all required courses, and has satisfied all other graduation requirements.

A student who is participating in a student exchange program approved by the administration and/or Board of Education does not have to be attending classes in this school district during the last semester prior to graduation in order to receive a diploma from Mt. Vernon High.

BILINGUAL EDUCATION POLICY

It is the policy of the Board of Education of Mt. Vernon Township High School to provide, in accordance with Article 146 of The School Code, a locally determined program of transitional instruction for children of limited English-speaking ability. The program shall be based upon individual student language assessment and shall provide content area instruction in a language other than English to the extent necessary to ensure that each student can benefit from educational instruction and achieve an early and effective transition into the regular school curriculum.

HARASSMENT

It is the policy of Mt. Vernon Township High School to provide for its students and employees an educational and employment environment free from harassment and bullying.

"Bullying" is the use of physical force, threats or intimidation against another person with the intent of requiring or inducing that person to engage in acts not desired by that person, or to refrain from acts desired by that person. Cyber bullying 720 ILCS 5/12-7.5

"Harassment" is words or action provoking or intending to provoke another to be emotionally upset. Forms of harassment include, but are not necessarily limited to the following:

- **Threatening** - Intimidating another with promises or threats of physical harm or harm to that person, another person or property.

- **Inappropriate Behavior** - Making comments, gestures, advances or touching that is unwanted by another, which is intended to injure, demean, humiliate or otherwise harm another due to the victim's gender or personality. This behavior may also constitute sexual harassment. See "Sexual Harassment" below.
 - **Culture Harassment** - Making comments or gestures, or engaging in behaviors or actions intended to injure, demean, humiliate or otherwise harm another due to the victim's culture, national origin, religion, race or other identifiable group. Prohibited behavior also includes the making of hand-signals or employing symbols which demean or attempt to demean a particular person because of that person's culture, religion, race or group.
 - **Hazing or Initiations** - Persecuting or harassing another with meaningless, difficult, or humiliating tasks; or exacting humiliating performances from another or playing rough practical jokes upon another.
 - **Defamation** - Spreading false rumors or gossip, whether orally or in writing, to purposefully injure the reputation of another.
 - **Name Calling** - Calling another degrading or disrespectful names.
- Harassment constitutes gross disobedience or misconduct. A victim of harassment should report harassment immediately to any school administrator or faculty member.

SEXUAL HARASSMENT

It is the policy of Mt. Vernon Township High School to provide for its students and employees an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The violation of this policy may result in discipline of employees, including discharge. Employees, students, or other individuals who feel aggrieved because of sexual harassment should contact the Superintendent or other administrative staff.

SUMMER SCHOOL

A summer school program is designated for those students who are failing to keep up with their classes. Students who plan to attend summer school should check with their counselor.

HOME-BOUND TUTORING

If a student registered at the Mt. Vernon Township High School is, because of illness, injury, or for some other justifiable reason, unable to complete a subject by class attendance, he may be able, after meeting the following requirements, to complete that subject and get credit:

1. The administration first must decide if the student shall be allowed to make a credit in a subject some way other than by class attendance.
2. The head of the department of the subject considered must give permission for the subject to be completed outside of the classroom.
3. The teacher from whose class the student has withdrawn for legitimate reasons (if the student is not in a class, then a teacher shall be designated by the head of the department) shall consult with the administration and the head of the department to decide what work comparable to regular classroom work shall be completed by the student to qualify for a credit in that subject.

4. Tutors for these students must be qualified in the subject to be taught. The administration not only reserves the right to decide who is qualified to tutor but also must give its permission for the tutor.
5. The students must be given a course of study for the subject. The work in the subject must be comparable to that of regular class work.
6. If the student is taking a course that requires a final examination, he shall take a final examination made by the classroom teacher in whose class the student would have been. This examination will be given by a teacher designated by the high school.

HOME-BOUND SERVICE

Home-bound services offer academic instruction at home during the period of time when a student is not able to travel to and from school daily due to medical reason per their physician. In order to be placed on home-bound a medical statement must give the specific reason why home-bound services are needed and given to the school nurse.

1. Home-bound service must be for 2 weeks or more.
2. This is an educational service offered by the school to provide consistent, effective and efficient instruction while the student is unable to attend regular classes.
3. Home-bound tutor from our district will provide minimum of 5 hours of tutoring services each week of school.
4. Pregnancy: Duration of home-bound services is 4 weeks before EDC and 6 weeks after the birth of the child. Approximately 10 weeks of tutoring is provided, however, length of time is variable if complications of pregnancy exist.

SCHOOL DISTRICT RECORDS POLICY

It shall be the policy of Mt. Vernon Township High School District #201, Mt. Vernon, Illinois, to make available, upon written or oral request, copies of public records maintained by said district in accordance with the provisions of the Freedom of Information Act, Public Act 83-1013, effective July 1, 1984.

DISTRICT COPYRIGHT POLICY

It is the policy of Mt. Vernon Township High School, District #201, to abide by the copyright laws. District employees will be expected to adhere to the spirit and the letter of such laws. The legal or insurance protection of the district will not be extended to employees who violate copyright laws by making, acquiring, or using unauthorized copies.

INTERNET USE POLICY

All use of the Internet shall be consistent with Mt. Vernon Township High School's goal of promoting educational excellence by facilitating resources sharing, innovation, and communication. This Authorization does not attempt to state all required of proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. **The signature indicating receipt of this Handbook is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.**

1. Acceptable Use - Access to Mt. Vernon Township High School's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of Mt. Vernon Township High School's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of

- those privileges. The Principal or designee will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Illegally downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without posting his/her consent;
 - j. Using the network for commercial or private advertising;
 - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - l. Using the network while access privileges are suspended or revoked.
 4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of student or colleagues.
 - d. Recognize that electronic mail (E-Mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
 - e. Do not use the network in any way that would disrupt its use by others.
 - f. Consider all communications and information accessible via the network to be private property.
 5. No Warranties - Mt. Vernon Township High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies responsibility for the accuracy or quality of information obtained through its services.
 6. Indemnification - The user agrees to indemnify Mt. Vernon Township High School for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Authorization.
 7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-in to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on the District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or text file that was produced externally, there must be notices at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide the Principal with E-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Students work and/or images may be published or posted on the official MVTHS home page as related to the District's educational mission unless there is written correspondence from both the parent/guardian and student stating they do not give permission to post a students' work and/or image.
11. Internet Safety - In accordance with the Children's Internet Protection Act, the district installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the district cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.
12. Monitoring On-line Activities - Teachers and other student supervisors are instructed to continuously monitor and supervise all students, in the classroom or in a lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access obscene web sites. Teachers and other student supervisors should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers in order to change grades or obtain personal information on other students or staff. Teachers and other student supervisors should also limit student use of personal e-mails and participation in on-line chat rooms or other Internet sites where personal information could be disclosed.
13. Public Meeting on the Internet Safety Policy - District provides reasonable public notice and hold at least one public meeting or hearing to address the

proposed Internet Safety Policy. This observes the Illinois Open Meetings Act.

PHYSICAL EDUCATION EXEMPTION

It shall be the policy of Mt. Vernon Township High School District No. 201 that students may request exemption from physical education instruction for the following reasons:

1. Any 11th or 12th grade student who participates in an interscholastic athletic program.
If student athletes take an extra course in place of physical education and that course is a full-year course, the students may be excused from physical education for the entire year even if the interscholastic sport covers less than that time period. Student athletes who substitute a semester-long course for physical education must complete that course, regardless of the length of the sport season. Students not in either type of academic classes are expected to be reassigned to a physical education class once their particular sport's season has ended. Under this exemption, student athletes are expected to be in school for the regularly scheduled school day.
2. Any 11th or 12 grade student who, in order to be granted admission to a specified institution of high learning, must complete a specific academic course not included in existing state or local minimum graduation standards. Under this exemption, it is expected that a student would not be excused from physical education to complete a needed college entrance course unless the addition of such a course to the student's schedule would require a course load of more than the normal practice in that school district.
3. Any 11th or 12 grade student who lacks sufficient course credit or lacks one or more specific course(s) in order to meet state and local graduation requirements.
Under this exemption, it is expected that a student would not be excused from physical education to complete coursework needed for graduation unless the addition of the course(s) to the student's schedule would require a course load of more than the normal practice in that school district.
4. Any student in grades 9-12 who is enrolled in a marching band program for credit if he requests to be excused for ongoing participation in such marching band program.

In all instances, the school district administrators will verify the circumstances (e.g., that the student is lacking course credit or needs a specific course for college entrance), decide each case on an individual basis, and retain documentation (individual permanent record). Please note, excusals are to be granted for only those students who participate in interscholastic athletics, students who must complete a specific academic course which is required to enter a specific college/university, and to complete make-up coursework (failed coursework). Such excusals would not include activities related to normal college preparatory coursework.

INDIVIDUAL COMPETITION POLICY

The Illinois High School Association recognizes that some school districts in Illinois do not have organized teams in all sports competition. Therefore, outstanding individual athletes are permitted to participate in IHSA state competition.

