Mattoon High School
Home of the Green Wave
2013 – 2014

PRINCIPAL
Mrs. Michele Sinclair

Assistant Principals
Mr. Michael Shaffer
Mr. David Vieth

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

This agenda belongs to:

NAME ________________________________

ADDRESS ____________________________________________

CITY/TOWN ____________________________ ZIP CODE __________

PHONE ________________________________

STUDENT NO. ____________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper
MHS Student Goal Sheet  
2013 - 2014 
***Please wait to fill this document out until directed to do so at the beginning of the school year.***

1. These are my 3 academic goals for this school year:

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

2. These goals are important to me because:

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

3. To reach my goals, I need to do these 2-3 things:

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

4. Some things that may get in the way of my goals are:

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

5. I will know my plan is working because:

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
6. The “rewards” for achieving my goals are:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. The consequences of *not* achieving my goals are:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8. Who will support and help me to achieve my goals?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. I will monitor my progress by doing the following things:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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Mattoon High School

Mattoon High School Vision Statement

Mattoon High School is to be a professional learning community where all students and staff have a sense of belonging and develop their potential as productive citizens in a global society.

Mattoon High School is a community...

• committed to the individual needs and success of all students
• offering an engaging, relevant curriculum that challenges and prepares students for diverse career pathways
• possessing a safe, clean environment
• embracing partnerships with home and community
• demonstrating shared leadership, integrity, and respect through open communication

Mattoon High School Mission Statement

The mission of Mattoon High School is to create continuous and sustainable improvement in learning.

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

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

Distribution of this handbook is communication of all policies to persons expected to execute and comply with them.
Board of Education
Mrs. Michelle Skinlo, President
Mr. Robert Miller, Vice President
Mr. Gary Kepley, Secretary
Mrs. Colleen Garner
Mr. Rodney Morris
Mrs. Susan Smith
Mr. Bill Standerfer

District Administration
Mr. Larry Lilly, Superintendent
Mr. Tom Sherman, Assistant Superintendent (Business and Finance)
Dr. David Skocy, Assistant Superintendent (Human Resources)
Mr. Tim Condron, Curriculum Coordinator

District Tech Coordinator
Mr. Chris Roberts, Tech. Coordinator

MHS Administration
Mrs. Michele Sinclair, Principal
Mr. Michael Shaffer, Assistant Principal
Mr. David Vieth, Assistant Principal

Registrar, Student Services Office
Mrs. Sally Dickerson, Registrar

Bookkeeper
Mrs. Carla Dufford

Main Office Secretaries
Mrs. Amy St.John (Attendance)
Mrs. Tamala Munyon (Discipline)

Athletic/Vocation Departments
Mr. David Vieth, Athletic and Vocation Director
Mrs. Debbie Davis, Athletic Secretary

Office Hours
7:30 a.m. – 4:30 p.m.
Summer 7:00 a.m. – 3:30 p.m.

Mattoon High School
2521 Walnut Avenue, Mattoon, Il 61938
(217) 238 – 7800                Fax (217) 238 –7805
http://www.mattoon.k12.il.us/vnews/display.v/SEC/Mattoon%20High%20School
### Administrative Offices
- Mrs. Michele Sinclair, Principal ........................................ 238-7801
- Mr. Michael Shaffer, Asst. Principal ............................... 238-7802
- Mr. David Vieth, Athletic Dir./Asst. Principal ........ 238-7824
- District Board Office ................................................ 238-8850

### Main Offices
- Main Office Reception ........................................ 238-7800
- Automated attendant ........................................ 238-7810
- Attendance ......................................................... 238-7812
- Athletics ............................................................ 238-7825
- Special Education Office ........................................ 238-7912
- Library ............................................................... 238-7832
- Custodian Office .................................................. 238-7830

### Guidance Counselor’s Offices
- Mrs. Krista Jackley .................................................. 238-7822
- Ms. Deanna Pearcy .................................................. 238-7821
- Mr. Jere Schuler ..................................................... 238-7820
- Mrs. Tracey Perry (Social Worker) ............................ 238-7808
- Mrs. Kendra Rogers (School Psychologist) ........... 238-7809

### Medical Staff Office
- Mrs. Wright, Vicky .................................................. 238-7815

### MPD School Resource Officer’s Office
- Off. Kasey Alexander .............................................. 238-7804
MATTOON SCHOOL DISTRICT CALENDAR 2013-2014

August 15  Full Day Teacher Institute
August 16  First day student attendance – Dismiss 2 ½ hrs. early
September 2  Labor Day - No School
September 20  End of 1st 5-Week Progress Period
September 27  1st 5-Week Progress Reports Home
October 11  Dismiss 2 ½ hours early – Teacher in-service
October 14  Columbus Day – No school
October 18  End of 1st quarter
October 24  Dismiss 2½ hrs. early-Parent-Teacher Conferences (Report Cards Home)
October 25  Parent-Teacher Conferences (Report Cards Home)
November 11  Veteran’s Day – No School
November 20  End of 2nd 5-Week Progress Period
November 26  2nd 5-Week Progress Reports Home
November 28  Thanksgiving Day - No School
November 29  No School
December 20  End of 1st semester
Dec. 23 – Jan 3  Winter Break
January 6  Full Day Teacher Institute
January 7  School resumes after winter break
January 17  Report cards home
January 20  Martin Luther King’s Birthday - No School
February 7  End of 3rd 5-Week Progress Period
February 14  3rd 5-Week Progress Reports Home
February 14  Dismiss 2½ hrs. early – Teacher In-service
February 17  Presidents’ Day – No School
March 7  End of 3rd quarter
March 14  Report cards home
March 21  Dismiss 2½ hrs. early – Teacher in-service
April 11  End of 4th 5-Week Progress Period
April 14 – 18  Spring Break
April 25  4th 5-Week Progress Reports Home
April 23-24  Prairie State Achievement Exams (PSAE)
May 22  End of 4th quarter
May 22  Last day of student attendance (subject to change)
May 23  Teacher Institute (subject to change)
May 30  High School Graduation

NOTES: This calendar contains 187 total days. There are 4 teacher institute days, 176 student attendance days, and 7 emergency days to be used if needed from May 27 – June 4. If necessary, there will be NO SCHOOL on Monday, May 26th in observance of Memorial Day.
Regular Bell Schedule

Period 1  8:15-9:09
Period 2  9:13-10:07
Period 3  10:11-11:05
Period 4A Class  11:09-12:03
Period 4A Lunch  11:09-11:49
Period 4B Class  11:53-12:47
Period 4B Lunch  12:07-12:47
Period 5  12:51-1:45
Period 6  1:49-2:43
Period 7 (optional)  2:47-3:37

Early Dismissal Schedule

Period 7  8:15-8:45
Period 1  8:49-9:19
Period 2  9:23-9:53
Period 3  9:57-10:27
Period 4A/4B Class  10:31 – 11:01
Period 5  11:05 – 11:35
Period 6  11:39 – 12:09
Period 4A/4B Lunch  12:13 – 12:53
(Buses will begin arriving between 12:53 – 1:10)

School Closing

On occasions when school must be closed as a result of weather conditions or other emergencies, announcements will be made over the radio stations WLBH (96.9 FM and 1170 AM), WEIC (1270 AM), WEIU (88.9 FM) and WMCI (101.3 FM) as early as it is known, typically the 6:00 AM broadcast. Whenever students are in doubt about the schools being open, they should listen to the radio station or call the High School Auto-Attendant at 238-7810. Please DO NOT call the school office on these occasions. This will help avoid congestion of vital telephone lines during the crucial early hours. NOTE: Only the Superintendent of Schools may close district schools; that decision does not rest at the building level.

These Factors are considered in making the Determination Whether or Not to Close Schools:

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

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

1.01 Credits Required for Graduation – Board Policy

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

1.02 State Required Courses for Graduation

The State of Illinois requires the following courses for graduation from Illinois schools:

- English = 4 years (2 years writing intensive) = 4 credits
- Mathematics = 3 years = 3 credits
- Science = 2 years = 2 credits as follows:
  - Biology I at grade 9 (1 year) = 1 credit
  - Physical Science or Chemistry (I – H) at grade 10 (1 year) = 1 credit
- Social Science = 2.5 years = 2.5 credits as follows:
  - World Cultures at grade 9 (1 Semester) = .5 credit
  - American History at grade 11 (1 year) = 1 credit
  - Principles of Government at grade 12 (1 semester) = 0.5 credit
  - Principles of Economics at grade 12 (1 semester) = 0.5 credit
- Art, Music, Foreign Language, or Vocational = 1 year = 1 credit
- Health at grade 9 or 10 = 1 semester = 0.5 credit
- Driver Education at grade 9 or 10 = 1 semester = 0.5 credit
- Physical Education or J.R.O.T.C. = 3 years = 3 credits
  - or three and one-half years if driver education is taken in summer school;
  - or J.R.O.T.C. for four years

1.03 Additional State and District Requirements

Additional State and District requirements include:

- Driver Education/Physical Education = 1 semester = 0.5 credit
- Physical Education = 6 semesters
- Students will participate in six (6) semesters of Physical Education, one (1) semester of Health and one (1) semester of Driver Education/P.E.
- J.R.O.T.C. students will complete eight (8) semesters of J.R.O.T.C., one (1) semester of Health, and one (1) semester of Driver Education/Physical Education.

1.04 Graduation Requirements for Admission to Colleges/Universities

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

1. Four years of English (emphasizing written and oral communication and literature).
2. Three years of Social Studies (emphasizing history and government).
3. Three years of Mathematics (Introductory through advanced Algebra, Geometry, Trigonometry or fundamentals of computer programming).
4. Three years of Science (laboratory sciences).
5. Two years of electives chosen from Music, Art, Foreign Language (which shall be deemed to include up to one year of American Sign Language), Vocational Education.

1.05 Off Campus Courses Credit Status

As per Unit #2 policy, a student may accumulate up to 2 credits off campus. These credits must be approved prior to student enrollment in the courses. Several other rules apply to this policy. See your guidance counselor for more information.

1.06 Midterm Graduation

Midterm (or early) completion of requirements for graduation is possible, though not encouraged. Any student who chooses to graduate prior to completing eight semesters shall automatically forgo eligibility for Summa Cum Laude status. Students must apply for midterm graduation with their counselor prior to their 8th semester. The same requirements for graduation exist for midterm students as for full time students. Each case is handled on an individual basis, taking into account career objectives, levels of proficiency, and financial or hardship cases.
1.07 Graduation Ceremonies
Please be advised that graduation ceremonies are a privilege and not a student’s right. A student may be denied the privilege to participation and/or attend MHS graduation ceremonies if the student:

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

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

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

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

II. Grades and Schedules
Grade cards are distributed quarterly at MHS. The first two quarters comprise a semester. Semester grades/Transcript grades are arrived at using the following weights:

- 1st Quarter grade = 40% of Semester grade
- 2nd Quarter grade = 40% of Semester grade
- Semester Exam Grade = 20% of Semester grade

Final Grade =100%
Grades of D, F, WF, or I, will result in the student being ineligible for honor roll consideration regardless of quarter or semester G.P.A.

NOTE: Students have three weeks to reconcile an incomplete (I) grade during the first and third quarters. All work must be completed by the last day of the school year.

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

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

2.01a Weighted Grades
Honors classes are weighted in the following manner:

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

Courses to be included:
- Honors English I-IV
- Honors Advanced Algebra II
- Honors Geometry
- Honors Trigonometry/Pre-Calculus
- Calculus
- Biology II
- Zoology
- Chemistry
- Physics
- American History
- French III - IV
- Spanish III - IV
- Graphic Arts II
- Honors Band
- LLC Composition I & II
- LLC Biology
- LLC Government
- LLC Music in American History/Culture
- LLC Understanding Music

2.02 SUMMA CUM LAUDE
A student will be designated as graduating summa cum laude if he/she has taken nine of the Eighteen and one half capstone classes and has earned A’s in all the classes they have taken during high school. In order to take a capstone class, a student is required to enroll and complete
the corresponding sequence class(es) as listed below:

**Sequences Class(es)**
- Honors Band I and II
- Honors English I and II
- Spanish I and II
- French I and II
- Graphic Arts I
- Honors Geometry and Honors Algebra II
- Biology I and Honors Chemistry I
- Phyics
- World Cultures I and II

**Capstone Class(es)**
- Honors Band III, IV
- Honors English III, IV, LLC Composition I & II
- Honors Spanish III, IV
- Honors French III, IV
- Honors Graphic Arts II (2hr) *
- Honors Trig/Pre-Calc, Honors Calculus
- Honors Chemistry II, Physics
- Honors Biology II, Zoology, LLC Biology
- Honors American History
- LLC Government

*counts as two capstone classes.

GPA will still be determined as specified on page 15 of the Course Description Handbook. For college applications/scholarships a student’s percentile will be given. For example, the 15th percentile, 25th percentile, 50th percentile, etc.

### 2.04 Honors Classes Continued Enrollment Criteria and Procedures

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

1. The Teacher will:
   - Meet with the student to discuss causes for the grade decline.
   - Call the parent to inform them of the situation and solicit help for the improvement plan.

2. The Student will:
   - Create a plan for improvement with the teacher.
   - Have improvement plan signed by parent and returned to teacher.
   - Attend the schools tutorial period until the grade is raised to a ‘C’ or better.

3. The Counselor will: (if the above fails)
   - Gather all pertinent information, including but not limited to, prior grades, past performance on assessments, and teacher and parent input.
   - Submit information to the administration.

4. The Administration will:
   - Review all pertinent information regarding placement issues.
   - If necessary, request a conference to discuss placement issues.
   - Determine final placement.