It shall be the policy of Mt. Vernon Township High School to allow an individual athlete to enter and participate in IHSA state competition in a sport where no team exists at Mt. Vernon High provided the following conditions are met:

1. The individual student must provide adequate evidence of excellence in the sport to the administration for approval.
2. All costs incurred to provide this opportunity for participation must be paid by the parents or group sponsoring the student.
3. The student or sponsor shall provide the name of a person who has an Illinois teaching certificate, properly registered, to serve as coach to accompany the student to each level of state competition.
4. All necessary forms and fees are to be provided by the student and/or sponsors in accordance with IHSA guidelines.
5. The administration of the district will review all information. If found acceptable, the administration will recommend that the Board of Education enter into a contractual arrangement with the approved coach. The stipend paid for this contract shall be \$1.00 per school year.

Any student who plans to participate in individual competition must meet all academic eligibility standards and must be a full-time student in good standing at Mt. Vernon Township High School.

STUDENT CHRONIC INFECTIOUS

DISEASE POLICY

(Approved June 30, 1988)

The Board of Education of Mt. Vernon Township High School District No. 201 recognizes that the student with a chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District shall balance the individual's rights with the District's obligation to protect the health of all District students. This policy does not apply to special education students because they are covered under the rules and regulations governing special education students as outlined by Public Law 94-142.

Chronic Infectious Disease Review Team

The Board of Education further recognizes that the management and control of a school environment free from communicable and chronic infectious disease require the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a Mt. Vernon Township High School Chronic Infectious Disease Review Team shall be appointed by the Board. Team members shall include a physician advisor, a faculty member selected by the administration, the school nurse, the Principal, and the Superintendent. The Superintendent shall be authorized to convene the Chronic Infectious Disease Review Team.

The responsibilities of the Chronic Infectious Disease Review Team shall be determined by the Board of Education and shall include the responsibility

1. to review, on an individual basis, the medical history of the student who has a communicable or chronic infectious disease;
2. to recommend to the Superintendent modifications to the student's day or program, as necessary, to protect public health;
3. to recommend the possible temporary exclusion of the student from his or her regular educational setting;
4. to recommend when the student may return to his or her regular educational setting;
5. to recommend additional rules and/or procedures concerning hygiene designed to reduce or eliminate the risks of transmission of the infectious disease.

The Chronic Infectious Disease Review Team shall be guided by the policies of the School Board, rules and regulations promulgated by the Illinois Department of Public Health, and all other relevant state and federal laws and regulations, and shall

consult the student, the parents, the student's personal physician, and public health authorities before taking any action or making any recommendations. In cases where there is a dispute between the personal physician and public health officials, the Chronic Infectious Disease Review Team shall be guided by the advice of public health officials.

In the exercise of its responsibilities, the Chronic Infectious Disease Review Team shall respect the privacy rights of each student and take such precautions as may be necessary to secure the student's privacy.

Policy Statement

The following policy will be instituted when the District is made aware that a student of the District has a chronic infectious disease:

1. Students with chronic infectious diseases should be allowed to attend school in a regular classroom setting except when certain conditions related to the infectious disease are present as determined by the Chronic Infectious Disease Review Team. In making such a determination, the Chronic Infectious Disease Review Team should base its decision upon reasonable medical judgment, given the current state of medical knowledge about a) the nature of the risk (how the disease is transmitted); b) the duration of the risk (how long the carrier is infectious); c) the severity of the risk (what is the potential harm to third persons); and d) the possibility the disease will be transmitted and will cause varying degrees of harm.
2. The school should respect the right to privacy of the individual; therefore, knowledge that a student has an infectious disease should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information concerning such precautions as may be necessary. Furthermore, no school employee shall disclose or attempt to learn information about the medical history of a student unless he/she has a current educational need to know and is authorized by the administration.
3. Each student shall have the right to due process. If the parents or guardians disagree with the decision of the Chronic Infectious Disease Review Team, there shall be a process by which such objections can be considered including, at a minimum, notice and an opportunity to be heard. Parents or guardians shall be offered the opportunity to appeal to the Board within ten (10) days of their notification of the decision of the Chronic Infectious Disease Review Team. The decisions which are subject to an appeal are limited to those changing a student's program from the regular school day or refusing to change it upon parental request.
4. The maintenance of confidentiality is of the utmost importance; School Board meetings to discuss matters relating to an individual student shall be closed.
5. Individual health conditions permitting, a student who is removed from the school should be provided with a continuing education program until it is determined that the student can be safely returned to the classroom. The school district should take reasonable steps to ensure that the student's educational progress is maintained. However, if a student becomes otherwise health impaired under special education regulations, then his/her placement status may only be determined in accordance with special education procedures. At that point, the student shall not be subject to the Chronic Infectious Disease Review Team.
6. The school nurse should routinely monitor all students identified as having infectious diseases.
 - a. Students in classroom attendance should be monitored as recommended by the Chronic Infectious Disease Review Team in order to determine if their behavior or medical condition has changed in such a way as to affect their contagious status.

- b. When a student is removed from school attendance, the student shall be placed on a monitoring schedule appropriate to the infectious disease and the condition precipitating the removal or change, for the purpose of alternative educational programming or reintegrating the student into the public school setting. The case of any student excluded from school under this policy should be reviewed at least every thirty (30) days.
 - c. Students with infectious disease shall be educated in the least restrictive environment possible, and even those students whose behavior or physical condition precludes school attendance shall be evaluated for return to the classroom.
7. Routine and standard procedures of cleanliness and hygiene shall be used to clean up after any student who has an accident or injury at school. Blood or other body fluids emanating from any student, including ones known to have infectious diseases, should be treated cautiously. All school staff shall be instructed regarding the hygienic procedures necessary to maintain a safe, clean school environment in accordance with the universal precautions as established by the Center for Disease Control and/or the Illinois Department of Public Health.

Administrative Procedures

When the District is made aware that a student of the District has a chronic infectious disease, the following procedures will be implemented:

1. The Superintendent will inform the Chronic Infectious Disease Review Team within three (3) calendar days of being notified that a student has been diagnosed as having a chronic infectious disease.
2. The Chronic Infectious Disease Review Team will meet within three (3) calendar days for the purpose:
 - a. of meeting with the student and/or a member of the student's family to review the status of the student's health;
 - b. of evaluating the student's medical condition and submitting a written report with recommendations to the Superintendent.
3. The student and a member of the student's family will receive a report of the Chronic Infectious Disease Review Team's evaluation from the Superintendent.
4. The student's health condition will be reviewed on a schedule determined by the Chronic Infectious Disease Review Team. The team's student status report will be given to the Superintendent.
5. Each status report will indicate a recommendation regarding:
 - a. attendance in the regular classroom setting;
 - b. additional rules and/or procedures concerning hygiene designed to reduce or eliminate the risk of transmission of the infectious disease and thereby allow for regular attendance;
 - c. alternative school programs; or
 - d. removal from the school setting for a period of time.
6. The Superintendent, after reviewing the team's report and recommendations and other significant evidence, shall make the final decision reviewable by the Board of Education.
7. The student and a member of the student's family shall be notified of the Superintendent's decision. Within ten (10) calendar days the student and the student's family may request in writing that a hearing be scheduled with the School Board.
8. The medical records shall become part of the student's permanent file and shall be held in strictest confidence and shared only with those persons designated by the Chronic Infectious Disease Review Team.

SCHOOL POLICIES CONCERNING REGISTRATION

All eighth grade graduates and underclass students residing in the high school district are expected to register during the spring for classes to be offered the following year. All eligible students who move into the district or who transfer from another school are expected to register as soon as possible. The compulsory attendance laws of the State of Illinois mandate that any student who has not reached his seventeenth birthday must be enrolled in school. Any student enrolling late, without a valid cause, will receive a zero for work missed that is not made up in it's entirety.

MEDICAL/DENTAL EXAMINATIONS

New students (residing in the state of Illinois) MUST HAVE ON FILE OR IN HAND, their current physical and immunization records or an appointment card with date and time from their physician and/or the Jefferson County Health Department or they will be excluded from school.

Students entering from out of state/country will have 30 days from date of registration to comply with Illinois requirements.

Physicians and dentists must fill out medical examination forms. Students are to submit these forms to the school nurse during the registration process in late August. The physical examination given by the school for athletic participation does not qualify for the required exam for school entrance.

PHYSICAL EDUCATION EXCUSES

Temporary Excuses: 3 days - A student unable to participate due to injury or illness must bring a note from the parent to the nurse prior to the school day.

Extended Excuses: 4 or more days - A student who is unable to participate due to injury or illness must obtain a form from the nurse to be filled out by a doctor. In certain cases a student may be assigned to an adapted physical education class.

P. E. Policy of Dress: Students who do not dress for P.E. will receive no credit points for participation which could result in a failing grade and being dropped from the class.

SEMESTER EXAMINATIONS

- All students are required to take semester examinations. In all courses of instruction examinations shall be scheduled during the last week of each semester. The semester exam grade shall count twenty percent of the total semester grade. Students who missed the examinations have five school days following the last day of exams to make-up the exams.
- Students are required to remain in class during the entire period of time scheduled for the examination. Any student who leaves the classroom during the examination period without teacher permission may receive a zero grade on the exam.
- Students will be exempt from semester examinations if they have a passing grade both quarters, meet attendance requirements, and have a signed parental consent form for the exemption. Any student who has an in-school or out-of-school suspension during the semester is required to take all semester exams.
- Attendance requirements shall be considered met if students have not been truant, have not acquired more than 3 excused and/or business absences in a semester, and have not acquired more

than 2 tardies during the semester per period. Students may also be exempt from semester examinations if they have earned a course grade of A for the semester, have not been truant, and have not acquired more than 2 tardies per period. A signed parental consent form is required.

- In summary, a student may be exempt if he/she has (1) not been suspended for the semester, a passing grade both quarters, no more than 3 excused absences, no more than 2 tardies, not been truant for a class, or (2) a course grade of A for the semester, no suspensions for the semester, no truant, and 2 or fewer tardies for a class.

NOTE: Any student who is exempt from the semester examinations and wishes to take any of them to improve his/her grades or feels he/she would like to do so to prepare for college may do so without penalizing his/her grades. In other words, students who are exempt may take the semester examinations to improve their grades, the semester examinations will not lower their grades.

MARKS AND REPORTS

A five-letter system of marking is used as follows: A (92-100) represents excellent work; B (83-91), above average; C (74-82), average work; D (65-73), below average; E (64-0), failure. An average of D is required for passing. In determining marks, work done in recitation or laboratory, in tests, in preparation of note books or reports, etc., are all taken into consideration.

An incomplete "I" may be issued as a quarter or final grade to students who have been approved by the school nurse and/or the administration. Students who need extended time to complete course requirements should seek approval from the school nurse and/or the administration for an "I" grade.

At the close of each quarter, grade reports will be mailed to parents. Final grade reports at the end of the year will be mailed to the parents. (The Grading Policy is subject to review and/or revision by the Curriculum Committee.)

WEIGHTED GRADE POLICY

Students who complete the year-long Advanced Placement Classes will receive weighting when their class rank and GPA are computed. Any student who drops the class prior to the end of the year will not receive the intended benefit of the class and therefore will not receive any grade weighting. One important criterion for receiving a weighted grade involves taking the AP Exam normally administered in May. Specifically, any student who takes any AP class, completes the class, and elects NOT to take the AP Exam will receive no grade weighting. Additionally, any student who does NOT take the AP test will have the first semester weight removed from his/her grade point average, which will result in a lower GPA and class rank at the end of the school year.

Weighted Grades and AP Classes offered: AP Calculus, AP Literature and Composition, AP Language and Composition, AP Biology, and AP American History.

Weighted Grade Computation:	
Grade	Weighted with AP Exam (semester grade weight)
A	2.5
B	2.0
C	1.5
D	1.0

CITIZENSHIP POLICY

Mt. Vernon Township High School teachers use standardized criteria for awarding citizenship grades at the end of each quarter. This scale was adopted to give more insight to parents regarding their student's classroom behavior.

1 = Exemplary Behavior: Student regularly attends class, is on time and prepared to work cooperatively and respectfully with the teacher and other students.

2 = Good Behavior: Student usually attends class, is on time and prepared to work cooperatively and respectfully with the teacher and other students, but occasionally receives warnings or reminders.

3 = Problem Behavior: Student receives repeated reprimands or referrals for any of the following: poor attendance, tardiness, inadequate preparation, lack of materials, disrespect, off-task or disruptive behavior.

HOMEWORK POLICY

Homework provides students with reinforcement and supplemental learning opportunities that cannot be scheduled in the limited instructional day. It encourages the development of self-discipline and good working habits, and it helps emphasize high academic standards. Therefore, homework should be an integral and relevant part of every student's instructional program and should be used according to the following guidelines:

1. Homework should be used to provide students with the opportunity to practice, supplement, extend, and reinforce that which they have learned in the classroom.
2. Teachers should inform students of the amount of homework that is required for their classes.
3. Teachers should carefully prepare and thoroughly explain homework assignments.
4. Teachers should monitor homework assignments and provide prompt feedback and correction to students.

ELO

ELO stands for Extended Learning Opportunity. Teachers will be in their classrooms or otherwise available to students. The following are recommended ways for students to use this time:

- *Take tests, quizzes, and assessments.
- *Get make-up work from absences.
- *Receive additional instruction.
- *Work on projects, do extra credit work, etc.
- *Participate in academic and/or curricular enrichment activities, including field trips.
- *Study independently or in groups.
- *Do homework.
- *Use library and computer resources.
- *Meet with guidance counselor.
- *Schedule student/parent conferences with teachers.

A student's first obligation during the ELO is to make up work, including tests and quizzes, missed during an absence. When students have a conflict due to a make-up obligation and cannot participate in other ELO activities, it is the student's responsibility to notify the teachers that they cannot participate in other activities. Students who do not have make-up work are encouraged to seek extra help from a teacher or participate in available enrichments.

Students are expected to be available each block day until 3:30 p.m. Students' attendance may be required during the ELO.

Students participating in the ELO are expected to follow the school's rules of conduct. Supervised classroom and study halls will be provided along with a supervised waiting area for bus students. In addition, the library and computer labs will be supervised and available for student use.

Students who remain on campus waiting for athletic practice and other after-school activities will be expected to report to a supervised classroom or study hall to complete homework or otherwise take advantage of the learning opportunities available during the ELO.

Occasionally, ELO's will be used for faculty meetings. When such meetings are scheduled, students will be dismissed at the end of the last scheduled block and buses will run early.

TARDY POLICY

Students are expected to arrive on time to their assigned classrooms. A student shall be considered late if he/she is not in his/her assigned seat or location when the tardy bell rings. If a student is detained by a faculty or staff member, he/she must be given a "Written Pass" to be presented to the classroom teacher.

When a student is late, he/she should proceed to the scheduled class. The teacher shall determine the validity of the student's reason for being late.

Tardy Consequence by the Classroom Teacher:

1st tardy	Verbal warning
2nd tardy	Phone call home
3rd tardy	Phone call home

Attendance Office Responsibility (Cumulative Tardies)

- 5th tardy= 2 lunchroom detentions and parent contact
- 10th tardy= Social suspension for 5 days/ 1 required ELO/parent notification
- 15th tardy= Social suspension for 10 days and 1 day ISS./parent notification
- 20th tardy= 2 days ISS and parent notification (Permanent Social Suspension)
- 25th tardy= 2 days ISS/parent notification/and board review

*Social suspension: Students will not be allowed to attend or participate in extracurricular activities; included but not limited to hops, dances, athletic contests, performances, etc. (Students may try out for extracurricular teams and organizations and may participate in practices during their social suspension, but will not be allowed to attend or participate in events or games.)

Social suspensions carry over to each semester during the year (including breaks). Students are removed from social suspension once they have two (2) weeks (5 or 10 uninterrupted days) with no tardies, suspensions or truancies. Any excused absence that occurs during these two (2) weeks does not count as a day of the two (2) weeks. The count toward social suspension begins new at the beginning of the semester. **Students must print off proof to be removed from social suspension and bring to attendance office.**

Removal from social suspension guidelines:

- 5-10 days free of tardies, truancies, and suspensions
- All disciplinary obligations (detentions, evening schools, and etc.) must be served in advance.
- Student must bring printed proof of two weeks of cleared attendance to attendance office

ELO ATTENDANCE POLICY

Generally, students who are regular and punctual in their attendance and who are passing their classes will have the responsibility of planning how to use the ELO. Students who are not regular in their attendance, who are tardy, and who are failing may attend the ELO. Teachers may assign ELO to students who are passing but in danger of failing. Assignment to the ELO will be made in accordance with the following rules:

Students who have been absent will be assigned to an ELO to make up tests, quizzes, and other types of assessment activities. A student who fails to attend an assigned ELO for assessment purposes may receive a zero grade for the test not made up.

Students who are failing a course may be assigned by their teacher to an ELO for make-up assignments, extra help, tutoring, or extra credit assignments.

Teachers may assign ELO time to a student by recording the date, beginning time, ending time, and location in the student's plan book. This entry will be initialed by the teacher. Teachers may use alternative methods of assigning ELO.

ATTENDANCE POLICY

It is the policy of the Board of Education that regular school attendance is required of all Mt. Vernon Township High School students. To ensure regular attendance, the Board has approved the following policies:

1. **Excused Absence:**

- A student who is absent due to a valid cause shall be excused. A valid cause is defined as illness, observance of a religious holiday, death in the family, family emergency, up to 2 pre-approved college days, or such circumstances which cause reasonable concern to the parent for the safety or health of the student. A parent/guardian must verify the reason for the absence of a student by telephoning the Attendance Office 246-5835 or sending a note prior to, or on, the day the student returns to school.