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

### 2.05 Honor Roll

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

- **High Honors**: 5.001 – 6.000
- **Honors**: 4.300 – 5.000

### 2.06 MHS / Lake Land Dual Credit (LLC)

Mattoon High School in cooperation with Lake Land Community College have worked together to provide MHS students with many dual credit course opportunities. Students that receive dual credit earn credit toward their high school diploma as well as college credit at a substantial cost savings. Students may elect to register for these courses but available space is limited.
Criteria used to determine placement in these courses include: meeting required prerequisites, practice ACT test scores, ACT scores, student grades, attendance, and qualified faculty availability. The following courses are offered for LLC dual credit:

- LLC Composition I & II
- LLC Trig/Pre-Calculus
- LLC Calculus
- LLC Biology
- LLC Chemistry II
- LLC Principles of Government
- LLC Music in American History/Culture
- LLC Understanding Music
- LLC Graphic Arts I & II
- LLC Health Occupations
- LLC Entrepreneurial

For more information please see your counselor in the student services office.

2.06 Report Card Distribution
Midterm grades will be reported on Skyward during each quarter. Please see the District Calendar section of this handbook for these important dates.

2.07 SEMESTER / FINAL EXAM POLICIES
All MHS courses are required to give semester and final exams. Students who are unable to take their exam(s) on the designated exam day(s) (the last two full days of each semester) will be required to take their exam(s) on designated exam make-up day(s). Exams may not be taken early. An exam not taken on the make-up day(s) may result in a failing grade for that exam. Please see section: 4.04b “Valid Cause”. Section 2.07a,b define Incentives for students to earn the privilege of having exams waived. However, when a semester grade is dependent upon the results of an exam, students are encouraged to take their exams.

2.07a Grade / Attendance / Behavior Incentives
Any MHS student who meets “ALL” of the following criteria may have one or more of their semester / final exam(s) waived:

1. The student is absent with “Valid Cause” (see section: 4.04b Excused Absences Defined – “Valid Cause”) for three or less days during the semester. Students who are truant, or who are absent for any reason beyond three days are ineligible.

2. The student has no truancies during the semester in which the exam exemption is being considered.

3. The student has a “C” average or better each quarter in the class they wish to have waived.

4. The student has no un-served detention(s)

5. The student has not been suspended (In-School-Suspension “ISS” or Out-of-School-Suspension “OSS”) during the current semester.

Major medical leaves will be evaluated on an individual basis. Students wanting to apply for a medical exemption must do so by completing the “major medical” exemption form found in the main office within seven(7) school days following the medical absence.

When final exam exemption waivers are used the student will receive the average of both quarters during the semester for their final semester grade.

2.07b PSAE Incentives
Junior students who ‘meet’ or ‘exceed’ standards in specific subject areas of the Prairie State Achievement Exam (PSAE), may be exempt from final exams, in those specific subject areas, during their senior year. Earned exemptions may be applied to other non-tested subject area exams, provided the student is not enrolled in the subject area where the student ‘met’ or ‘exceeded’ the standard. Students who wish to use these exemptions may not be truant during the current school year and may not be absent from school for any reason beyond five school days.

Additional information on senior exam exemptions will be discussed during a class meeting about the PSAE during the students’ junior year.

III. Student Records and Transcripts

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

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

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for sixty- (60) years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(e); 50-4(e).

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

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

3.03 Student Records

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

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

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

3.04 Transcript Requests

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

IV. Attendance Policies

The following policy is based on Illinois School Law and the beliefs that school attendance and participation and interaction in classroom activities are fundamentally important and integral to scholastic achievement and advancement in life. School attendance and academic performance are closely related; when students are absent from the classroom, academic achievement suffers. Truancy and excessive absenteeism reflect a student's actual lack of effort for academic and scholastic achievement. It is the legal responsibility of parents to assure that their children regularly attend school and to notify the administration when a student will be absent from class and the reason for the absence.

4.01 Illinois Compulsory School Attendance Law

Whoever has custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.
The parent/guardian of a student who is enrolled must report all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

4.01a Excused Absences

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

Students and parents should understand that the principal, assistant principal or other designees of the principal are the only persons who can excuse absences. Parents and guardians must provide reasons for absences to school officials, but do not excuse.

"Valid cause" for absence shall be illness, death in the immediate family, family emergency and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Class work missed during an excused absence must be made up within the number of days missed after returning to school. If a student is absent two days, for example, the student has two school days to complete the work missed.

4.01b Unexcused Absence and Truancy

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

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

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

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

A student who has an unexcused absence must obtain an admittance permit from the attendance office before being admitted to his or her classes. Credit cannot be given for work missed due to the unexcused absence although the teacher will require that the work be completed to insure that the student completes background work for future assignments.

Truancy, unexcused absence and tardiness will result in disciplinary action.

4.02 Illinois School Code Requirements

Absenteism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.

2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.

4. Methods for identifying the cause(s) of a student’s unexcused absenteeism, including interviews with the student, his or her parents/guardian(s), and staff members or other people who may have information.

5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

6. A process for a 17 year old resident to participate in the District's various programs
and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools.*

7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records,* as well as State and federal law concerning school student records.

9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

10. A protocol for making the notifications required by The School Code, Section 26-3a, concerning students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their name were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The status of a driver’s license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the criteria established below.

11. The criteria to determine whether a student’s non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

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

4.03 Regular Attendance Requirement

Parents are legally responsible for seeing that their children regularly attend school. Parents are also trusted by teachers and administrators to make proper decisions with regard to their child and school attendance. If absenteeism becomes excessive *(beyond 5 parent excused days)*, the school may enlist the parent’s assistance in determining the nature of the absences that the parent wishes the administration to excuse with full make-up privileges. With appropriate documentation, absences attributed to hospitalization and school activities (i.e. field trips, athletic contests resulting in early dismissals) shall fall outside the absence policy.

Unexcused absenteeism is improper and illegal. Absenteeism of any kind is undesirable. If, in the determination of the principal, or designee, a student accumulates an EXCESSIVE number of questionable non-medically related absences *(5 days per semester)*, the school may require the parent or legal guardian to provide documentation from an appropriate third-party source thereafter (in order to be excused with full make-up privileges). Appropriate third-party sources may vary from case to case; please contact the principal, or designee, for clarification on this point. Failure to comply with this formal request may result in subsequent absences being judged as unexcused in nature, with associated consequences for truancy, such as, but not limited to, loss of make-up privileges for missed work, an A.I.M.S. referral to the Illinois Regional Office of Education, and legal action against the parent and student.

Parents should contact the principal once they anticipate that extraordinary or justifiable pre-existing conditions may cause episodes of excessive absenteeism, not necessarily associated with hospitalization, medical/dental appointments, court appearances, or school-related activities. Nothing herein diminishes a parent’s or student’s right to appeal this absence policy; parents or students may exercise their due process rights by making a special appeal to the principal, who will review such requests on an individual basis.
**4.03a Appeal of Decisions Regarding Absences**

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

**4.04 MHS Absence Policy**

It is within the sole discretion of the high school administration to determine the legitimacy of a student’s absence and to determine whether it is excused or unexcused. If a student is absent from attendance without valid cause, then such truancy will result in disciplinary action.

If a student is chronically truant, i.e. a student who is absent from attendance without valid cause 5% or more of the last 180 school days, such student will be offered supportive services, including preventative, diagnostic, intervention, and remedial services before punitive action, including suspension, expulsion, or court action, is taken against such student.

**4.04a Procedure for Reporting Absences**

If a student is going to be absent from school, a parent or guardian MUST call the Office at 238-7812 or the Auto-Attendant at 238-7810 on the day of the absence. If the student, parent or guardian has no phone, a written note from the student’s parent or guardian is required. The office will call the student’s parent or guardian at work if necessary to confirm the absence. Failure to notify the school of a student’s absence will cause the student to be given a notice of truancy and the appropriate consequence will be assigned.

In the event that a parent does not notify the school on the day of an absence, the school must have notification, by phone or in writing, of any absence by 12:00 noon upon the student’s return to school. If notification is not received by 12:00 noon such an absence will be considered truancy.

**4.04b Excused Absences Defined – “Valid Cause”**

Students will be allowed to make up work assignments or tests that were missed due to an excused absence within a reasonable period of time after returning to school, as determined by the teacher of each particular class involved, which shall be at least the number of days missed. An excused absence is an absence from class for a legitimate purpose including:

- Parent excused illness within the allotted parent excused 5 days
- Doctor, Dentist, Orthodontist, or Optometrist appointments. (considered a medical excuse if a physicians note is submitted)
- Death in the family
- Participation in a school sponsored activity
- Extended illness requiring a physician’s care and certified by a physician in writing. Absences for illness or a medical appointment beyond the five parent excused days may require a written medical excuse by the physician to be considered an excused absence.
- College visitation by juniors or seniors, provided that the student obtain approval in advance for such visitation by presenting a “College Visitation Form” to a guidance counselor at least 2 days prior to the visitation. Verification of the visit from a college official must also be obtained and returned to the office or guidance counselor. Except for unusual circumstances, a student will be permitted no more than two (2) days for college visitation.
- Any absence that has been determined in advance by the high school office as a unique situation appropriate for such treatment. If a student or the student's family is aware of a family related absence, such as a family vacation or wedding, the student should clear this absence with MHS administration a minimum of 7 days prior to the proposed absence for the absence to be considered a valid cause absence. Absences of the “family vacation” and related types will only be considered excused if they fall within the allotted five parent excused days and do not take place on exam days. Failure to follow this process will result in the absence being considered unexcused. The student must obtain the appropriate form from the office which must be signed by all of the student’s teachers and returned to the office prior to the absence. The student must complete all make-up work and turn it in to every teacher in advance of the absence, or as their individual teachers deem appropriate.
4.04c Unexcused Absences Defined

An unexcused absence is an absence from class, which, in the discretion of the high school office is not for a legitimate purpose. Students who miss homework assignments, quizzes or tests due to an unexcused absence are required to make up such work missed to insure that the student completes background work for future assignments. The student may receive a zero (0) for all work missed. Examples of unexcused absences are as follows:

1. Truancy
2. Excessive Absence (more than 5 parent excused days per semester)
3. Job hunting and/or interviews
4. Employment (unless school-work related program)
5. Grooming/hair cut appointments
6. Leaving the building without permission
7. Suspension (See Section 3.11 regarding make-up privileges)
8. An absence without a timely call or note from parent (See section 2.03)
9. Shopping trips
10. Visiting and/or social gatherings
11. Overslept
12. Car trouble (1 absence per year is excused)
13. Missed Bus
14. Preparation for prom, homecoming, etc.
15. Cutting classes or skipping school
16. Attending an athletic or sporting event not sponsored by the school
17. Staying home to work on homework
18. Any other reason so determined by the office as not being equivalent to or greater than the educational experience at school and/or beyond the students five parent excused days.

Once a student has arrived on campus, the student is not permitted to exit the campus before the start of the school day. Once a student has exited campus at the end of their scheduled school day they are not permitted to return to campus on that day (an exception to this rule are students returning for extra-curricular activities). Students using the district bus service must remain on campus after being dropped off and, at the end of the day, must remain on campus until picked up. Failure to follow this policy may result in disciplinary action.

If a student should become ill at school and need to leave, the student MUST check out through the school nurse or the office. A junior or senior who has earned off campus lunch privilege and who leaves for lunch (for example) and does not return will normally not be excused without a written note from a physician verifying that the student received medical care that same day, or without a phone call from a parent the same day.

If a student becomes ill during the school day, a student MUST obtain the approval of the school nurse or the office or the absence will be automatically unexcused. The school nurse will make recommendations to the office concerning the best welfare of the student. Under no circumstances is any student to take another student home. Those students who drive to school and become ill should not attempt to drive themselves home in case of illness. The school nurse will call the home to arrange transportation. Alternate transportation will be provided by the school in case of an emergency.

4.06 Truancy Intervention/Prevention Services

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

4.07 City of Mattoon Truancy Ordinance Notice:

In accordance with Board approved protocol for cooperation and sharing of information with the Mattoon Police Department (MPD) related to student safety and illegal activities, Mattoon High School will cooperate in sharing information with MPD related to student truancy. Truancy is recognized as both a student safety concern and an illegal activity. The City of Mattoon has enacted a truancy ordinance that when applied, includes fines and a required court date for truant students and their parents/guardians. Parents/guardians and students are hereby notified of the following City of Mattoon Truancy Ordinance:
City of Mattoon, Illinois
Ordinance
A TRUANCY ORDINANCE PROVIDING FOR THE SAFETY AND WELL BEING OF MINORS OF THE CITY OF MATTOON

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

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

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

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

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

b) It is hereby made unlawful for any parent, guardian or other person having the legal care and custody of any person under eighteen (18) years of age to allow or permit any such child, ward, or other person under such age enrolled in a public, private, or parochial school, to absent himself or herself from attendance without fully complying with policies and requirement of the school district in which the child is enrolled.

c) Each day that such person under eighteen (18) years of age absents himself or herself from attendance shall constitute a separate offense and shall be punishable as such: a mandatory city court date, court costs, and fines totaling roughly $177.00.

4.08 Tardiness Defined/Procedure

It is vitally important that students report to school and classes in a timely manner. Tardiness, a form of absenteeism, is disruptive in that it distracts students and teachers alike. It should be noted that tardiness might lead to lower or failing grades due to the loss of classroom and instructional time. (Furthermore, promptness, a learned behavior, is a highly desirable attribute, a measure of dependability and continued employability in the professional workplace.)

Students who are tardy to their scheduled class period must obtain a pass in order to gain entry to that class. The standard pass to enter class for a tardy student is a lunch detention ticket. Tickets can be obtained from designated hall monitors or administrators. Students who are tardy should not try to enter their classroom without this ticket. Students who try to enter class without this ticket in a disruptive manner, or students who are found outside of their scheduled class period after the first 5 minutes of the period(without a valid hall pass) will be escorted to the AER room for the remainder of that class period and receive a lunch detention ticket. Repeated tardiness during the course of the semester will lead to administrative intervention.