- **Any absence not verified within two (2) school days after the return of the student to school shall be classified as truancy.** The school administration may extend the time to verify an absence in unusual circumstances.
- All students must sign out in the Attendance Office when leaving school early.
- Any student who leaves school because of illness must first receive permission through the Nurse's Office or sign out through the Attendance Office. Students who have an excused absence will be allowed to make up work. See item #6, makeup work.
- Any unexcused absence will require admit slips to be picked up @ attendance office before a student is allowed in any class

2. **Truancy:**

A student who is absent without a valid cause (School Code, 105 ILCS 5/26-2a) for any school day or portion thereof shall be truant. A student who is truant from any class shall be responsible for missed work; however, no credit will be given for missed work due to that truancy.

Two (2) full days or 16 Blocks of truancy will result in a two (2) week social suspension, from the day of truancy. A day of truancy is based on periods missed (one (1) day = more than 1/2 day or more than five (5) periods missed). Any subsequent truancy during the suspension will extend the social suspension for two (2) more weeks from the date of infraction.

*It was 2 full days without the blocks listed.

One full day of truancy will result in one (1) two week social suspension, from the day of truancy. A day of truancy is based on periods (one (1) day = more than ½ day or more than (5) periods missed). Any subsequent truancy during truancy during the suspension will extend the social suspension for two (2) more weeks from the date of infraction.

A student "chronic or habitual truant" is defined (School Code, 105 ILCS 5/26-2a) as "a student subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days." Mount Vernon High School desires to see that all its students succeed. To that end, students who are "chronic truants" will receive supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources. A "truant minor" is defined as "a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused."

Punitive Action: No punitive action including out of school suspensions, expulsions or court actions, shall be taken against chronic truants for such truancy unless available supportive services and other school resources have been provided to the student. (School Code, 105 ILCS 5/26-12).

4. **Unexcused Absences**-Absences including truancy, suspension, or other unjustifiable absences as determined by the administration. Examples are

oversleeping, working, missing the bus, car problems, and babysitting. If all buses are able to complete their bus routes, students will be expected to be at school.

Excessive Excused Absences:

5. A student who is excessively absent (in most cases, 6 or more times per semester) even though the absences are excused will be required to present a doctor's documentation as proof of poor health to avoid being marked unexcused.

6. **Students Seventeen Years of Age and Under:**

The parent, guardian, or other person having control or charge of any child residing in the Mt. Vernon Township High School District, having graduated from eighth grade, not seventeen years of age prior to the opening of school, and not otherwise exempted, shall send the child to the high school for such time as it is in session.

The school may use the following supportive services to attempt to correct truant behavior:

- a. Notification of parent or guardian.
- b. Student and parent conferences.
- c. Placement in Crisis Classroom which includes increased counseling, tutoring, and close supervision.
- d. Referral to the proper social service agency.
- e. Referral to Truants Alternative Program.
 1. On the fifth (5) day of truancy the student is referred to the ROE Truancy Program.
 2. On the tenth (10) day of truancy the student is referred to the Truancy Review Board.

After a student has been absent ten percent (10%) or more of the previous 180 regular attendance days, a chronic truancy report will be made to the Regional Truant Officer and may be subject to the Board's Policy on Misconduct. Such as:

- a. Suspension from school.
- b. Expulsion from school by the Board of Education if gross

disobedience and misconduct have also occurred during the school term.

7. **Students Over Seventeen Years of Age:**

Any person having custody or control of a child who is over the age of seventeen prior to the opening of school and who is enrolled in the high school shall cause him/her to attend school when it is in session. Upon the first truancy, a conference will be held with the student and the parent will be notified. After the second truancy, a conference will be held with the student and the parent, either in person or on the telephone. If the student continues to be absent without a valid cause, the administration will recommend that the student withdraw from school.

8. **Penalty for Noncompliance:**

Any person having custody or control of a child to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within the school year, upon conviction thereof, shall be guilty of a Class C misdemeanor and shall be subject to not more than thirty days imprisonment and/or a fine up to \$500.

9. **Make-Up Work:**

It is always the responsibility of the student to get all assignments missed due to an excused tardy or absence from a class(es). The student must see the teacher during the same school day when tardy to class and

during the first school day back from an absence. Make-up work will be assigned during a time determined by the teacher which will be communicated to the student (i.e., before/after school or during class time/ELO, if possible). It is the student's responsibility to schedule with the teacher, the taking of test/quizzes missed due to an excused tardy or absence.

If students have been told by teachers prior to their absence, of homework assigned or tests to be taken during or after their absences, they are expected to have the homework completed and take the tests on the day of their return or with the class as scheduled. Many teachers at the high school level make assignments a week or more in advance.

For assignments given during the absence, students with an excused absence will be allowed a minimum of one day for each day absent to make up work for a class. However, five school days following the student's return to class shall be the maximum time given for the completion of all required work. If assignments are not completed and returned when due, a zero will be entered into the grade book and averaged into the quarter's grade. Administrative approval for an extension of time beyond the five school day period may be given for extreme emergency or illness. The student and/or parent shall be responsible for requesting this extension. Five school days following the close of the quarter or semester shall be the maximum amount of time given for the completion of all required work unless administrative approval has been given for an extension of time. If the work is not completed within the allotted time period, a zero will be entered into the grade book and averaged into the final grade.

7. **Independent Students:**

Students who have verified through the Attendance Office that they are living independently, without the supervision of a parent or guardian, are responsible for their own attendance. They must comply with regular attendance procedures, including the verification of any absences. Verification must be made on the day of the absence.

8.. **Absence Report:**

- All parents/guardians will receive mid-term and quarterly progress reports which will report the student's attendance.
- When a student is in danger of failing a class because of poor attendance, grades and/or problematic behavior, the teacher will attempt to notify the parents/guardians, and then make a referral to the student's counselor. The counselor will meet with the teacher, the student and parent/guardian to review the academic progress of the student. If the student's performance does not improve and the teacher determines that the student cannot pass the class, the counselor may reassign the student to a study hall during that class period resulting in a loss of course credit and a failing grade which will be calculated into the GPA.
- The student being reassigned to study hall will be informed of his/her right to appeal. If the student wishes to appeal he/she will remain in class until the Principal or designee has ruled on the appeal.

STUDY HALLS

All students are required by law to be under the supervision of school personnel a minimum of five clock hours per day. To insure this supervision, all students will be assigned to study hall when they do not have a regularly scheduled class. Students who refuse to attend assigned study halls or are guilty of misconduct during study hall will be subject to the same measures of discipline as in the case of any other class.

DISCIPLINE POLICY

Teachers may remove students from classrooms for disruptive behavior, and the student will be dealt with according to the seriousness of the offense. Gross misbehavior may result in removal from class, suspension, probation, or expulsion from school as provided in Section 10-22.6 of The School Code of Illinois. It is recommended that teachers attempt to solve the disciplinary problems which arise in their classes; but if a student fails to respond or to cooperate and thus becomes detrimental to the well-being of the rest of the class, he/she will be sent to the Attendance Office. An attempt will be made by the administration to work with parents or guardians in resolving the problems which students encounter. If this fails to bring about the desired results, the student will be removed from class, suspended, placed on probation, or expelled, as the above-named section of The School Code of Illinois provides.

POLICY CONCERNING GANGS AND GANG-RELATED ACTIVITIES

- Public school secret societies and gangs are prohibited. For purposes of this policy a public school secret society or gang means any organization composed wholly or in part of public school pupils which seeks to perpetuate themselves by taking in additional members from the pupils rather than by the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.
- Any public school secret society or a gang is not in the best interests of Mt. Vernon Township High School District. The Board of Education has determined that the presence of gangs and gang-related activities substantially disrupts and materially interferes with the District's educational process and programs.
- It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school secret society or gang.
- The following behavior committed by a student on school grounds or at school-sponsored events, whether on or off school grounds, on school buses and while traveling to and from school constitutes gross disobedience or misconduct:
 1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang.
 2. Committing any act or omission or using any speech, either verbal or non-verbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang.
 3. Using, any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. requesting any person to pay protection or otherwise intimidating or threatening any person,

- b. committing any other illegal act or other violation of school district policies,
- c. acting or inciting other students to act with physical violence upon any other persons or property,
- d. causing graffiti to be exhibited on school property, including graffiti intending to denote gang members' territory.

MISCONDUCT

The following paragraphs summarize the policies of the Board of Education of Mt. Vernon Township High School concerning misconduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct, for they not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Without these, tax money spent on uncooperative students is largely wasted.

Any student who is guilty of misconduct will be subject to suspension, probation, expulsion, and/or court action as dictated under the mandates of the law. Any known violations should be reported immediately to the school authorities.