At a minimum, the student should be in the classroom before the tardy bell rings. A teacher may impose a tighter policy such as requiring the student to be in his/her seat when the tardy bell rings.

Students who were absent the previous day should check with the office before their first class to make sure they were excused. If a student is late to class because he/she is getting an admittance permit, the office will not excuse this tardiness and the teacher will count this against the student. To avoid this type of tardiness, it is suggested to request your admittance permit from the attendance office at least fifteen (15) minutes before your first class.
V. Student Health

School personnel are concerned for the health, safety, and welfare of all students and employees. The District Nurse’s office is located at the High School. There are also two assistant nurses in the district who are shared between the other buildings. A nurse is available for emergencies. If one is not in the building when needed, the principal or school secretary will contact the nurse via cell phone for assistance.

5.01 Reporting Illness or Injury

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

5.02 HIPPA and Registration

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

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

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

5.03 Administration of Emergency Care

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

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

5.04 Infectious Illnesses/Communicable/Chronic Infectious Diseases

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

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

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

1. No child should be sent to school with a fever over 100 degrees. Children should stay home from school until the fever has been gone for 24 hours without medication. Returning to school sooner may slow recovery and expose others to unnecessary illness.

2. A child with diarrhea should be kept home.

3. If vomiting occurs, keep at home until they can eat and keep food down.

4. Keep your child at home if they have any symptoms that prevent him or her from participating in school, such as excessive tiredness or lack of appetite, coughing up mucus, sneezing, headache, body aches, earache or sore throat.

5. If your child has strep throat, pink eye, or impetigo, the child needs to be on the
6. When a child has chicken pox, they may return after all the pox are dry and crusted over, usually not sooner than 6 days after it begins.

7. If your child complains of a sore throat and has no other symptoms, he may be well enough to go to school. If white spots are seen in the back of the throat or if fever is present, keep him home and call your doctor.

8. After your child is feeling better, clean all surfaces and wash the bedding and air out the room.

### 5.05 Health, Immunizations, and Exclusion of Students

**Required Health Examinations and Immunizations:**

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

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

As required by State Law:

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

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

**Exemptions**

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

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

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

### 5.06 Medications at MHS

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

1. All medications given at school, including over the counter medications must be prescribed by a physician. A School Medication Authorization Form must be completed each school year for each medication at school. These forms are available from the school nurse and most area physicians have been supplied with copies.
The doctor and a parent or legal guardian must sign the form.

2. Prescription medications must be brought to school in a container appropriately labeled by the physician or pharmacy showing: student’s name, name of medication, dosage and schedule of administration, date, and the prescriber’s name. All medications will be stored in the health office in a locked cabinet. Exceptions will be allowed only with the approval of the principal and the school nurse. The school nurse or other designated school personnel shall administer all medications in the office where an administrative log will be kept.

3. Over-the-counter medications must be in original containers.

4. Students are not allowed to have any medication in their possession while at school.

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

5. Any change in medication dosage or administration shall have written authorization from the prescribing physician.

6. No medications will be given at school that the child has not already received at home or under the supervision of the physician.

7. All medication is to be taken to the school office at the beginning of the school day where it will be locked in the cabinet.

8. No medication will be given at school if the above guidelines are not met. In addition, the school may deny the request according to, but not limited to the following criteria: Student’s age, maturity level (both educationally and emotionally), type of medication and its side effects.

9. At the end of the school year or the end of the treatment regime, the student’s parent or guardian will be responsible for removing from the school any unused medication. If the parent or guardian does not pick up the medication by the end of the year, the nurse will dispose of the medication and document that it was discarded.

5.07 Student Accident Insurance

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

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

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

5.08 Eye Examinations

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

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

5.09 Head Lice

As of August 1994, any student who has been identified and verified by the school nurse as having active lice, or having any nits (active) will be immediately excluded from school. Parents will be required to come to school and pick up their child. The student will not be allowed to return to school until they are treated appropriately and all nits (eggs) have been removed. The School Nurse must clear the student before returning to school. Students are not permitted to ride the bus until cleared by the nurse.
5.10 Food Allergy Management Program

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

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

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

VI. Student Safety

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

Note: The MHS Discipline System and Board Policy on Bullying, Intimidation, and Harassment support student safety. See MHS Positive Behavior Intervention System (MPBIS) and Prevention of Bullying, Intimidation, and Harassment.

6.01 Asbestos Abatement

This information is being published in compliance with the requirements of 40 CFR 763 Subpart E - asbestos-containing materials in schools. This regulation, commonly known as the “AHERA” rule, requires local education agencies, such as ours, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the Mattoon Community Unit School District No. 2 Board of Education. These include, but are not limited to:

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

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

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

6.02 Deliveries/Messages/Phone Calls

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

6.03 Fire and Tornado Drills

In compliance with State Guidelines for disaster preparation, there is a minimum of three fire drills held each year at irregular intervals. Tornado drills are held during the appropriate season. The following rules apply during these drills:

The teacher will provide students with instruction for exiting the building in case of fire or disaster and safety precautions in case of other emergencies.

Students are to walk and move quickly and quietly to designated areas, and there is to be no talking.
6.04 Fire Zone Parking

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

6.05 Mandated Reporting of Child Abuse

Mandated reporters are professionals who work with children in the course of their professional duties, such as teachers, principals, counselors, nurses, social workers, and psychologists. It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the hotline. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe” that a child known to them in their professional capacity may be an abused or neglected child. It is the State’s early warning system to identify probable abuse early enough to avoid serious and long-term damage to a child. The State’s primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.

6.06 Information about Sex Offender Community Notification Laws

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

6.07 Interviewing Pupils at School by Law Enforcement/Agency Personnel

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

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

Whenever possible, a school administrator or teacher will remain present during interviews of students by police or agency officials.

School employees do not have legal authority to interfere with police officers making arrests. Except in extraordinary circumstances where the principal or other administrator deems it prudent in order to protect health or safety, the principal shall notify the parent or guardian if a student is arrested at school or a school sponsored activity.

6.08 Restrictions on Publications/Written/Electronic Material

School-Sponsored Publications and Web Sites:

School-sponsored publications, productions and web sites are part of the curriculum and are not a public form for general student use. School authorities may edit or delete materials that is inconsistent with the District’s educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.
Non-School Sponsored Publications and Web Sites Accessed or Distributed At School:

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes.

Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

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

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

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. Note: This could include student bullying online.

6.09 Parental Right to Request Their Child’s Classroom Teachers’ Qualifications

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Second Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child’s classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

6.10 Student Identification

The student ID card is an essential part of the students’ day. It is used for food and library services. It is also useful to get into games and other events at reduced cost. In order to promote school safety, the student I.D. card:

- Must be in the student’s possession during the school day while on campus
- Must be shown on demand from any staff member
- Must be used to utilize library resources and services
- Must be used to purchase lunch/breakfast in the MHS cafeteria

If I.D. Card is Lost or Student Requests a Second Card:

A replacement or second card will be issued for $5.00. A replacement card will be supplied free if the student returns their broken card.

6.11 Student Safety Procedures

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

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

These phases are covered in each school’s site-based safety plan. In addition, the District has a Safety Program Coordinator and each school has a Crisis Management Team.
The District will disseminate emergency information via its website, information hotline, through the media, and by telephone contact. Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. In the unlikely event an emergency response is needed at your child’s school, staff members will be totally engaged in supervising students. We will attempt to provide information through the District’s information hotline, 238.8891, and/or website http://www.mattoon.k12.il.us. If students are evacuated, students at Mattoon High School will be loaded on buses at Dakota Avenue and taken to Riddle Elementary School. You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home. During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the District’s Safety Program Coordinator as well as the Building Principal.

6.12 Videotape Surveillance Policy

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

6.13 Visitors and Visitor Conduct on School Property

In accordance to Board Policy 8.30, the following definitions apply to the policy: School property – School buildings, and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor – Any person other than an enrolled student or employee

Students may not bring or receive visitors at school. Parents or guardians, however, are encouraged to accompany their students to school. All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitor’s log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event shall:

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

7.01 Wave BIONIC Program
Believe It Or Not, I Care (BIONIC) is a student team-based support program with the focus of students helping students. Students that volunteer for the program earn additional privileges and receive outstanding leadership training. There are four student BIONIC teams:
- Freshman Mentoring Team
- Extended Absence Team
- Transfer Students Team
- Grief Team
For additional information about this program and how to get involved, please contact Ms. Pearcy in the student services office.

7.02 Driver Education
Driver education is a requirement by the State Board of Education as well as local Board of Education policy. There are two (2) phases of driver training. The first phase is a nine (9) week course of at least thirty-two hours of classroom instruction. The second phase required is six (6) hours behind-the-wheel driving with a qualified instructor on an appointment basis. The second phase may be taken before school, after school, lunch period, P.E., or during the summer. A student must have a valid instruction permit in order to participate in the behind-the-wheel phase.

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

7.04 Wave HEROS Program
Helping, Encouraging, and Responding to Others through Service (HEROS). Members earn the privilege to wear a purple cord during graduation. In order to be recognized as a member of the Wave HEROS, a student must complete a yearly average of 30 service hours consisting of fifteen (15) school-based hours and fifteen (15) community-based hours, for each year they attend MHS. Service hours can be earned by volunteering to work at school and community related events, being part of BIONIC, helping a neighbor, volunteering to work at a community service organization, etc... Members of school recognized service organizations will automatically meet their HEROS service hour requirements for the school year when they complete their organization’s service hours/mentoring requirements each year. In order to receive credit for a service event, a student must complete a Wave HEROS Service Card, for each service event, with a signature from the supervisor/sponsor, and submit the completed card to the HEROS mailbox in the main office. The HEROS monitoring group will determine the acceptability of hours. Service hours are cumulative throughout a MHS student’s high school career. Earned hours will be posted at the midterm and end of each quarter. Flyers are available in the main office or see Mr. Walk or Mr. Shaffer.

7.05 Physical Education
All students are expected to dress and participate daily in P.E. unless excused temporarily by the P.E. instructor, nurse, or the administration. Students will be excused when so directed by the family physician.
Except in the cases of extended exclusion from Physical Education due to medical reasons, students will report to class and be given writing assignments by the instructor to complete in the Physical Educational setting.
The required dress for P.E. consists of regulation suit and tennis shoes.
The state law says that every student must take part in a program of health, safety, and P.E. and that the successful completion of ROTC or Marching Band will be accepted in lieu of P.E. if a student so wishes.
The Building Principal is authorized to excuse students in grades 9 through 12 from taking required physical education courses for any of the following reasons:
- Ongoing participation in an interscholastic athletic program for students in grades 11-12.
- Ongoing participation in a JROTC program for students in grades 9-12.
- Enrollment for students in grades 11-12 in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being denied admission.
- Enrollment for students in grades 11-12 in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.
- Ongoing participation in marching band, during the fall semester, for pupils in grades 9-12 who are enrolled in the marching band program for credit.
Students must submit such requests in writing with as much specificity as possible. Principals shall maintain records showing that they applied the stated criteria to the student’s individual circumstances.
There will be a nominal fee for participation in bowling, skating, miniature golf, and at the driving range. Rental or ‘loaner’ uniforms are available when the student reports to class without a complete uniform. All uniforms are cleaned prior to use. A nominal fee shall be charged for each use of a rental uniform.

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

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

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

- Parent-Teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants’ alternative and optional education program
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may amended from time-to-time
- Graduation incentives program

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

- Is considered a dropout according to State law;
- Has been suspended or expelled;
- Is pregnant or is a parent;
- Has been assessed as chemically dependent; or
- Is enrolled in a bilingual education or LEP program.

Credits and grades earned in Bridges and Pathways count toward a student’s grade point average, class rank, and eligibility athletic and extracurricular activities.

7.07 REGIONAL SAFE SCHOOL
ALTERNATIVE EDUCATION PROGRAM (BRIDGES)

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

- The student is eligible for expulsion, or has been expelled for conduct in violation of school rules involving:
  - Weapons
  - Illegal drugs or cannabis
  - Alcohol
  - Violence
  - Threats, hazing, bullying or intimidation
- Disruption of educational process or extra-curricular activities

7.08 Special Programs and Services

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

7.09 Summer School

Upon Board approval, Mattoon High School may offer high school students the opportunity to earn credit in some pre-selected academic subjects during the summer. Classes usually run in a three- or six-week session. Dates and times are to be announced.

7.10 Important Test Dates

**ACT National Dates and Deadlines:**
- Test Dates:
  - September 21, 2013
  - October 26, 2013
  - December 14, 2013
  - February 8, 2014
  - April 12, 2014
  - June 14, 2014
- (MHS is not a testing center for the Feb. and June test dates)
- Visit [http://www.act.org](http://www.act.org) for test-taking tips, sample questions and on-line registration.

**MHS ACT Practice Test Dates:**
- September 11-12, 2013
- January 15-16, 2014

**SAT Test Dates:**
- Test Dates:
  - October 5, 2013
  - November 2, 2013
  - December 7, 2013
  - January 25, 2014
  - March 8, 2014
  - May 3, 2014
- Registration Deadlines:
  - September 6, 2013
  - October 3, 2013
  - November 8, 2013
  - December 27, 2013
  - February 7, 2014
  - April 4, 2014
June 7, 2014    May 9, 2014
Visit http://collegeboard.org for test-taking tips, sample questions, and on-line registration. See your counselor for ACT and SAT registration materials.

PSAT (Juniors)
Test Date: Wednesday, October 16, 2013 – We will bus students to Presbyterian Church. There is a $15.00 fee payable upon registration. Sign up in the guidance office.

PSAE (Juniors)
Test Dates: April 23-24, 2014
Make-up Dates: May 7-8, 2014

PLAN (Sophomores)
MHS Practice Test Dates: September 25-26, 2013
Test Date: March 18-19, 2014
Make-up date: March 20, 2014

EXPLORE (Freshmen)
MHS Practice Test Dates: September 18-19, 2013
Test Date: March 11-12, 2014
Make-up date: March 13, 2014

ASVAB: Armed Services Vocational Aptitude Battery (Juniors and Seniors)
Test Date: See Counselor
This test is available to juniors and seniors interested in learning more about their vocational and academic aptitudes. This test is free of charge. Sign up in the guidance office.

7.11 Textbooks & Consumable Instructional Materials (CIM)
Textbooks are furnished to Mattoon High School students without charge. Students are issued textbooks at the beginning of the year and are expected to return them in satisfactory condition. A replacement charge will be made for lost books or excessively damaged books. The school assumes no responsibility for lost or stolen books.

Students of Mattoon Community Unit #2 are charged only for the materials that they use or consume. The students pay for some workbooks, supplies, and laboratory materials. Consumable Instructional Materials (CIM) fees are established each year by the Board of Education. Payment of CIM fees is due in full at registration. If unable to pay these fees, contact the Office about a fee waiver or possible installment plans.

7.12 Credit Recovery Program
The MHS Credit Recovery Program is an alternative educational program aimed at helping students regain credit toward graduation. Eligibility for this service is limited and based on student need and priority is given to seniors, then juniors, and finally sophomores when space is available. Students considered not able to make enough credits to graduate with their class, have chronic behavior problems, or who can obtain enough credits to graduate through conventional means may not be eligible. Students may be required to attend summer school to be eligible for this program. In some cases, students may be charged $200 for this service. For more information on this program please contact your MHS counselor.

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

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

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

8.01a Expected Bus Behavior
The bus driver is in charge and is responsible for the students’ safety. The student is to respect, obey, and cooperate with the driver. It is the legal duty of the bus driver to enforce bus regulations. The driver is instructed to report repeated offenders to the Administration for disciplinary measures, which may be the loss of bus privileges.

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

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

Students should:
Be on time for the bus.
Be careful entering and leaving the bus.
Be seated on entering the bus and stay seated until time to leave the bus.
Keep their voices down and not talk to the driver when the bus is moving.
Behave themselves, as behavior distracting the bus driver endangers student safety, and will not be tolerated.
Keep the bus clean.
Keep hands and head inside the bus at all times.
Do not throw anything or give the appearance of throwing.
Be silent when the bus approaches a railroad-crossing stop.
Failure to follow these expectations may result in school disciplinary action ranging from AER time to loss of bus service.

8.02 Computer Lab/Internet Use/Procedures/Policies

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

8.02a Computer Use Terms and Conditions

Because technology changes so quickly, the terms and conditions of Acceptable Use do not attempt to state all possible ways in which and individual could abuse the system. However, many specific examples are provided. Generally, any use which abuses others, or prevents others from having reasonable access to the network, its resources or the network will be deemed by the System Administrator as Unacceptable Use. The System Administrator will assist you if you have questions about unacceptable use.

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

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

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

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

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

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

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

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

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

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

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

Posting anonymous messages or posting material falsely attributed to another.
Using the network for commercial or private advertising.
Submitting, posting publishing, or displaying any defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
Using the network and/or Internet while access privileges are suspended or revoked.
Evading or disabling, or attempting to evade or disable, content-filtering technologies installed by the district.
Use of any unauthorized, deliberate, or negligent means, which damages or disrupts technology resources, alters normal performance, or causes malfunction, regardless of the location or the time duration or the disruption. “Negligent” means using computers, networks or the Internet contrary to training instruction, or these Terms and Conditions of Acceptable use.
Only users designated by district will install legally licensed software. All users will adhere to the limitations of the districts technology licenses. Installing personally owned software licensed for home use is strictly prohibited. Copying district-owned software for home use is also strictly prohibited.
At no time will District computer equipment or software be removed from the district premises, unless authorized by the administration.
All users will use the district's property as it was intended. Except for laptops, pda's and digital cameras, computer hardware (e.g., cpu's, monitors, external burners, printers, etc.) will not be lifted, moved or relocated without permission from an administrator. Any liability for intentional damage to computers will be limited to the cost of replacing or repairing damaged hardware.
Any user who feels he or she has a legitimate reason for using the districts' technology in a way which may violate any or the district’s published policies and procedures (legitimate research, etc...) may request a waiver of the policies and procedures from the administrator.
Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include any behavior, which is abusive or intentionally offensive to others. Common examples are the following:
Be polite. Do not become abusive in messages to others.
Use appropriate language. Do not swear, or use vulgarians or any other inappropriate language.
Do not reveal private or confidential information such as personal addresses, personal e-mail address, or unlisted telephone numbers. Do not reveal student record information in violation of the Family Educational Right to Privacy Act or the Illinois School Student Records Act.
Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities may be reported to the authorities.
Do not use the network in any way that would disrupt its use by other users.
Network and information technology is a rapidly developing and changing field. As a result, network and Internet communications are not as reliable as other more mature systems, such as the electrical power system or the telephone. While generally reliable, network and Internet communications are subject to unpredictable delays and failures, or even corruption of data. You must be aware of these risks. BACK UP ALL IMPORTANT DATA AND WORK PRODUCTS.
Because the Internet is completely unregulated, use of any information obtained via the Internet is at your own risk. The Quality of Information available over the Internet ranges from very high and reliable quality or completely unreliable and intentionally false and misleading. It is up to the user to evaluate the quality of information.
Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of the employee’s intentional violation of these Terms of Acceptable Use.
Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users.
Keep your account and password confidential. If someone else has learned your password, change it.
Do not use another individual's account without written permission from that individual.
Attempts to log-on to a computer or the network as a network system administrator is prohibited.
Any user identified as a security risk may be denied access to the network.
Use of district technology resources in attempting to gain or gaining unauthorized access to any computer system or files is prohibited.
Any attempt, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology is prohibited.
The intentional introduction of computer “viruses,” “hacking” tools, or other disruptive/destructive programs into a school computer, the school network, or any external network is prohibited.
Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network or computer. This includes, but is
not limited to, the uploading or creation of computer viruses.
Unauthorized Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
The System Administrator may update the Terms of Acceptable Use at any time, as a result of changes in technology, or if necessary for safe and fair network use of this shared resource. Users are required to sign an acknowledgement they have read updated Terms of Acceptable Use.

8.03 Library Use Policy
Regular library hours are 7:40 a.m. to 3:30 p.m. each school day.
The library staff encourages you to browse, read newspapers or magazines, study, or use reference materials.
Students should enter and exit the library by the south door, proceeding single file through the security gate.
The library is a place for quiet study. Noise should be kept to a minimum.
Students who come from lunch to the library are expected to have work to do and are expected to stay for the remainder of the period, in an effort to minimize hallway traffic while classes are in session. While students are allowed to use computers, computer games are not permitted. Do not plan on returning to the cafeteria or elsewhere just before the bell. Violations will be referred to the Office for disciplinary action.

8.03a Books and Fine Policy
Books may be checked out for two weeks and may be renewed an unlimited number of times if the books are presented when renewed.
Students must present a valid ID when checking out or renewing library materials.
Reference materials and periodicals cannot be checked out.
The fine for an overdue book is 10 cents per school day.
All money collected from fines is used to replace lost and/or damaged books.
The student may be disciplined and/or lose privileges for having overdue books or unpaid library fines.
Lost or destroyed books are paid for at the original cost. If a book is found, the cost of the book will be refunded, although the overdue fines will not be refunded.

8.03b Library Photocopy Policy
Students are not to operate the copy machine unless authorized by a staff member.
School related information may be copied free of charge.
Personal copies will cost 10 cents per page.

8.04 Locker Use Policy
School lockers are property of the school. Administration has access to lockers at any time. Sharing of lockers other than those assigned is prohibited.
Lockers are provided free of charge.
Locker checks are made from time to time; thus, lockers are to be kept neat and clean. Failure to keep an orderly locker may result in the student being issued a $2 fine.
Lockers should be locked at all times. Report locker problems to the office immediately.
Locker combinations are not to be shared with anyone.
Students are to report any problems with their locker on the form available in the student services office.
Students are expected to secure their items in their P.E. lockers while attending their physical education class. No purses are to be stored in PE lockers.
P.E. lockers that malfunction should be reported to the physical education instructor immediately in order to help protect the student's valuables.

8.05 Parking/Parking Lot Use/Policy
Parking on school grounds is a privilege that may be revoked.
Students who wish to park or drive on school property MUST register with the office. A student motor vehicle parking form is available in the office. Students must fill out the form with the parking fee of $35 (2nd Quarter = $27, 3rd Quarter = $18, 4th Quarter = $9) in order to receive their parking permit. Permits must be properly displayed at all times.
Students may not use the south drive of the building and the courtyard unless they have a valid vocational/FFA parking permit or a Credit Recovery parking permit signed by an administrator and clearly displayed and visible in the front vehicle.
Students may not park in areas designated as Faculty/Visitor parking.
Speed limit on school grounds is 10 M.P.H.
Any student motor vehicle illegally or incorrectly parked on school grounds may be ticketed. Parking areas will be checked periodically and tickets will be issued to violators. Parking
Students unauthorized to leave campus begin at a minimum of 8 weeks. The second offense from eating lunch in the cafeteria may also lose their parking privileges.

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

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

Mattoon High School students are not allowed to access their cars during the school day. The only exceptions to this will be authorized juniors and seniors leaving for lunch, students leaving for class or appointments, and by administrator escort.

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

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

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

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

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

Seniors and juniors will be given preference for parking. Sophomore parking will be restricted to the soccer and baseball lots.

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

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

IX. Lunch and Off Campus Privilege

9.01 Cafeteria Service

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

9.01a Lunch Prices

MHS lunch prices begin at a minimum of $2.10 based on the USDA price index.

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

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

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

9.01b Cafeteria Positive Expected Behaviors

Eating in the Cafeteria is a privilege. Failure to adhere to a few positive expected behaviors may result in the students' temporary or permanent removal from eating lunch in the cafeteria. Students are expected to follow general school rules and policy during lunch periods. However, additional expectations related to the cafeteria are as follows:

Leave a clean table when you finish.

Be respectful toward staff and students.
Refrain from insubordination.
Keep your proper order in line. (no cutting in line)
Refrain from throwing of food or other objects.
Refrain from loitering and standing in groups.
Refrain from theft.

Students, who cannot follow the positive expected cafeteria behaviors, and other reasonable expectations, are subject to a progressive set of disciplinary consequences ranging from a period in lunch detention up to lunch detention for a semester.

Students who are disrespectful or insubordinate toward a staff member will be immediately removed from the café to the lunch detention room. Students who display gross disrespect / insubordination toward a staff member may be suspended from school and lose the privilege of eating in the cafeteria on a temporary or permanent basis. Students who require administrative removal from the cafeteria because of refusal to follow a staff member's directive will be considered to have committed gross insubordination.

Students who commit theft must pay or have their account charged for the stolen item(s). Students who commit theft will lose the cafeteria privilege for 10 days and be required to eat in lunch detention.

9.02 Cafeteria Area
The cafeteria area will be opened during lunch periods and at the beginning and end of the day other than during faculty meetings. The entrance to the cafeteria area from the main 600 hallway will not be used during the lunch periods; students may use the main hallway doors to exit the room when the bell sounds for the end of the lunch period.

9.03 Food Deliveries to MHS
Food deliveries from outside sources must be accepted in the main office only.

9.04 Vending Machines
Vending machines are located in the commons area. Food and drinks may be purchased from machines before and after school. Food is not to be brought into any other part of the building except the cafeteria and commons. Change is not available in the office or from cafeteria cashiers. Students are to place litter in the wastebaskets. If litter accumulates in and around the school, the vending machines may be disconnected.

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

Parents who wish to take their student to lunch, must report to the attendance office to sign out their student and must accompany their student from campus. Phone calls will not be honored.

9.05a Junior and Senior Off-Campus Lunch Privilege
Junior students are permitted to go off campus during their lunch period on Wednesdays of each week. Juniors that are selected to serve as freshman mentors in the BIONIC program earn off-campus privilege on Friday as well. Senior students are permitted to go off campus for their lunch period daily. Additionally, juniors and seniors must meet all of the following requirements:

1. The junior or senior submits a signed parent permission form for off-campus lunch.
2. The junior or senior student has earned ‘C’ or better grades in all of their classes during the previous “Grade Check Period”.
3. The junior or senior student has not had an office referral or ticket during the previous “Grade Check Period”.

“Grade Check Periods” occur approximately every three weeks. The names of “Off-Campus Lunch” eligible junior and senior students will be posted in the main office windows at the beginning of each “Grade Check Period” and will be the student’s responsibility to check.

X. MHS Conduct Expectations
10.01 Book bags, Back packs, Shoulder bags, and text book sized Purses
Book bags, backpacks, large purse / book bags, and other similar items must be kept in the students’ lockers during the school day (8:15 – 3:37) or at the conclusion of the student’s school day. Students may keep their athletic bags in a
teacher’s classroom with a teacher’s prior approval. Athletic bags will not be kept in the main office.

10.02 Bullying, Intimidation, and Harassment Prohibited

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

a. Placing the student in reasonable fear of harm to the student’s person or property.

b. Causing a substantially detrimental effect on the student’s physical or mental health.

c. Substantially interfering with the student’s academic performance.

d. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

10.02a Sexual Harassment Prohibited

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

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

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

The terms “intimidating, hostile, and offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Principal, Assistant Principal, or Dean of Students. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding sexual harassment will be subject to disciplinary action.

Any person who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

10.03 Card Playing/Games of Chance

Gambling is not permitted at MHS.

10.04 Cellular Phone and Cell Phone Technologies Policy

The use of cell phones at MHS is a privilege. MHS encourages proper use of Cellular technologies. Cell phone use in the classroom is not allowed unless the staff member gives the student prior permission for a specific time, date, and purpose of use. Students must turn off their
cell phones and store them before entering the classroom. Staff members may elect to allow students to use their cell phones for an educational purpose but may not allow open-ended use of cell phone technology in the classroom as a general rule. (Examples of acceptable educational use could be that the student asks the teacher, and receives permission, to use their phone to look up information on the web related to the class activity, or use the calculator on their phone for solving math problems, etc...). Cell phone use during testing is prohibited. The final decision as to whether or not a cell phone has been used improperly during a class period belongs to the staff member in that classroom.