In addition, any student who receives 10 referrals will be placed on social suspension. Furthermore, after 15 referrals then School Board will review students' files for additional possible action. The policies of the Board of Education of Mt. Vernon Township High School concerning misconduct are as follows:

1. **Cheating/Plagiarism** - Cheating and/or plagiarizing school work and materials is prohibited. Any student found cheating or plagiarizing will receive a zero on the questioned material and the incident may be reported to the Attendance Office for documentation purposes. Repeated acts of cheating or plagiarism shall be subject to the Board's penalties for misconduct.
2. **Closed Campus** - Students must have permission to leave the main campus at any time other than their scheduled lunch hour. The main campus is defined as the property that is bounded by Sixth Street on the east, Eighth Street on the west, Jordan Street on the north, and Casey Avenue on the south and shall include the P. E. facility (L Building, Maintenance building, game field, baseball field, and parking lot), and M Building on the corner of Seventh and Jordan. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
Permission - Any student leaving school property must sign out through the Attendance Office or obtain an off-campus pass from an administrator.
3. **Computer Use** - Computers and other technology equipment shall be used for authorized school assignments. Usage not related to class assignments must be approved by a teacher or supervisor. Copyright laws and license agreements related to computer software shall be observed. Before accessing computers, students are required to sign an Internet Usage Agreement. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
4. **Electronic Devices** - In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic devices while at Mt. Vernon Township High School during class time unless authorized and approved by the Administration or supervising faculty member.

Students at Mt. Vernon Township High School may store cellular phones and/or pagers (that are turned off) in their backpacks or lockers. Mt. Vernon Township High School is NOT responsible for a lost or stolen cell phone and/or pager. Students may not use cell phones in such a manner as to disturb others. During extracurricular events, such as concerts, performances or plays, cell phones or pagers must be turned off so that they do not cause interruptions.

Laser pointers are not allowed in the school.

Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

5. **Extracurricular Activities** - All students of Mt. Vernon High School are subject to the Extracurricular Code of Conduct and are expected to obey the policies, rules, and regulations found in the **Student and Parent Handbook** while attending or participating in school-sponsored activities. All persons, students and non-students, who attend or participate in events sponsored by Mt. Vernon High School or events held on the campus of Mt. Vernon High School are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association.
6. **Failure to Report** - A student who willfully fails to report to the Attendance Office or other designated office or location when requested to do so by any school employee shall be guilty of gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct.
7. **False Alarm** - (1) If a student does any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace; or (2) transmits or causes to be transmitted in any manner to the fire department a false alarm of fire knowing at the time of such transmission that there is no reasonable ground for believing that such fire exists; or (3) transmits or causes to be transmitted in any manner to another a false alarm to the effect that a bomb or other explosive of any nature or a container holding poison gas, a deadly biological or chemical contaminant, or radioactive substance is concealed in such place that its explosion or release would endanger human life, knowing at the time of such transmission that there is no reasonable ground for believing that such danger exists. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
8. **Fighting** - Fighting, threats, or use of profane or abusive language will not be tolerated. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. Provoking a fight or not dispersing from a fight when directed to do so or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting. A. Disciplinary Actions for Possession/Under the Influence
First Offense
All persons involved in a fight, as determined by school officials, will be suspended for a minimum of 24 hours as soon as the Assistant Principal or his representative can follow due process rights for the student.
Second Offense
If found to be fighting for the second time during the course of the school year a student will, (a) be suspended for a minimum of 48 hours, (b) attend mandatory meetings with a school social worker, (3) participate in an

anger management program provided by Tier 2 PBIS program through Mt. Vernon Township High School or from a school approved reputable outside agency.

9. **Gambling** - Any form of gambling or implied gambling will not be permitted on the campus of Mt. Vernon Township High School. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
10. **Gross/Chronic Disobedience** - Gross/chronic disobedience of school rules, including but not limited to the rules on insubordination, attendance, smoking, or behavior is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
11. **Hall Passes** - Students on campus during class time must carry a pass with student's name, date, hour, and time and be signed by a teacher. Students who are late for class as a result of being held by another teacher must have a pass from that teacher. Students who are in the hallways or on campus without a pass or abuse their pass privileges may have that privilege suspended or revoked. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
12. **Harrassment-See definition on page 22.**
13. **Insubordination**-Insubordination is willful disregard of implied or specific legitimate directives or an attitude so defiant as to be equivalent.
14. **Nuisance Items** - Due to the inherent dangers and potential disruption of items such as, but not limited to, roller blades, skateboards, squirt guns, etc., are not permitted at school and streets bordering the school (8th, Casey, 5th, and Jordan) and should not be brought to school. Such items will be confiscated. Students bringing any of these items are subject to the Board's penalties for misconduct.
15. **Obstruction of an Investigation** - Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to the Board's penalties for misconduct.
16. **Personal Habits** - Indecent, illegal, or unhealthy dress, appearance, or personal habits, and excessive displays of affection (kissing, fondling, etc.) are prohibited. Any T-shirt or other article of clothing which promotes an illegal activity (tobacco, drugs, alcohol, etc.) is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
17. **Presence in an Unauthorized Area** - After classes end for the day, students are not allowed in the building except for school-related activities such as ELO, athletics, clubs, meetings, rehearsals, studying, and detention. The school intends to be a good neighbor. Students shall not go onto our neighbors' private property. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
18. **Projectiles** - The throwing or casting of any snowball, stone, or other missile at any other person is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
19. **Electronic Devices**- The possession or use for entertainment purposes of any kind of portable radio and/or tape player/recorder, I-Pod or MP3 player, or any kind of portable media player, including those equipped with headphones, is prohibited during class time and during school-sponsored activities. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct. Nothing in this policy shall prohibit a member of the faculty or staff from using their own or a school-

owned radio and/or tape player/recorder for instructional purposes or for entertainment purposes when appropriate.

20. Cell Phones Offenses: Cell phones should be turned off during class time and not be a disruption during classroom. Classroom disruption is determined by the teacher.

The following offenses will occur if used during class time:

- 1st offense-Cell phone will be confiscated by administration and given back at end of school day.
- 2nd offense- Cell phone will be confiscated by administration and parent has to pick up next day.
- 3rd offense- ISS assigned/ Cell phone will be confiscated by administration and parent has to pick up next day.
- 4th offense- days-- ISS assigned/ Cell phone will be confiscated by administration and parent has to pick up next day.
- 5th offense-Cell phones aren't allowed at school for any reason. Further possession will result in additional disciplinary action to be determined by administration.

21. **Student Identification Cards** - Each student is required to carry that student's identification card at all times during the school day and at school-sponsored activities, whether on or off campus. Upon request by any member of the administration or faculty, staff (or any official of another school district, if a school-sponsored activity occurs at another school district) the student shall present the identification card. Any student found in violation of this policy shall be subject to the Board's discipline penalties for misconduct. Students will be required to have the school issued identification card at all school sponsored activities.
22. **Student Language/Student Expression** - The administration reserves the right to prohibit expression which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school. Any students found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
23. **Theft** - The pilfering or theft of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force, or coercion is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
24. **Tobacco** - By state law, smoking or the use of tobacco products is prohibited at all times by any school personnel, students, or other persons while on any school property used for school purposes and on school buses. Tobacco products should not be used or visible on school grounds. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct. Students must have permission to leave the main campus at any time other than their scheduled lunch hour. The City of Mount Vernon prohibits use, possession/delivery, or sale of tobacco within the city limits to or by anyone under 18 years of age.
- Definitions:**
Tobacco
 For purposes of this policy shall mean cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. (Source: P.A. 86-821; 86-1028.)

School Purposes

Includes, but is not limited to, all events or activities or other uses of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. (Source: 105 ILSC 5/10-20.5b).

25. **Trespassing** - Trespassing on school property by an unauthorized person or persons will be reported to the police. Visitors' permits must be obtained through the Attendance Office. If preschool age or grade school age children are brought to school for the Child Care Program, arrangements should be made for them to attend that class and no others. Students who have been suspended, expelled, or have withdrawn from Mt. Vernon High

School shall not be permitted to visit without first securing permission from an administrator.

26. **Mace and Pepper Spray** - Mace, pepper spray, etc. are prohibited on school property at any time. The discharge of mace and pepper spray is a potential threat to the health and safety of students and staff. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct
27. **Vandalism** - The willful destruction of school property or the property of another individual is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
28. **Weapons** - Any student who is determined by school officials to possess, use, transfer, or control a weapon, taser or stun guns on any school grounds, in any school bus, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use, transfer, or control is necessarily incident to a legitimate part of a bona fide school program or activity, shall be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For purposes of this Rule, "weapon" shall include, but not be limited to:

- Any type of "firearm," as defined in 430 ILCS 65/0.01, whether loaded or unloaded; and
- Any type of "ammunition," as defined in 430 ILCS 65/1.1; and
- Any type of "explosive material," as defined in 225 ILCS 201/1003(b); and
- Any type of knife or pocket knife; and
- Any type of billy club, brass knuckles, metal stars, or metal pipes; and
- Any object which substantially resembles any of the objects listed above; and
- Any object which is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person.

Any weapon determined by school officials to have been possessed, used, transferred, or controlled in violation of this Rule shall be retained by school officials and turned over to either a parent or legal guardian of the student or to the police.

The minimum length of expulsion may, in the Board's discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student's conduct.
- The history or record of the student's past conduct.
- The likelihood that the student's conduct will affect the delivery of education services to other students.
- The severity of the punishment.
- The interests of the student.

The possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocketknife confiscated and kept in the Attendance Office where it may be claimed by a parent or guardian. Any student who uses a pocketknife as a weapon to threaten or harm another person during the school day or at any school-sponsored and related activities shall be subject to the Board's disciplinary penalties for misconduct.

DRESS AND CONDUCT CODE

1. Findings and Intent of Policy

The Mt. Vernon Township High School District No. 201 Board of Education hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the School District. For the purposes of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the School District, and respecting the rights of students and employees, the Board of Education finds it necessary and in the best interest of the School District to establish and enforce a Dress Code applicable to all students in the District.

2. Dress Code

Student's clothing shall not detract from or disrupt the educational process or contain messages or statements contrary to the stated curriculum of the school district. Clothing or accessories (including such things as jewelry, backpacks, chains, etc.) that administrators reasonably predict will contribute to or cause a substantial disruption of the orderly operation of the school or education, or which constitute a health or safety hazard are prohibited.

**Dress for school must not be
disruptive to the educational process.
This determination will be made by
administration.**

- a. Shirts, tops, and all dresses may not expose the midriff, back, or cleavage when standing or sitting. Tube tops, halter-tops, "see-through" shirts or blouses, etc. are not permitted.
- b. Torn, frayed, or ripped clothing above the knee which expose skin or undergarments isn't allowed.
- c. Wallet chains, chains, ropes, oversized medallions, spiked, heavy, or extraordinary ornate jewelry will not be allowed on campus.
- d. Students must wear shoes at all times (no house shoes).
- e. No pajama tops or bottoms.
- f. Outer layer of shorts and pants must be worn at waist level.
- g. Shorts and skirts must be at an appropriate level (below mid thigh).
- h. No "do rags", picks, combs, or hair nets are to be worn.
- i. No hats, caps, bandannas, scarves, handkerchiefs, nylon/plastic hair coverings or hoods may be worn in classroom or during student assemblies.

- j. No clothing or accessories may include emblems or printing that is obscene, profane, defamatory, sexually explicit or which may incite students to disrupt the educational process. Clothing or accessories which depict or promote alcoholic beverages, tobacco, or tobacco products or any illegal substances are prohibited. With the help of students, a list of drugs, alcoholic beverages, and cigarette brands shall be provided to all teachers in order to prevent the appearances of promotions of such products or apparel.
- k. . No glasses or dark glasses, unless prescription or required safety glasses, may be worn in the school building.

Dress Code

Students' clothing shall not detract from or disrupt the educational process or contain messages or statements contrary to the stated curriculum of the school district. Clothing or accessories (including such things as jewelry, backpacks, chains, etc.) the administrators reasonably predict will contribute to or cause a substantial disruption of the orderly operation of the school or education, or which constitute a health or safety hazard are prohibited.

3. **Displays of Affection**

The Board of Education hereby finds and determines that excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited anywhere on the school campus.

4. **Violation**

Any student found in violation of this policy shall be subject to discipline pursuant to the Board of Education Discipline Policy.

PENALTIES FOR MISCONDUCT

Penalties for misconduct may include, but are not limited to, the following:

1. **Denial of Privileges** - Denial of privileges may include, but is not limited to, INTERNET access, social suspension, loss of driving/parking privileges, loss of classroom sign-out privileges, restricted lunch period, or detainment after school. The Assistant Principal shall be involved in and approve all cases in which the privileges listed above are denied with the exception of loss of classroom sign-out privileges. Sign-out privileges may be denied by classroom teachers without the approval of the Assistant Principal.
2. **Crisis Classroom** -
 - The Crisis Classroom (106H) is a special classroom designed to address truancy and/or misbehavior of those students who have failed to abide by the rules and regulations of Mt. Vernon Township High School. It extends remedial instruction, tutorial help, guidance, one-on-one attention, and direction needed to address student tardiness, truancy, and misbehavior. It

is established to offer direction and intervention needed to deal with such behavior. The classroom atmosphere is a structured, quiet environment with minimal diversions and is supervised at all times.

- It is a place where students will renew their respect for the educational opportunities of the traditional classroom. The Crisis Classroom is intended to be a temporary placement that serves as a deterrent to truancy and misbehavior and also addresses the problems which lead to out-of-school suspensions. Assignments are made on a block-by-block or full-day basis. While assigned to the Crisis Classroom, students will be permitted to do their regular class work without penalty. If a student's behavior does not improve, he or she will be subject to suspension and/or expulsion. A Crisis Classroom assignment takes precedence over all personal and school activities.
- Students who are tardy, truant, misbehave, fail to cooperate, leave Crisis Classroom without permission, exhibit gross misconduct, or are asked to leave, etc., will be referred to the Attendance Office. The original assignment will stand and additional action may be assigned in accordance with the Board's penalties for misconduct. If the student is suspended or school is canceled for any day of the Crisis Classroom assignment, the assignment shall continue once school resumes until all days have been served.

4. **Lunchroom Detention -**

- Lunchroom Detention is a disciplinary consequence designed to improve student tardiness and behavior with minimal disruption to the student's school day. Generally, when students are assigned to Lunchroom Detention, they receive a one to five Lunchroom Detention assignment and are given a minimum of two (2) days to serve their detentions. First day is the day the detentions are assigned; second day is the next school day.
- Students are to report to Lunchroom Detention during their lunch on the day(s) assigned or until all detentions are served. The lunchroom detention room is located on the bottom floor of "A" building in the northwest corner of the cafeteria. Students are supervised for lunch detention times. Time is allowed for the student to purchase and eat lunch in the cafeteria. Students are encouraged to bring something to study.
- Students who are tardy, truant, misbehave, fail to cooperate, leave Lunchroom Detention without permission, exhibit gross misconduct, or are asked to leave, etc., will be referred to the Attendance Office. The original assignment will stand and additional action may be assigned in accordance with the Board's penalties for misconduct. If a student is suspended or school is canceled for any day of this assignment, the assignment shall continue once school resumes until all days have been served.

4. **Saturday School-** Saturday School is a disciplinary consequence designed to offer students an opportunity to address and remedy unacceptable behavior or conduct. Saturday School affords students an environment, staff, and curriculum designed to address behavioral problems which may interfere with their educational progress in school. Saturday School dates are listed each school year on the calendar in the

back of the Parent/Student Handbook (an attempt is made to avoid all three (3) day weekends, school vacations, etc.).

As an alternative to out-of-school suspension and when deemed appropriate by the administration, students may be assigned Saturday School in increments of blocks. The number(s) of blocks that are assigned are determined by the severity and circumstances of a disciplinary infraction. Students accumulating two (2) or more blocks of Saturday School must attend a session on one or more Saturdays at a designated time and place. The number of sessions a student is expected to serve on a Saturday School date is dictated by the number of Saturday School blocks the student has accumulated. One (1) session equals two (2) blocks.

Students who misbehave, fail to cooperate, arrive late, leave Saturday School without permission, exhibit gross misconduct, or are asked to leave, etc., will be referred to the Saturday School administrator. The Saturday School administrator may, in turn, assign additional Saturday School time, dismiss and ask the student to leave school grounds, and/or assign an out-of-school suspension. Failure to serve a Saturday School assignment on the date designated will result in an in-school suspension. If Saturday School is canceled, the blocks will be reassigned for the next Saturday School date when the student is expected to serve. Students who have been suspended are expected to serve Saturday School dates unless told specifically not to by a school administrator.

*****Students may be assigned to ELO at available times for teachers*****

5. In-School Suspension - is an alternative classroom designed to improve the behavior of misbehaving students. The parents of the student are notified of the problem and asked to assist in improving the behavior of the student. If the behavior does not improve, the only remaining recourse of the school administration is out-of-school suspension, and as a last resort expulsion. The program is designed to be rehabilitative in nature.

Rules include:

- a. Students will report before the tardy bell and remain until the end of the school day. Unless placed there for a class period/periods.
- b. Students assigned will be escorted to lunch.
- c. Students will be given restroom breaks at designated times.
- e. There will be a strict disciplinary environment with no interaction of talking with other students.

The administration will assign in-school suspension and the assignment will not exceed a period of ten (10) consecutive days.

The purpose of in-school suspension is to serve the needs of the students, faculty, administrators, and parents by providing a meaningful alternative to out-of-school suspension. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

6. Out-of-School Suspension - is a disciplinary consequence that is utilized when behavior has become chronic/grossly unacceptable. When other disciplinary interventions have not been successful, suspension from school becomes the only recourse to modify behavior.

- It is the intention of the Mt. Vernon Board of Education and Administration to administer consequences that provide alternatives to out-of-school suspension for misbehavior at school. However, in some cases of gross misconduct, an out-of-school

suspension will be administered. Students who serve out-of-school suspensions must have all make-up work and missed tests completed by the end of the second day after their return to school. Students who are suspended shall be permitted to make up missed work unless the teacher deems it unrealistic to duplicate the work such as field trips, labs, or guest speakers. It will be the STUDENT'S RESPONSIBILITY to make arrangements with teachers for make-up work and to initiate contact with his or her teachers for the submission of these items. When the work is made up within the timeline, credit will be recorded and averaged into the final grade. However, students who do not meet the established timeline will not be given credit for the missed work. School personnel are not responsible for collecting homework for suspended students.