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

Cell phone possession in increase-in-service areas, including AER, ISS, and the BD/ED program, is restricted. Students in AER and ISS are required, upon entry, to turn their cell phones into the AER supervisor for the remainder of their assigned AER time. Failure to follow this policy may result in a suspension. Students in the BD/ED program must check their phone in with their teacher upon their arrival at school. Students in this program may earn their phone privilege to use at appropriate school times. Phones will be returned to the student at the end of the student’s day. Failure to follow this policy may result in a late-stay for the student.

Use of cell phones to harass, bully, or make threats toward any member of the school community is prohibited and may result in the student losing their privilege to carry their cell phone during the school day for the remainder of the current school year. This applies to a student that allows his/her cell phone to be used for these purposes. Students who engage in these types of inappropriate behaviors may be subject to suspension and possible legal action.

Students who have been banned from possessing or using a cell phone on campus and who violate this ban may be subject to suspension.

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

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

Use of an electronic device for the purposes of cheating and/or academic dishonesty is considered a form of Gross Misconduct. A student that uses a cell phone, or allows a cell phone to be used for the purpose of cheating and/or academic dishonesty may be suspended and will lose the privilege to carry a cell phone during the school day for the remainder of the current school year.

10.05 Cheating/Plagiarism

All work submitted for credit in any class at MHS is expected to be the original work of the student submitting it. If said work is not the original effort of the student, that student may be found to have committed the act of cheating and/or plagiarism. Cheating occurs, for example, when a student copies homework or answers from another’s paper. It also occurs when a student borrows or restates another’s words or ideas and claims them as their own.

Cheating and plagiarism constitute deliberate acts of deception. A student who commits an act of cheating and/or plagiarism may receive an “F” for the assignment/exercise, make-up privileges may not be granted and the student may be eligible for suspension. A student who commits an act of plagiarizing a course requirement (i.e., term paper) risks failing the semester.

10.06 Dance Rules

It is a privilege to attend a school sponsored dance. In general, school dances are for MHS students only. Students may bring a guest (non-MHS student) to the homecoming and/or prom dance(s) provided that their guest is approved by administration. The school reserves the right to determine who is eligible to attend and to specify rules for the dance. The host student is responsible for clearing the guest’s attendance by completing a MHS Dance Permission Form and is responsible for the behavior of their guest. Homecoming and Junior/Senior Prom
will conclude at 10:30 p.m. and all other dances conclude no later than 10:00 p.m.

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

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

- **Students with unexcused absences for lunch detentions (See, 11.06 Lunch Hour Detention).**
- **Students who have been suspended (OSS) or arrested for a drug, alcohol, fighting, or weapons offense during the current school year.**
- **Students, truant on the day of a dance, or the Friday before a dance held on a weekend.**
- **Students recognized as chronically truant (See, 4.01b Unexcused Absence and Truancy), or truant more than 5% of the current school year.**
- **Students currently placed, or awaiting placement, in an alternative educational environment by the Board of Education of its designee.**
- **Students who have been removed from a MHS dance during the current school year.**

Additional restrictions include:
- No one over 21 years old is permitted to attend dances as a guest.
- No middle school or junior high students are permitted to attend MHS dances.
- No current year dropouts are permitted to attend MHS dances.
- Administration reserves the right to restrict individuals from attending dances when an individual has committed an unsafe act or poses a safety risk to him/herself or others.

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

10.07 Dress Code: “Dress for Success”

Appropriate footwear must be worn at all times. Coats, Hats and other headgear are to be placed in the student’s locker upon the students’ arrival at school and shall not be worn or carried during the school day.

Students shall not dress or display themselves in a manner that is offensive, immodest, suggestive, or disruptive to the educational process. This includes slogans, pictures, or creative work on their person or wearing apparel.

Clothing that communicates vulgarity or profanity and that which promotes the use of tobacco, alcohol, or illicit drugs shall not be worn at school.

Clothing must cover the torso, midriff, front and back cleavage, and have coverage on both shoulders.

Undergarments and/or cleavage should not be visible when the student is sitting or standing.

Jewelry items, that communicates vulgarity or profanity and which promotes the use of tobacco, alcohol, or illicit drugs shall not be worn at school (examples include marijuana leaves/plants, hem, and mushrooms aka “shrooms”).

Jewelry items, which are either deemed dangerous and/or disruptive to the school environment, may be prohibited by the administration.

School officials cannot anticipate every possible infraction. Since it is not possible to list all infractions of this rule, it will be the responsibility of the Mattoon High School faculty and administration to determine what is inappropriate.

Students with inappropriate attire may be issued time in the Alternative Education Room. Additionally, the student will be sent to the office and required to turn the shirt inside out or change clothing (possibly PE uniform).

The following are samples of appropriate dress:
10.08 Food and Drinks
Food is prohibited in all areas outside of the cafeteria area as per board policy regarding pest control.

It is a privilege at MHS to bring water, flavored waters, and sports drinks to class. All water must be in sealed/capped clear bottles/containers and may not be carbonated. Paper cups, Styrofoam, glassware, and soda cans will not be allowed in the classroom. Students who violate this rule will lose their ability to carry water to class for a minimum of eight (8) weeks.

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

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

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

Gross disobedience or misconduct shall include wearing or displaying at school, or any school-related activity, clothing, badges, adornment or other insignia intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.

10.10 Hall Pass Policy
Students are expected to carry their handbook to class. All students leaving a classroom will be required to possess his/her handbook as the official, and only hall pass. Teachers will complete the hallway pass information in the back of the handbook. Students who do not have a handbook in their immediate possession will not be allowed to leave during class time. At MHS, instructional time is essential for student learning. Students will not be allowed to leave their classrooms during instructional time. Replacement handbooks may be purchased in the office for $5.00.

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

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

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

Organizations which sponsor youth activities on school facilities outside of regular school hours shall be made aware of this policy, and shall be required to observe students with an eye toward whether they are in violation of this policy and shall report any violation of this policy to school officials immediately. Failure to do so could result in cancellation of such organization's privilege to use District facilities.

10.11a Medications Prescribed / Not Prescribed

Students are not allowed to have any medication in their possession while at school, prescribed or non-prescribed (see 5.06 Medications at MHS). Board Student Discipline policy 7.190 forbids the use of prescription drugs in a manner inconsistent with how it is prescribed. Additionally, policy forbids a student from using prescription medications not prescribed to the student. In some cases, depending upon the classification of the prescription, the proper authorities will be notified for prosecution.

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

10.11b Smoking/Tobacco

The possession or use of tobacco and/or tobacco products is prohibited on school property and/or at any school activity or event.

Student use of tobacco products on school grounds may result in suspension and police issued fines.

10.12 Laptop Computer Restriction

Laptop computers brought from home are not allowed in school. Laptops are available for check-out in the MHS library provided proper paperwork is completed and the student is not restricted from school computer use.

10.13 Musical, Electronic/Gaming Devices

The use of electronic music devices at MHS is a privilege. MHS encourages proper use of Electronic / Digital technologies. Electronic music device use in the classroom is not allowed unless the staff member gives the student prior permission for a specific time and date of use. Students must turn their devices off, store them, and remove their ear buds / headphones before entering the classroom. Staff members may elect to allow students to use their electronic music device for an educational purpose or preventive disciplinary measure, but may not allow open ended use of electronic music device technology in the classroom as a general rule. (Examples of acceptable educational use could be that the student asks the teacher, and receives permission, to use their electronic music device in a demonstration related to an educational purpose, or use the their music device while working quietly on classroom work, etc….). Electronic music device use during testing is prohibited. The final decision as to whether or not an electronic music device has been used improperly during a class period belongs to the staff member in that classroom. A student who fails to use an electronic music device properly may lose the privilege of using electronic music devices for a minimum of eight (8) weeks.

10.14 Public Displays of Affection

Socializing in high school does not include intimate expressions of physical attraction (ie. Kissing, groping, long hugs, etc...). This is considered inappropriate conduct. All teachers and staff are instructed to monitor this type of behavior and empowered to assign consequences consistent with the schools discipline program.

10.15 Skateboards/Heelys

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

10.16 Weapons (School Board Policy 7.190)

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

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

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

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

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

XI. MHS Positive Behavior Intervention System (MPBIS)

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct and modify his or her behavior. All disciplinary actions shall be directed toward protecting the educational environment, welfare of the school community as well as helping the student develop and improve self-discipline. When determining the response for a specific breech of discipline, school personnel shall consider the nature of the act, the student’s previous history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. MPBIS supports the school’s and district’s RTI initiative.

11.01 MHS’s Positive Behavior Interventions and Supports Disciplinary System (MPBIS)

MPBIS is a systematic effort to provide a uniform discipline/Intervention system to help students develop and improve positive social skills and interactions needed for optimal learning and successful careers. It is well recognized and data supported that academics and behavior have a direct correlation. MPBIS begins with class wide inductions into the system and positively stated expected behaviors posted throughout the building centered on the concepts of Accountability and Integrity. MPBIS creates a framework for consistent expectations across the school for students, staff and administration. MPBIS can best be described as systematically increasing services while combining the concepts of consequence, counseling, and loss of privilege/reward for improper behavior. The MPBIS system meets student’s needs in both instructional and non-instructional settings.

11.01a MPBIS Instructional Areas

MHS data supports that roughly 85% of our student body acts and behaves in a manner consistent with expectations of successful young adult development and in a manner that supports the educational environment. Data also suggests that 10% of MHS students can achieve these same outcomes with some additional supports and services. The remaining 5% may need more intensive services.

Students who demonstrate behaviors contradicting the positively stated expectations in the instructional setting will receive increased services/ interventions, as needed, through a three tier program.

Tier I (The Classroom Tier)
The classroom is for student learning and all efforts will be made to maintain an effective learning environment. Positively stated behaviors / expectations are posted in each MHS classroom. Misbehaviors in the classroom can be categorized into two basic types. These categories include minor disruptions to the learning environment and major disruptions to the learning environment as seen in the chart below. Disruption to the learning environment may disrupt the individual or their peers. MHS believes that neither behavior is acceptable. In general, when a student commits a minor disruption to the learning environment, the student is warned to stop the behavior. If the student continues the misbehavior or commits additional minor disruptions to the learning environment during the same class period, the student is then insubordinate. Insubordination is defined as refusal to follow a staff member’s directive. Insubordinate students will be instructed to leave the classroom and report directly to the AER room (room 104) or the main office depending on the repetitiveness and severity of their misbehavior. Students removed from three classes in a single day will remain in AER for the remainder of their current school day.

Definitions:
“Gross Insubordination” is defined as personalizing an act of insubordination toward a staff member, refusing to follow a staff directive to report to the AER room or Main Office, as directed by the staff member, for a disciplinary event, etc.
“Gross Disrespect” is defined as personalizing an act of disrespect toward a member of the school community or its visitors. Gross disrespect includes vulgar insults and harassing slang directed at sex, race, religion, sexual preference, etc…

“Gross Misconduct” is defined as use / distribution / possession of drug / alcohol / paraphernalia / weapons / dangerous objects, use of tobacco on school grounds, fighting and other actions that endanger members of the school community including the making / insinuation of threats of physical violence, destruction / vandalism / theft of state supported property, etc… Students who commit “Gross” acts of discipline will be instructed to leave the classroom and report directly to the main office. “Gross” acts of discipline may be considered acts which result in the student’s suspension and/or expulsion.

**Tier II**

Students removed to the AER room or Main office are considered to be receiving a Tier II service. Additional Tier II services may include an increase in service through counseling and ISS. Students may be assigned to participate in individual or group counseling sessions with school counselors for the purpose of helping the student understand what might trigger their inappropriate behavior and what strategies might be used to counteract/solve the problem. Students receiving Tier II services will continue to receive the consequences for their misbehavior as described in Tier I, and will receive Tier II services for the remainder of the current semester, or until their behavior warrants a reduction in services. Additionally, students in Tier II may lose certain school wide privileges.

**Tier III**

When inappropriate behavior persists beyond Tier II services, additional services may be required such as Alternate Education/Special Education placement.

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**Tier I (The Classroom Tier)**

<table>
<thead>
<tr>
<th>Minor Disruptions to the Learning Environment</th>
<th>Major Disruptions to the Learning Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Cell phone/electronic device use</td>
<td>Insubordination</td>
</tr>
<tr>
<td>Minor vandalism</td>
<td>Gross Disrespect</td>
</tr>
<tr>
<td>Food/ drink in classroom</td>
<td>Gross Insubordination</td>
</tr>
<tr>
<td>Disruptive behaviors</td>
<td>Gross Misconduct</td>
</tr>
<tr>
<td>Minor Disrespect to others</td>
<td></td>
</tr>
<tr>
<td>Public displays of affection</td>
<td></td>
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<tr>
<td>Inappropriate language</td>
<td></td>
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<tr>
<td>Dress code violation</td>
<td></td>
</tr>
<tr>
<td><strong>Consequences:</strong> Warning – Then Removal from the Classroom for Insubordination and lunch AER</td>
<td><strong>Consequences:</strong> Insubordination = Removal from the classroom to AER or the Main Office as directed by the staff member. After the third incidence of Insubordination in a specific classroom the student will be removed from that classroom for 3-5 days. Persistent repetitive Insubordination incursions in the same classroom may be viewed as “Gross Insubordination”(see below).</td>
</tr>
<tr>
<td>&quot;Gross&quot; Misbehaviors = Removal from the classroom to the Main Office as directed by the staff member and may lead to suspension (ISS, OSS)</td>
<td></td>
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</tbody>
</table>

**11.01b MPBIS Non-Instructional Areas**

Students at MHS are encouraged to move, in the hallways, with a purpose and not to loiter between classes. Passing periods at MHS are 4 minutes in length and should provide just enough time for students to visit their locker and arrive at class in a timely manner. MHS hallways are a lot like a freeway system complete with consequences for moving violations/misconduct. The following forms of misconduct will result in the student being assigned to detention:

- Inappropriate Cell phone/electronics use
- Disrespect/Dishonesty
- Hall pass violation
- Inappropriate language (discriminatory, foul, sexual)

- In unauthorized location
- Loitering
- Dress Code violation
- Minor Vandalism
- Public Display of Affection
- Littering
- Insubordination
- Throwing Food/Object
- Tardy

Gross disrespect, Gross Insubordination, and Gross Misconduct may be considered suspension events. Persistent hallway misconduct will be viewed as a “Gross” behavior.
11.02 Student Privileges

Students at MHS may earn the following privileges. These privileges are not rights and may be removed on a temporary or permanent basis. All privileges may not be listed.

MHS Privileges | Grades
---|---
Hall Passes | 9-12
Attendance at School Sponsored Activities | 9-12
Attendance at School Assemblies | 9-12
Participation in Athletics | 9-12
Parking/Driving on Campus | 11-12
(9-10 only if space is available)
Off Campus Lunch | 11-12
(for those who qualify)
Gym time during lunch | 9-12
Lunch in the Cafeteria / Preferential Seating | 9-12
Participation in the MHS Positive Incentive Program (see below).

11.02a Positive Incentive Program

MHS students may earn one or more school wide incentives by meeting a required percentage of points which will be evaluated at the end of 1st quarter, 2nd quarter, and 3rd quarter. Point totals carry through the entire school year and do not start over at quarters or semester. Students may earn points in the following manner:

1. Attendance: 1 point for a full day of attendance each day (44-45 points per quarter)
2. Grades: Students who earn a GPA of 3.5 or higher (50 points per quarter)
3. Good Behavior: 1 point for each day w/o a discipline referral (44-45 points per quarter)
4. College Readiness: College readiness is determined by a student’s proficiency in the areas of Reading, Mathematics, English, and Science. Students may earn points at their grade level in the following manner:
   - Freshmen – EXPLORE test (80 pts) 10 pts earned for each area in which the student meets or exceeds the college readiness benchmark on the pretest and the final test) OR
   - Sophomores – PLAN test (80 pts) 10 pts earned for each area in which the student meets or exceeds the college readiness benchmark on the pretest and the final test) OR
   - Juniors – ACT practice tests (80 pts) 10 pts earned for each area in which the student meets or exceeds the college readiness benchmark on the pre-test and the post-test) OR
   - Seniors – ACT (80 pts) 20 pts earned for each area in which the student meets or exceeds the college readiness benchmark on the ACT and WorkKeys when given with the PSAE administered junior year.

The following list describes the incentives, percent of total points needed, and the evaluation date for each incentive.

- Pizza Party – 70% - end of 1st Quarter
- AMC Movie Day – 75% - end of 2nd Quarter
- Six Flags Class Trip – 80%- end of 3rd Quarter (at a reduced cost)

(Example: Student “A” finishes the 1st quarter accumulating the following points:
  - 40 points for a attendance
  - 50 points for grades
  - 30 points for good behavior
  - 20 points for college readiness

So, 40 + 50 + 30 + 20 = 140 student earned points 45 + 50 + 45 + 40 = 180 possible 1st quarter points. Therefore, 140/180 = 78% of the total points earned by student “A”.

Student “A” is eligible for the end of 1st quarter pizza party. If student “A” continues to earn points at this rate during the second quarter, then he/she will be eligible for the AMC Movie Day at the end of the 1st semester. However, if Student “A” does not increase his/her percentage to at least 80% by the end of 3rd quarter, he/she will not be eligible for the Six Flags Class Trip.

In order for students to earn the above incentives the student may not:
- Be truant from school for one or more periods during the current school year.
- Receive a suspension (ISS or OSS) during the current school year.

11.03 Student Appeal of Disciplinary Action Process

Students sent to AER may appeal a staff member’s disciplinary decision in writing once they enter the AER and should submit the appeal to the AER director. Students who wish to appeal other minor disciplinary consequences (not Out-of-School Suspension) may submit a written appeal to the discipline secretary before the start of the school day in which the consequence is to be served. Building administrators will make the final decision on an appeal of disciplinary action resulting in AER and detention.

11.04 Office Discipline Referrals (ODR’s)

Office Discipline Referrals may be issued by any district employee. These are reviewed by an MHS administrator or designee and appropriate consequences may be assigned to a student in violation of a school or district rule. An automated call will be made to the parent/guardian for minor
violations. A call will be attempted by an MHS administrator for major violations.

11.05 Alternative Education Room (AER)

Students who have been assigned to AER shall report to and participate in the AER program during the period of such assignment. The Alternative Education Room is a quiet, structured environment with few diversions for students who are assigned to AER, or who are removed from the regular education program for a variety of reasons, including disruption of the classroom and breaking school/classroom rules. It is a place where students will renew their respect for the educational opportunity of the regular classroom and will feel an incentive to return there as soon as possible. In part, this means no extra talking, entertainment, music, or privileges. To this end, the following rules will apply to students while in an AER assignment:

Students will arrive on time, sign the attendance log, and turn their cell phone device / electronic music device over to the AER Director. (Student’s cell phones will be returned at the conclusion of the students assigned AER).

Students will be required to bring schoolbooks, notebooks, paper, writing utensils, and other class related materials to the AER. Students will not normally be allowed to get materials from his/her locker while in the assigned room.

Students will not talk to other students or the room supervisor without permission.

Students are to work on class related material and will be required to display to the supervisor proof of work accomplished at the end of his/her assigned time period. Personal correspondence (writing notes) does not constitute school-related work.

Students who fail to attend as scheduled or who disobey the rules of this room will be eligible for disciplinary consequences, which may include out-of-school suspension (OSS).

Students will be expected to keep up with class work while assigned to the AER.

Full day AER/ISS students will be given one bathroom break in the morning and one in the afternoon as well as a supervised lunch break in the cafeteria. Breaks will not occur during passing periods or during regular lunch hours.

Food, candy, radios, walkmans, games, talking, writing notes, sleeping, or giving the appearance of sleeping, are not permitted. Additional reference to AER may be found on the form entitled Notice of Disciplinary Action, found in the appendix.

11.06 Detention

All detentions will be served during the student’s lunch hour or during period 7 on the next day of the student’s attendance, and following the day of the student’s offensive behavior. (ie. Student “A” is tardy to class on Monday. Student “A” is assigned detention on Tuesday.) Students may not serve their detention during period 7 if they are scheduled for a class. Detention lists will be posted by Student ID number at the beginning of each day at the 100 hall and 600 hall intersection. It is the student’s responsibility to check this list and report on time to room 104 for their detention. Students who do not attend a scheduled detention will be considered unexcused. Students who are tardy will not be admitted and will be considered unexcused. A student considered unexcused from detention will lose the following privileges until the lunch detention is ‘made-up’:

- Spectating/attending at all school sponsored extra-curricular activities including both athletic and non-athletic events (examples include: IHSA sports, dances, plays, concerts, etc…).
- Participation/competing in all school sponsored extra-curricular activities including both athletic and non-athletic events (examples include: dances, Clubs, Organizational events, Class officer meetings, IHSA sports etc…). Student-athletes and students involved in performance-related activities are required to attend but may not dress or participate.
- Participation in athletic and non-athletic practices. Student-athletes and students involved in performance-related activities are required to attend but may not dress or participate.
- Semester exam exemptions.

‘Make-up’ detentions do not need to be rescheduled. Following a missed lunch detention a student may report to the detention room on-time, during their future lunch periods or during period 7 (if he/she does not have class during this period).

If a student has accumulated a total of four unexcused detentions, and has not made-up those detentions, that student will be assigned an In-School-Suspension (ISS) (see In-School-Suspension 11.07). ISS will count as make-ups for four unexcused lunch detentions.

Students who are absent on the day of their assigned detention will have their detention reassigned beginning with the day of their return to school (ie. Student “A” is assigned a detention for Tuesday and is absent that day. Student “A’s” detention is reassigned for the first day that Student “A” returns to school).
In cases where lunch detention and ISS have not been effective at changing the student’s behavior, the student may be suspended from school (OSS) (See Out-of-School Suspension 11.08) for Gross Insubordination and repeated failure to follow school policies.

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

Once students are in the detention room they are responsible for signing-in. Detention is an increase-in-service area and requires that all cellular technologies are turned-in to the detention room supervisor when a student signs-in. Failure to turn in a cell phone will result in a re-assignment of the current detention and the student’s loss of cell phone privilege for a minimum of 8 weeks. Cellular devices will be returned to the student at the conclusion of their detention. Students are expected to follow the detention room’s procedures and positive expected behaviors. Students who cannot follow positive expected behaviors and procedures or who cannot follow the detention supervisor’s directives may have their detention re-assigned or be suspended (ISS and/or OSS).

General detentions are 40 minutes in length (a full lunch period). Tardy detentions are 10 minutes in length for each tardy.

Students serving detentions for being tardy may exit the detention room when their time is served. The lunch detention director will escort all others to the cafeteria to obtain their lunch no sooner than 20 minutes into the period. Upon receiving their lunch from the cafeteria, students are to immediately report back to the lunch detention room for the remainder of the period. Lunch detention students will eat their lunch in the lunch detention room, clean up after themselves, and dispose of their trash appropriately.

11.07 In-School-Suspension (ISS)

ISS is a disciplinary consequence that is utilized when a student has missed four or more lunch detentions, or has committed a severe single infraction that requires the student’s removal from his/her peers and regularly scheduled day. ISS is a seven (7) period in-school-suspension that may be utilized up to 10 consecutive days at a time. Students will be notified of their ISS assignment by an administrator, or designee and an attempt to contact the student’s parent/guardian will be made. In most cases, where ISS is assigned for missed detentions, a student will be notified of their ISS assignment at least one school attendance day in advance of the student’s assignment. When a student is assigned ISS for missing four or more detentions, the student may reduce their assigned time to periods 1-6 provided they meet the following requirements:

a. The student communicates with all of their teachers to fill out an ISS school work document and turns this into the ISS director.

b. The student completes all work on the ISS school work document by the end of period 6 and this work is verified by the ISS director.

c. The student follows all ISS rules, procedures, and directives.

It is expected and encouraged that students in ISS maintain their academic progress and standing.

11.08 Out-of-School-Suspension (OSS)

Suspension is a disciplinary consequence that is utilized when the student has committed a severe single infraction, has had repeated incidents of violating school rules, or when the safety and health of the student or other students has been endangered.

A student disciplinary suspension is a temporary removal from school or from riding a school bus for a maximum of 10 days for any one offense. Only the Superintendent, Principal, and Assistant Principals are authorized to suspend students. The Board of Education may suspend a student from riding a school bus in excess of 10 days for safety reasons.

During the period of 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 the administration. Violation of this condition may result in additional disciplinary action and possible prosecution for trespassing. Students are permitted to complete their schoolwork during the suspension period, but they must request it prior to or during the suspension by calling 238-7812. If the schoolwork is completed according to each of his/her teacher’s directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, groups presentations, guest speakers, etc.), the student may be provided with alternative assignments or assigned tutorial time with a teacher, for the purposes of make-up, at the discretion of his/her teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.
Procedures (School Board Policy 7.200)
The following are suspension procedures:
Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the students’ 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.
Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the Board of Education.

11.08a Out-of-School Suspension Appeal and Process.
School Board Policy 7.200
Upon written request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or it’s hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make its decision. After it’s hearing or upon receipt of the hearing officer’s report the Board may take such action as it finds appropriate.

District Procedure
An appeal of an Out-of-School Suspension (OSS) should be addressed to the building principal at MHS in writing (letters of appeal may be submitted through the discipline secretary, an assistant principal or principal). Once the building principal has made a decision on the appeal, the parent may request to appeal his/her decision to the Assistant Superintendent of Schools (the Board hearing officer).

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

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

The following are expulsion procedures:
Before expulsion, the student and parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include: (a) the reasons for the proposed expulsion as well as the conduct rule the student is charged with violating, (b) the time, place, and date of the hearing, (c) a short description of what will happen during the hearing, (d) a statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis, (e) a request that the student or parent(s)/guardians(s) inform the District if the student will be represented by an attorney and, if so, the attorney’s name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

XII. Student Conduct Policies

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

11.09 Expulsion Procedures (School Board Policy 7.210)
12.01 Student Discipline (School Board Policy 7.190)

Prohibited Student Conduct
The school administration is authorized to discipline students gross disobedience or misconduct, including but not limited to:
1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
5. For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.
6. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
7. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or
receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, using a school computer or a school computer network, or any comparable conduct

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property

11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia

13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing

14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include

1. Disciplinary conference.

2. Withholding of privileges.


4. Suspension from school and all school-sponsored activities and events for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

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

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.

8. Notifying parents/guardians.

9. Temporary removal from the classroom.

10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

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

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

Weapons

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

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

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

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

Required Notices

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

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

2. Causing a substantially detrimental effect on the student's physical or mental health.

3. Substantially interfering with the student's academic performance.

4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

   a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

   b. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

   c. 7:310, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

   d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (f) support of education and/or research,
or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District’s Authorization of Electronic Network Access.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:69, Curriculum Content. This includes incorporating student social and emotional development into the District’s educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.