- During the period of an out-of-school suspension, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extracurricular event) without prior permission of an administrator. Students who have accumulated Saturday School hours are permitted and expected to serve hours on assigned Saturday School dates unless specifically told not to by a school administrator.
- Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. If school is canceled for any day of this suspension, the suspension shall continue once school resumes until all days have been served. Upon returning to school at the end of the suspension period, the student is to report to the Attendance Office for an admit slip. The student will be admitted to class providing all provisions have been met due to the suspension.

7. **Probation** - A student found guilty of violating the policies of the Board of Education of Mt. Vernon Township High School concerning misconduct may be placed on school probation by a member of the school's administration. A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established. If the student fails to abide by the conditions of his or her probation, he or she may be subject to an expulsion hearing before the Board of Education.

8. **Expulsion** - The Board of Education may expel students for gross disobedience or misconduct.

SUBSTANCE USE/ABUSE POLICY

Rules of Conduct

Being under the influence of any drugs or alcohol as well as the possession, use, delivery, control of alcohol, drugs, drug paraphernalia, look-alike drugs, or drugs prescribed for another is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from Mt. Vernon Township High School, or in other context clearly related to school functions, such as activities which occur adjacent to school property (any property within in school zone) or school-sponsored activities which occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school-sponsored activity. Any student found in violation of this policy will be suspended for ten (10) school days and will be subject to the additional disciplinary actions described later in this policy.

Definitions

- A. Drugs. Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physicians’ Desk Reference, Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- B. Drug Paraphernalia - Possession of “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to, cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift, barter, or exchange is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILCS 685.
- C. Possession - Any student who has possession or control of any alcoholic beverage, marijuana, and controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term “possession” as used herein is defined to

include the use of the student's person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

- D. Delivery - Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia will be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.
- E. Look-Alike - A "look-alike substance" is a substance, which by dosage unit, appearance including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.
- F. Under the Influence of Drugs - A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed "drunk" or "drugged" to be under the influence of drugs.
- G. Using Drugs - A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

Searches

A. Student Searches. If there is reason to suspect that a student may have drugs or other evidence on or about his/her person, he/she shall be directed by the Assistant Principal to produce the same and, if necessary, to empty his/her pockets, the contents of any bag or purse, and the like. If necessary, the student may be physically restrained to conduct the search, and the police may be called in to assist in the search. It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs or other evidence on or about his/her person, locker, or automobile. School officials may conduct searches using any legal means including, but not limited to, drug dog searches.

B. Lockers. If there is reasonable suspicion to believe that drugs or other evidence may be contained within a student's locker and that drugs are currently present in the student's locker, the Assistant Principal, or his designee, is directed to search the locker. If practicable, the search shall be conducted in the presence of the student, but outside the presence of other students.

C. Automobiles. In the event there is a reasonable suspicion to believe that a motor vehicle located on school property contains drugs or other evidence, the vehicle, if practicable, shall be kept under observation. The Assistant Principal shall attempt to confirm that the vehicle belongs to a student by any appropriate method, including the personal knowledge of staff members or other students.

The Assistant Principal shall seek permission of the student to voluntarily search the vehicle. However, if the student does not voluntarily agree to a search, the Assistant Principal shall be authorized to open the vehicle with any key in the student's possession and search the vehicle for drugs or alcohol.

If there is reasonable suspicion to believe that an unattended automobile on school property contains drugs or alcohol but the automobile is not that of a student, the Assistant Principal shall contact local authorities immediately. If possible, the vehicle shall be placed under observation.

If, as a result of any search, any substance believed to be drugs or alcohol is discovered, an inventory of the same shall be made by the Assistant Principal. The

Assistant Principal shall contact local police authorities and inform them of discovery of any illegal substances.

Disciplinary Actions and Procedures

Those students found to have violated the school's substance use/abuse policy shall be subject to the following disciplinary actions and procedures under the direction of the Principal or designated administrative staff.

A. Disciplinary Actions for Possession/Under the Influence

1. First Offense
 - a. The student shall be suspended for ten school days.
 - b. District personnel will offer to meet with the student and parents or guardians.
 - c. The administration may, at its discretion, institute expulsion proceedings. However, within the discretion of the administration, the student and his parent or guardian may agree that the student be placed on probation.
 - d. The student upon returning to school, shall report weekly to their assigned counselor for the remainder of the school year.
 - e. If the student is found to be in possession of drugs, he/she shall be reported to the police.
2. Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)
 - a. The student shall be suspended for ten school days.
 - b. District personnel will offer to meet with the student and parents or guardians.
 - c. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parent/guardian will agree to probation.
 - d. The parents shall be provided with information on qualified substance abuse treatment resources.
 - e. The police shall be informed.
3. Probation for the Purposes of this Policy and Within the Discretion of the Administration. A student and his parents or guardians may agree that the student be placed on probation including, but not limited to, the following provisions:
 - a. Upon the first offense, the administration is authorized to reduce the suspension to five days provided the student agrees to be screened by the District's Care Team and to follow in a meaningful way all terms, conditions, and recommendations set forth by the Care Team. If the student fails to follow Care Team recommendations, he/she shall be deemed to have committed a separate act of gross disobedience.
 - b. Upon the second offense, the administration is authorized to allow the student to return to school following a suspension of ten days provided the student agrees to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by the specialist before being allowed to return to school. Failure to undergo assessment by a qualified substance abuse specialist within two (2) weeks will be considered a separate act of gross disobedience or misconduct.
 - c. By agreeing to probation, the students admits the offense occurred.

- d. The terms and conditions of probation shall be established by the administration and shall be placed in writing and signed by the student and parent/guardian.
 - e. If the student violates probation, the student may be punished for the offense for which he/she was placed on probation and for violating the probation.
4. Third Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)
- a. The student shall be suspended for ten school days.
 - b. Expulsion proceedings shall be initiated against the student.
 - c. The police shall be informed.
- B. Disciplinary Actions for Students Engaged in Selling or Distributing Drugs or Alcohol
1. First Offense
- a. The student shall be suspended from school for ten days.
 - b. District personnel will offer to meet with the student and parents or guardians.
 - c. The administration shall consider whether expulsion proceedings shall be commenced.
 - d. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parents/guardians will agree to probation in the same fashion established in Part A of Disciplinary Actions for Possession/Under the Influence of this policy except that no reduction in the length of suspension shall be offered to the student.
 - e. The student upon returning to school, shall report weekly to a member of the Care Team for the remainder of the school year.
 - f. The police shall be informed.
2. Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)
- a. The student shall be suspended from school ten days.
 - b. Expulsion proceedings shall be initiated against the student.
 - c. The police shall be informed.

Prescription/Non-Prescription Drugs & the Administration of Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program.

If it is mandatory for a student to take prescription or non-prescription medication at school, these procedures (recommended by State Board of Education and Illinois Department of Public Health) must be followed to ensure a safe and healthy method of administration.

1. The parents or guardians must obtain a written order for prescription and non-prescription medications from the student's licensed prescriber to be presented at school before the medication can be given. This order must include: student's name, licensed prescriber and signature, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication and any other pertinent information, intended effect of the medication, other medications the student is receiving and the time interval for reevaluation. This order will be kept in the school health files.

2. The parents or guardians must present a written request that the medication be given during school hours. It is the parents/guardian's responsibility to bring the licensed prescriber's order, written request, and medication to school.
3. All prescription medication must be presented in the original pharmacy container. Non-prescription medication shall be brought in with the manufacturer's original label and the student's name affixed to the container.
4. All medications (including refrigerated medications) shall be maintained in a secured area in the Nurse's Office.
5. With the parents' consent and the licensed prescriber's order on file, the medication may be given only by Illinois State Board of Education certified or medically qualified personnel.
6. Each dose of medication shall be documented by the person administering the medication. Documentation shall include the name of the medication, date, time, dosage, route, and signature of the person administering or supervising student in self-administration. If the medication is not given as ordered, the reason shall be documented and signed.
7. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication. If medication has not been picked up by the end of the school year, medication will be disposed of and documentation made in the student health file.
8. All permission for long-term medication shall be renewed annually. Changes in medication shall have written authorization from the licensed prescriber.
9. Mt. Vernon Township High School will permit the self-administration of asthma medication provided the parents or guardians provide written authorization and a written statement from a physician, physician's assistant, or advanced practice registered nurse that states the name and purpose of the medication, the prescribed dosage, the time or times at which or the special circumstance under which the medication is to be administered.

The parents or guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

This permission is effective for the school year in which it is granted and must be renewed each subsequent school year.

After all requirements are met, a pupil with asthma may possess and use his or her medications while in school, while at a school-sponsored activity, while under the supervision of school personnel, and after-school care on school-operated property.

The school district retains the discretion to reject requests for administration of medicine.

EXTRACURRICULAR ACTIVITIES **(CODE OF CONDUCT)**

Any student participating in extracurricular activities of any type, including athletics and cheerleading, shall be subject to the following additional restrictions:

- I. Use or possession of alcohol or drugs at anytime at school, a school sponsored activity, or any location 24 hours a day and 365 days a year is prohibited. If reported

in written statement by the police department, sheriff's department, state police, coach, sponsor, teaching staff member or another school administrator will result in:

First Offense

1. Regular disciplinary actions of the District (if applicable).
2. A meeting shall be held with the concerned parties including the Youth Coordinator, coach or sponsor, the Assistant Principal, the parents or guardians, and the student. The student may not attend any practice or event until after the parent conference has been held and a screening date has been set.
3. The student shall be suspended from participation for 50% of the regularly scheduled contest/activities dates or by agreeing to undergo an assessment by a qualified substance abuse specialist approved by the high school; and submit proof of completion of the approved program, the student shall be suspended from participation for 25% of the regularly scheduled contest/activity dates. Concurrent extracurricular activities will involve concurrent suspension of 25% . If the season does not allow the student to successfully complete the suspension, the suspension will carry over into the next school term. The coach/sponsor will determine if the student will practice with the team/group during this period.
4. If the student is found in possession of drugs, he/she shall be reported to the police.

Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

1. Regular disciplinary actions of the District (if applicable).
2. The student will be suspended from participation for the remainder of his high school career OR by agreeing to undergo and completing an assessment by a qualified substance abuse specialist that is approved by the high school; and submit proof of completion of the approved program, the student shall be suspended from all extracurricular activity participation for a calendar year starting at the time of the parent conference.

Third Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

1. Regular disciplinary actions of the District (if applicable).
2. The student shall not be allowed to participate in any extracurricular activity program for the remainder of his high school career at Mt. Vernon Township.
3. The police shall be informed.

II. Found guilty of committing an act which would constitute a violation of any federal, state or local law or behavior which would constitute a violation of any federal, state or local law. (This does not include motor vehicle violations.)

First Offense

After investigation by the Dean of Students and guilt has been determined, the student shall be suspended from participation for 25% of the regularly scheduled contest/activities dates. Concurrent extracurricular activities will involve concurrent suspension of 25%. If the season does not allow the student to successfully complete the suspension, the suspension will carry over into the next school term. The coach/sponsor will determine if the student will practice with the team/group during this period.

Second Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)

The student shall be suspended from all extracurricular activity participation for a calendar year starting at the time of the parent conference.

Third Offense (Offenses shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career.)
The student shall not be allowed to participate in any extracurricular activity program for the remainder of his high school career at Mt. Vernon Township High School.

These sanctions apply to all students whether or not they are actively engaged in their activity at the time of violation. The penalties shall be cumulative beginning at the time of the first offense and continuing throughout the student's high school career. This policy is in effect throughout the calendar year and does not supersede District school disciplinary policies.

Rules For Participation In Athletic Programs

The following rules are to be followed by those students who participate in athletics, cheerleading, and the dance team.

Athletics is an important part of the total educational program of Mt. Vernon High School. Sports contribute to the educational development of participants by demonstrating the value of training, the importance of commonly accepted rules and regulations, the value of organized efforts, and the importance of the community spirit. Athletics is an area in which values needed for the development of our society can be emphasized, demonstrated, and enjoyed. In order to have the best possible athletic program, it is essential that athletes demonstrate an attitude of respect for discipline and a willingness to observe all school rules described in District Policy and the Student and Parent Handbook as well as the following Rules for Athletic Participation:

1. The use or possession of all forms of tobacco and tobacco products by a student athlete (a student who has been or is currently participating in athletics, cheerleading, or the dance team) at any time during the calendar year on a 24-hour basis will result in:
 - a. Each offense will result in suspension from athletic participation for 25% of the regular season contest dates.
 - i. An in-season offense is an immediate suspension for 25% of that season's contest dates. Suspensions may carry over into the next sport season if needed.
 - ii. Out of season athletes will serve the suspension during their next sport season. The suspensions will be 25% of that season's contest dates.
 - b. The Athletic Director and coaches will determine the exact number of contest dates the athlete will be suspended. The number of suspension dates will be determined by the number of regular season contest dates scheduled for that season.
 - c. Repeated offenses will continue to add additional suspensions of 25% of regular season contest dates.
 - d. Freshmen who have not yet participated in an athletic program shall receive a warning for the first offense. Repeated offenses will then result in a suspension of 25% of contest dates of their upcoming sports season.
2. A student athlete will be subject to disciplinary action including penalties imposed by the Assistant Principal, Athletic Director and/or team coach/sponsor for committing any of the following:
 - a. Falsification of a signature on the parental permission form.
 - b. Violation of any of the District Misconduct Policies.
 - c. Acts of unsportsmanlike conduct during the sports season in which the athlete is involved, such as cheating, fighting, insubordination, or verbal abuse of officials, contestants, coaches, or spectators.

- d. Violation of team rules imposed by the coach/sponsor. Each coach/sponsor shall take the responsibility to communicate the team rules to the student athlete at the beginning of each activity season.

The Assistant Principal will investigate all violations of District Policy. The coach/sponsor may impose additional penalties for acts that may include suspension and/or permanent removal from the team. The coach/sponsor must consult with the Athletic Director before suspending and/or permanently removing a student athlete from a team. The Athletic Director and team coach/sponsor are authorized to impose the penalties set forth in this policy and shall do so based upon personal knowledge of the violation and/or evidence/testimony from school officials, coaches, and/or members of the faculty and staff of Mt. Vernon High School.

SEARCH AND SEIZURE

The Constitution forbids only unreasonable searches. The Supreme Court has held that in schools, searches may be based on reasonable suspicion. The Mt. Vernon school officials are authorized to conduct a search of a student or that student's property or possessions at any time when the authorized school employee has reasonable suspicion that a student has evidence upon the student or in the student's property or possessions which constitute evidence of violation of school rules, the policies of the Board of Education or any laws.

School Lockers - School lockers are owned and controlled by the school for the use and benefit of students. School officials conduct searches of lockers from time to time for contraband, dangerous or illegal substances, missing library materials, or other improper substances. **Students should understand that they have no expectation of privacy in student lockers.** School officials may conduct searches using any legal means including, but not limited to, drug dog searches.

STUDENT RECOURSE ON DISCIPLINE

The Assistant Principal has been authorized to handle all matters pertaining to student discipline. In the event a student feels that he has been treated unfairly or has been suspended for an unjust cause, he may ask for a meeting with the Principal. If the student is still not satisfied with the findings, he may ask for a meeting with the Superintendent.

He may proceed from this point to the Board of Education for redress; and, if not satisfied at this point, he may proceed to the courts with his lawyer. Normally, the Principal and Superintendent will not be involved in the initial phases of student discipline cases. The Assistant Principal will be involved in all cases involving student discipline.

PARENTAL RESPONSIBILITY POLICY

The parents or legal guardians of a Mt. Vernon Township High School student shall be held financially responsible (up to \$500) for personal injury and property damages caused by the willful and malicious acts of the student. The Mt. Vernon Township High School District shall, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 740, Section 115/1-7, of the Illinois School Code.

PROCESS FOR SUSPENSION

The Superintendent, Principal, Assistant Principals, Director of Guidance, and the Athletic Director are authorized to suspend students guilty of chronic/gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an

- explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing, as stated above, may not be required, and the student may be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
 3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of right to review.
 4. Upon request of the parents or guardian, a meeting shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer.

SUSPENSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in suspension cases involving special education students:

1. Whenever a special education student is suspended an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations To Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Franklin and Jefferson Counties Special Education Cooperative.
3. If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended except as provided by Section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

PROCESS FOR EXPULSION

The Board of Education may expel students for gross disobedience or misconduct. In expulsion cases, the following procedures shall be used:

1. An expulsion shall occur only after the student and the student's parents have been afforded the right to a hearing before the Board of Education or a Board appointed hearing officer. The student and the student's parents shall be notified by certified mail of the reasons for the expulsion and the date, time, and place of the Board hearing.
2. At the hearing by the Board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf.

3. If requested by the student, the parent, or their representative, a record of the proceedings shall be kept.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) will be recorded as "excused."
3. The student shall be afforded all educational opportunities and services missed during the suspension. Tutoring will be provided for the number of days suspended if requested or deemed necessary.

EXPULSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in expulsion cases involving special education students:

1. The school district may expel students from school for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term. (Illinois School Code, Section 10-22.6; Opinion of the Illinois Attorney General.)
2. An expulsion shall occur only after the student's parents have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time, place, and purpose of the hearing. (Illinois School Code, Section 10-22.6.)
3. Prior to the expulsion of a special education student, the school district shall determine if the misconduct is the result of the student's handicapped condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education (hereinafter referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with Franklin and Jefferson Counties Special Education Cooperative staff familiar with the student's handicapped condition and educational program in a conference with the student's parents. If the misconduct is not determined to be the result of the student's handicapped condition, the local school district staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
4. If the misconduct is the result of the student's handicap, he or she shall not be expelled. In such cases the student's program shall be reviewed in a multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be followed.
5. The school district may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.