4. Fully informs staff members of the District’s goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District’s expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

6. Actively involves students’ parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District’s expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District’s schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

12.02a Bullying, Intimidation, and Harassment Prohibited
(School Board Policy 7.20)

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the
tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Director of Special Education
Address: 2405 Champaign Avenue
Mattoon, Illinois 61938
Telephone No.: 217-238-8800

Complaint Managers:

Name: Asst. Supt. For Human Resources
Address: 1701 Charleston Avenue
Mattoon, Illinois 61938
Telephone No.: 217-238-8882

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

12.03a Student Handbook
The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parent(s)/guardian(s) within fifteen (15) days of the beginning of the school year or a student’s enrollment.

12.03b Delegation of Authority
Each teacher, and any other school personnel when students are under his or her charge, is authorized and required to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

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

12.03c Disciplinary Measures
Disciplinary measures may include:
1. Disciplinary conference.
2. Processing procedure
3. Withholding of privileges.
4. Seizure of contraband.
5. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed.
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
8. Notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
10. Temporary removal from classroom.
11. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
12. After school study or Saturday study, provided the student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

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

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

12.03d Time-Out Isolation/Physical Restraint
23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.280 SUBTITLE A SUBCHAPTER a Section 1.280 Discipline
Section 24-24 of the School Code [105 ILCS 5/24-24] provides for teachers, other certificated educational employees and persons providing a related service for or with respect to a student as
Isolated Time Out and Physical Restraint
Section 1.285 Requirements for the Use of Isolated Time Out and Physical Restraint

Isolated time out and physical restraint as defined in this Section shall be used only as means of maintaining discipline in schools (that is, as means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. Nothing in this Section or in Section 1.280 of this Part shall be construed as regulating the restriction of students’ movement when that restriction is for a purpose other than the maintenance of an orderly environment (e.g., the appropriate use of safety belts in vehicles).

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

1) Any enclosure used for isolated time out shall:
   - A) have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
   - B) be constructed of materials that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing); and
   - C) be designed to permit continuous visual monitoring of and communication with the student.
   - 2) If an enclosure used for isolated time out is fitted with a door, either a steel door or a wooden door of solid-core construction shall be used. If the door includes a viewing panel, the panel shall be unbreakable.
   - 3) An adult who is responsible for supervising the student shall remain within two feet of the enclosure.

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

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

1) the circumstances under which isolated time out or physical restraint will be applied;
2) a written procedure to be followed by staff in cases of isolated time out or physical restraint;
3) designation of a school official who will be informed of incidents and maintain the documentation required pursuant to Section 1.285 of this Part when isolated time out or physical restraint is used;
4) the process the district or other administrative entity will use to evaluate any incident that results in an injury that the affected student (or the responsible parent or guardian), staff member, or other individual identifies as serious;
5) a description of the alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4) of this Part; and
6) a description of the district’s or other administrative entity’s annual review of the use of isolated time out or physical restraint, which shall include at least:

A) the number of incidents involving the use of these interventions, 23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.280 SUBTITLE A SUBCHAPTER a
B) the location and duration of each incident,
C) identification of the staff members who were involved,
D) any injuries or property damage that occurred, and
E) the timeliness of parental notification and administrative review.

d) In addition to, or as part of, its policy on the maintenance of discipline, each board of education shall adopt policies and procedures regarding the use of behavioral interventions for students with disabilities who require such intervention. Each board’s policies and procedures shall conform to the requirements of Section 14-8.05(c) of the School Code [105 ILCS 5/14-8.05(c)].
(Source: Amended at 26 Ill. Reg. 1157, effective January 16, 2002)
by the supervising adult, the door must be able to be opened readily.

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

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

1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or
2) remove a disruptive student who is unwilling to leave the area voluntarily.

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

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

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

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

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

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

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

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

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

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

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

e) Time Limits

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

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

f) Documentation and Evaluation

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

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

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

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

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

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

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

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

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

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

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

g) Notification to Parents

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

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

h) Requirements for Training

1) Isolated Time Out

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

2) Physical Restraint

A) Physical restraint as defined in this Section shall be applied only by individuals who have received systematic training that includes all the elements described in subsection (h)(2)(B) of this Section and who have received a certificate of completion or other written evidence of participation. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

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

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

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

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

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

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

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

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

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

12.03e Breathalyzer and Alco Screen

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

XIII. Student Enrollment Policies

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

13.01 Residency

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

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

a. that he or she has assumed and exercises legal responsibility for the child,

b. the reason the child lives with him or her, other than to receive an education in the District, and

c. that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

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

a. the role and responsibility of the person with whom their child is living,

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

13.01a Non-Resident Students

Non-resident students may attend District Schools:

1. Upon the approval of a request submitted by a student’s parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:
a. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
b. The student will attend the school designated by the School Board.
c. The student will be accepted only if there is sufficient room.
d. The student’s parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
e. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

2. According to an intergovernmental agreement to accept non-resident students under the No Child Left Behind Act’s school choice provisions.
3. Pursuant to a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided both the Superintendent or designee and the adjacent district determine that the student’s health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/guardian(s) should state in writing how the student’s health and safety needs will be served by such attendance.
4. Pursuant to a written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
5. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

13.01b Homeless Children
Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce records normally required to establish residency. Board Policy 6.140, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children. Contact Dave Skocy, Assistant Superintendent of Human Resources at 238-8850.

13.01c Challenging a Student’s Residence Status
If the Superintendent or designee determines that a student on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

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

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Student with an F-1 visa are required to pay tuition at the F-1 rate. Attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with immunization requirements, District policies and regulations governing students.

Diplomas will be granted to an exchange student when the criteria for graduation established by the State of Illinois and the Board of Education have been successfully met. The Board of Education may grant a certificate of attendance to exchange students.

Exchange students may participate in IHSA activities if they meet the eligibility requirements.

13.03 Re-Admission of Dropouts
Illinois law requires districts to deny enrollment to any child above age 17 who has dropped out of school and could not because of age and lack of credits graduate before his/her 21st birthday, but requires the district to provide counseling to such students and direct them to alternative education programs.
XIV. Extra-Curricular Activities

Please refer to the MHS website and to sponsors of extra-curricular activities for event calendars. 
www.mattoon.k12.il.us/vnews/display.v/SEC/Mattoon%20High%20School

Mattoon High School has a wide range of extra-curricular activities offered to students. Some activities, such as athletics, dance squad, National Honor Society, Student Council, etc., have a selective membership. Certain criteria must be met before you become a member. Furthermore, and like athletics, Band, Chorus, Scholastic Bowl, and Chess Club are groups that are governed by IHSA rules and regulations.

Other activities such as AFS, Key Club, Art Club etc., are elective memberships. Students sign up to join.

To maintain membership in the selective or elective clubs, students must demonstrate behavior that represents Mattoon High School in a positive way, students are expected to adhere to the student handbook as well as the rules and regulations set up by the individual activities.

Behavior deemed inappropriate and reflecting negatively on Mattoon High School or the activity in which membership is held could mean dismissal from the activity.

Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with the Athletic and Extra Curricular Code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, creed, national origin, sex, age, ancestry, actual or potential marital or parental status including pregnancy, arrest record, citizenship status, mental or physical disability, status as homeless, or any other category prohibited by local, state, or federal law. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Academic Eligibility Requirements “No Pass – No Play”

School Code Section (105 ILCS 5/10-20.30) states that each school district operating a high school program (grades 9-12) shall establish, implement and enforce a No Pass/No Play policy under which a student in any of those grades who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled or both is suspended from further participation in any school-sponsored or school-supported athletic or extracurricular activities. The suspension is for a specified period or until a specified minimum grade point or minimum grade or both are earned by the students.

The Mattoon Unit District #2 has complied with the above School Code mandate by adopting Board Policy (7.300). This policy adopts the IHSA athletic eligibility standard as the “No Pass/No Play” standard that must be met for participation in any school-sponsored or school-supported athletic and extracurricular activity. The IHSA eligibility standard is that student shall be doing passing work in at least (25) credit hours of high school work per week.

14.01 Organizations/Clubs/Class Office

14.01a Guidelines for Officer of Organizations, Clubs, & Class Office

All campaign material must be approved by the administration before it is posted in the building. Students may not resign an office to accept another office.

Officers may be removed from office for violations of school rules; including truancy. Class sponsors, office administration, and the student activity coordinator shall determine removal from office. Any student suspended from school will be removed from any elected leadership position. The above rules apply from the day of election or selection. Refer to the appeals process in Section 3.11 of the handbook.

As an officer the student is representing his/her organization, club, or class as well as Mattoon High School. This means that the student’s behavior is to be appropriate at all times during the
Class officer elections will be held in the spring for the following year. Mattoon High School offers several opportunities for student participation in many diverse activities.

### 14.01b Club/Organization Sponsor(s)

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Sponsor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>Mr. Todd Black</td>
</tr>
<tr>
<td>Chem. Team</td>
<td>Mr. Jim Sparks</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Mr. Jeremy Gibson</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Mrs. Rebecca Nevius</td>
</tr>
<tr>
<td>Homecoming Court</td>
<td>Mr. Vince Walk</td>
</tr>
</tbody>
</table>

(Note: Students who have been nominated for the Mattoon High School homecoming court must meet all of the following standards in order to become a part of and remain a member of the homecoming court:

- Each candidate must have a minimum cumulative grade point average of C.
- Any candidate who has received a truancy or suspension during the year in which he/she is nominated shall not be allowed a position on the homecoming court.

In the event that an elected member of the homecoming court violates one of these rules, the nominee who received the next highest number of votes shall receive a position on the court.)

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Sponsor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Club</td>
<td>Mr. Vincent Walk</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Mrs. Krista Jackley</td>
</tr>
</tbody>
</table>

(Students (normally juniors) who qualify on the basis of scholarship receive a preliminary invitation that invites them to apply for membership. These students then receive evaluation forms that are distributed to members of the faculty. Faculty submit their evaluation forms to the National Honor Society sponsor. This data along with student applications/resumes, student paper, and letters of support are reviewed by a National Honor Society selection committee. If the student passes the secondary evaluation, he/she will receive a formal invitation. National Honor Society members are selected based upon the following criteria; scholarship, service, leadership, character, and citizenship. The initiation of new members is generally held in April.)

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Sponsor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riddle (Yearbook)</td>
<td>Mrs. Amanda Bright</td>
</tr>
<tr>
<td>Student Council</td>
<td>Mr. Vince Walk</td>
</tr>
</tbody>
</table>

(Any student who wishes to become a member may do so by being elected by members of his/her class or by submitting a write-in petition.)

### 14.01c 2013-2014 Elected Student Council Officers

<table>
<thead>
<tr>
<th>Council Office</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>President:</td>
<td>Nicholas Polston</td>
</tr>
<tr>
<td>Vice-President:</td>
<td>Ellie Bradbury</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Leah Buck</td>
</tr>
<tr>
<td>Secretary (Recording):</td>
<td>Brock Taylor</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Kathryn Ervin</td>
</tr>
</tbody>
</table>

### 14.01d Class Officers

<table>
<thead>
<tr>
<th>Class of 2014</th>
<th>President: Derek Pierce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-President:</td>
<td>Cooper Collings and</td>
</tr>
<tr>
<td></td>
<td>Mikayla Grant</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Riley Phipps</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Brock Taylor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class of 2015</th>
<th>President: Alexandria Betts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-President:</td>
<td>Brianna Butler</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Kasey Considine</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Samantha Thompson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class of 2016</th>
<th>President: Charles Osley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-President:</td>
<td>Trey Skocy</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Alexandra Smith</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Molly Nguyen</td>
</tr>
</tbody>
</table>

| Class of 2017       | TBD in second week of 2013-2014 |

School day, on campus, or at any other time or place.
14.02 Athletics

14.02a MHS Athletic Philosophy
Education extends beyond the classroom. Because life is a series of competitive situations, the participant is afforded a proving ground for the future. Recognizing that participation in the following activities and organizations is a privilege, Mattoon High School requires that the conduct of student participants be exemplary at all times. Participants' conduct, in and out of school, shall neither reflect negatively upon their school nor create a disruptive influence on the discipline, good order, moral, or educational environment in the school. Consistent with this philosophy, it is the obligation of the student and parent to inform the sponsor and administration of violations or possible violations.

14.02b Sports/Coaching Staff

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys' Baseball</td>
<td>Mark Jackley, Mike Carter, Rob Bath</td>
</tr>
<tr>
<td>Boys' Basketball</td>
<td>Josh Forsythe, Eric Sinclair, Randy Krepel</td>
</tr>
<tr>
<td>Girls' Basketball</td>
<td>Jason Morgan, Amanda Maxedon, Julie Lipperd</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Stephanie Stewart, Lauren Haskins</td>
</tr>
<tr>
<td>Cross Country</td>
<td>McLain Schaefer, James Hood</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Malia Smith, Whitney Miller</td>
</tr>
<tr>
<td>Football</td>
<td>Troy Johnson, Jarad Kimbro, Mike Carter, Luke Duerst, Trent Duckett, Eric Sinclair, Chris Brown</td>
</tr>
<tr>
<td>Boys' Golf</td>
<td>Bob Lockart, Bill Behrends</td>
</tr>
<tr>
<td>Girls' Golf</td>
<td>Natalie Ambuehl, TBA</td>
</tr>
<tr>
<td>Boys' Soccer</td>
<td>Ryan Ghere, Shad Huddleston</td>
</tr>
<tr>
<td>Girls' Soccer</td>
<td>Ryan Ghere, Jason Morgan</td>
</tr>
<tr>
<td>Girls' Softball</td>
<td>Trent Duckett, Amy Hines, TBA</td>
</tr>
<tr>
<td>Boys' Tennis</td>
<td>Joey Boyer, Dwight Perry</td>
</tr>
<tr>
<td>Girls' Tennis</td>
<td>Dwight Perry, Joey Boyer</td>
</tr>
<tr>
<td>Boys' Track</td>
<td>James Hood, McLain Schaefer</td>
</tr>
<tr>
<td>Girls' Track</td>
<td>Troy Haacke,</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Mark Jackley, Amanda Maxedon, Amy Hines</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Brett Porter, Jeff Gill</td>
</tr>
</tbody>
</table>

14.02c Interscholastic Activities Governed by the Code of Conduct
The Code of conduct applies to participants in activities governed by the Illinois High School association (all interscholastic Sports, Band, Chorus, Scholastic Bowl, and Chess Club), as well as Dance organizations.

14.02d When and Where Rules Apply
The rules for interscholastic activities are in effect for 365 days a year, twenty-four hours a day, on and off campus. Violations of rules and penalties shall be considered cumulative. The rules and consequences apply for the length of the student’s enrollment in Mattoon High School. The rules apply to all participants in activities governed by the IHSA including all sports, Band, Chorus, Scholastic Bowl, Chess Club, Cheerleading, and Dance Team. Participants are representatives of the school district and their school. In addition JROTC Drill and Rifle Teams, are also included in these rules. Participants, to whom this code applies, must conduct themselves appropriately both while in school and out of school, both in season and out of season, including summer months. Participants shall at all times abide by the rules and regulations of their respective activities.

14.02e No Property or Other Right to Participate in Extra-Curricular Activities.
Students do not possess a property or other right to participate or hold memberships in extra-curricular organizations and associations. The organizations include, but are not limited to interscholastic athletics, clubs, and service or honor societies. Participation is a privilege, and not a right.

14.02f Notice of Reciprocal Agreement with Coles County Law Enforcement and States Attorney.
The Mattoon Board of Education has adopted policy to enter into a reciprocal agreement with county authorities including the Mattoon Police Department, Coles County Sheriff’s Department, and the States Attorney’s Office, to share information vital to the safety, well-being, and improved conduct of all Mattoon students.
14.02g Student-Athlete Misconduct

Acts sufficient to warrant discipline for students participating in interscholastic activities include, but are not limited to:

- Attending a party, function, or event where alcohol or illegal drugs are present;
- Violation of school rules;
- Violation of the Sportsmanship Code as outlined by the IHSA or the Apollo Conference;
- Absence from any mandatory practice, unless excused by the coach prior to the absence;
- Truancy;
- Un-sportsmanlike conduct;
- Criminal conduct;
- Vandalism or destruction of property;
- Intentional infliction of injuries to persons or intentional damage to property of others;
- Violation of curfew;
- Failure to notify the sponsor and administration of violations; and
- Other misconduct.

* Four special exceptions exist for parties or functions where alcohol is present. The prohibition does not include the student's presence at:

- Religious services such as communion where consumption of alcohol is part of a bona fide religious service;
- An activity such as a wedding reception, party or other social gatherings where at least one of the student's parents or a guardian are present, provided the student does not possess or consume alcohol.
- A party, function or event at which alcohol or illegal drugs are unexpectedly present, or become present after the student arrives, provided the student immediately leaves upon becoming aware of the illegal drugs or alcohol, and also advises the athletic director of the situation by the end of the student's next occurring school day.
- In case of doubt about a party, function or event, a student may also seek advance permission to attend from the athletic director, but even if permission is given, the student may not possess or consume illegal drugs or alcohol.

A threat or attempt to commit any act of misconduct shall be disciplined as if the student had committed the act of misconduct.

School officials will determine guilt or innocence and disciplinary consequences.

Penalties for violations under this section will range from a warning, up to removal from extra-curricular activities for the remainder of the student's high school enrollment. Penalties for drug and alcohol violations have more serious consequences which are set out in section 14.02g. Disciplinary consequences shall be imposed with consideration given to the severity of the infraction and the student’s previous disciplinary record.

The IHSA has a rule on the minimum penalty for any player ejected from a contest for un-sportsmanlike conduct: "Any player ejected from a contest for un-sportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess."

14.02h Penalties

A student who commits a violation of this policy while not actively participating in an interscholastic ongoing activity shall serve his/her suspension beginning with student’s next season of participation. If the suspension cannot be completed before the end of the season, the suspension shall carry over to the next activity in which the student participates. Going out for a sport for the first time will not satisfy this suspension (This arrangement does not apply to freshmen or transfer students). For a student to serve the suspension for an infraction, that student must begin the season of the activity with the first practice/tryout and complete the entire season as a member of the activity.

Drug and Alcohol Related Offenses

Students participating in extra-curricular activities shall be prohibited from the unlawful manufacture, dispensing, distribution, possession, use or being under the influence of a controlled substance. For the purposes of this policy a controlled substance is one which is: not legally obtainable; being used in a manner different than prescribed; legally obtainable, but has not been legally obtained; or referenced in federal or State controlled substance acts. Substances that are represented as controlled substances (look-alikes) are included in this section also.

Students participating in interscholastic activities shall be prohibited from distribution, consumption,
use, possession or being under the influence of alcohol.

**First Offense:** A student found to have committed a first drug or alcohol offense in his/her high school career shall be suspended from the extra-curricular activity in which the student is participating for a minimum of one-fourth of the competitive dates based on IHSA scheduling limitations, or fifteen (15) calendar days, whichever is greater. The suspension shall begin on the date when the student is found to have violated the rule. The student is required to participate in practice and attend competitions. Students who violate drug and alcohol rules are encouraged to undergo a drug or alcohol assessment by a certified agency.

**Second Offense:** A student found to have committed a second drug or alcohol offense in his/her high school career shall be suspended from all extra-curricular activities for the remainder of the activities season or sixty (60) calendar days of the next season of participation, whichever is greater. The suspension is effective on the date when the student is found to have violated a rule. The student may be removed from all extra-curricular activities for the remainder of the student's high school enrollment because this code is considered cumulative in nature. If tryouts occur during the student's suspension the student will be eligible for tryouts but may not continue to participate until the suspension is complete. The student will be encouraged to undergo a drug or alcohol assessment by a certified agency.

**Third Offense:** A student found to have committed a third drug or alcohol offense in his/her high school career shall be suspended from all extra-curricular activities for the remainder of the student’s enrollment in Mattoon Community Unit District #2.

Suspension Procedure: The student will be notified as soon as possible that he/she is being considered for suspension and why. The student will be afforded the opportunity to explain his/her actions.

**Tobacco**

A student participating in extra-curricular activities found distributing, consuming, using, or possessing tobacco products of any kind will be suspended from the activity.

**First Offense:** The first violation will result in the student being suspended from the extra-curricular activity for a minimum of five (5) calendar days, which shall include at least one contest to a maximum of the remainder of the student's enrollment in high school. The suspension shall begin on the date at which the student is found to have violated the rule.

**Second Offense:** A student found to have committed a second tobacco offense in his/her high school career shall be suspended from the extra-curricular activity in which the student is participating for a minimum of one-fourth of the competitive dates based on IHSA scheduling limitations, or fifteen (15) calendar days, whichever is greater, to a maximum of the remainder of the student's high school enrollment. The suspension shall begin on the date of the conference at which the student is found to have violated the rule. The student is required to participate in practice and attend competitions. The student will be encouraged to seek tobacco addition counseling.

**Third Offense:** A student found to have committed a third tobacco offense in his/her high school career shall be suspended from all extra-curricular activities for the remainder of the activities season or sixty (60) calendar days of the next season of participation, whichever is greater. The suspension is effective on the date when the student is found to have violated a rule. The student may be removed from all extra-curricular activities for the remainder of the student’s high school enrollment because this code is considered cumulative in nature. If tryouts occur during the student’s suspension the student will be eligible for tryouts but may not continue to participate until the suspension is complete. The student will be encouraged to seek tobacco addition counseling.

**14.02i Dual Participation**

Any student who wishes to participate in two activities, governed under this code, in the same season, must get written permission from the coaches/sponsors of those activities and must write a letter prior to participation to the athletic director or principal designating which activity will take precedence should there be a conflict.

**14.02j Athletic Trainer**

Mattoon High School employs an athletic trainer to provide services for high school athletes. If parents prefer the trainer not treat the student/athlete, they should contact the high school administration.

**14.03 Educational Programs – Illinois School Code**

The practice of scheduling separate instructional programs for boys and girls has been eliminated. Class enrollments in subject areas are to be
achieved through coeducational scheduling and staffing patterns.

- Students in physical education classes and activities may be grouped by ability as assessed by objective standards of individual performance developed and applied without regard to gender.
- Students may be separated by gender within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports, the major activity of which involves bodily contact.
- Where use of a single standard measuring skill or progress in physical education class has an adverse effect on members of one gender, appropriate standards shall be used which do not have such effect.
- Portions of classes that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.
- Schools may establish requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one gender.
- Unless otherwise indicated, all offered extracurricular activities shall be available to all regardless of gender.
- No student shall, on the basis on gender, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic club, or extra-curricular activity. No school shall provide any such athletics separately on such basis.

HOWEVER:

- Separate teams for each gender may be operated for members of each gender in contact sports.
- Equal athletic opportunity shall be provided members to both genders.
- Selection of sports and levels of competition shall effectively accommodate the interests and abilities of members of both genders.

14.04 IHSA Regulations

14.04a Sportsmanship Mission Statement

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

14.04b Statement of Risk

Sports are fun, healthy experiences that eligible students may enjoy. Even though the concepts of sport activities are positive, the risk of injury does exist. All sports pose this health threat, so athletes and parents must be aware of the danger.

At Mattoon High School, nineteen (20) sports are offered for our young men and women. Throughout the various seasons, athletes are faced with the possibility of injuries to the head, neck, back, knees, ankles and other parts of the body. Cuts, scrapes, and other open wounds may also occur as well as damage to the soft tissue of the body. Broken bones, dislocations, and other joint problems are injuries that the athlete may be forced to face during his/her career. Injuries such as these may result in not only temporary loss of function, but also serious impairment of physical, psychological, and social abilities.

The Mattoon High School coaching staff understands the inherent dangers of their sport. While not every injury can be prevented, the coaching staff makes reasonable effort to prevent these injuries from occurring. Through the teaching of proper skills, technique, training/conditioning of athletes, establishment and enforcement of training rules, and execution of safe practices, the coaches work to maintain a safe environment for their athletes.

The Statement of Risk is not intended to scare anyone away from athletics. For the most part, athletics are a healthy, positive experience for our young men and women; on occasion, however, injury may occur. All participants – athletes, coaches, and parents – must be aware that these incidents may occur. Awareness will, hopefully, bring about more attention to instruction and warning and as a result, lower the incidence of injury.

14.04c Illinois High School Association Eligibility

All coaches, sponsors, and students shall abide by the IHSA By-laws, rules, regulations, and policies. IHSA By-laws do not require member schools to exchange eligibility certificates for interscholastic athletes. However, the By-laws do require that academic eligibility be checked each week to determine if students are passing twenty (20)
credit hours of high school work (By-law 3.021 and 4.021).

The following procedure should be followed in making the weekly eligibility check: “Twenty (25) credit hours of high school work” is defined as any combination of subjects, accepted by local high school authorities in determining the requirements for graduation and which accumulates at least two (2.5) credits or its equivalent per semester. Since the rules require that a student must be passing in twenty (25) credit hours per week, and even though eligibility certificates do not need to be exchanged weekly, a weekly check of each student athlete’s scholastic eligibility is necessary.

Most important to note is that “passing twenty (25) credit hours per week” is determined by measuring a student’s performance on a cumulative basis from the beginning of a semester through the date on which the check is made. In other words, schools should determine, on each eligibility check date, whether the student’s transcript would contain passing grades in each subject in the event the student should transfer from the school on that date. The check should not reflect only a given school’s week’s scholastic performance; rather it should reflect the student’s cumulative performance for the semester through the date of the check.

Schools are expected to conduct this weekly check in some consistent manner convenient to their individual operations. Student eligibility or ineligibility is then affected on the Monday following the date of the check. For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all athletes’ scholastic standing is given to the athletic director on Thursday. The athletic office reviews the list and reports Thursday afternoon to the principal that a student is not passing twenty (25) hours as of this check. The principal informs student and coaches on Friday morning that the student is not permitted to play on this Friday and Saturday because of last week’s failure to meet the grade requirements. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

In order to hold membership and otherwise participate in interscholastic activities, including interscholastic athletics, the student and the parent(s)/legal guardian(s) must be legal residents of Mattoon Community Unit School District #2. Refer to the following IHSA By-laws on Residence:

### 14.04d Extracurricular Athletics

Student participation in school-sponsored extracurricular athletics activities is contingent upon the following:

- The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
- The Parent(s)/guardian(s) must provide written permission for the student’s participation, giving the District full waiver of responsibility of the risks involved.
- The student must present a certified of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student’s health status allows for active athletic participation.
- The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
- The student and his/her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
- The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State Law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.
- The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.
14.04e Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school on days when school is not in session, and whether on or off school property, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his/her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

14.04f Regulations for Athletes/ IHSA participants

- **Attendance for Eligibility:** To be eligible to participate in a contest, a student must attend at least half (1/2) of his/her classes on the day of the contest, unless an exception has been approved by the principal or his/her designee. If a student has prior knowledge that he or she will be absent for any part of the day or a contest for a reason other than illness, the student must notify and obtain the approval of the principal prior to the absence. To participate in a weekend or holiday contest, a student is required to be in attendance on the school day prior to the contest. The administration reserves the right to consider extenuating circumstances on an individual basis.

- **Dress:** On road trips, the student is expected to dress in an appropriate manner prescribed by his or her coach.

- **Transportation:** All student participants shall travel to and from all scheduled events on the assigned bus or van. Exceptions to this rule will be allowed if the required travel-release forms are properly completed and approved. Student participants are not permitted to drive their cars to any away contests. On days of contests and practices, participants are expected to use the student parking lots. Student parking in the circle drive is expressly prohibited.

- **Physical Examination:** To practice or play, an athlete, cheerleader, and dance team member must have on file a physical exam record no more than 18 months old.

- **Insurance:** To practice or play, an athlete, cheerleader, and dance team member, must fulfill the insurance requirements as outlined by the Board of Education.

- **Sportsmanship:** In the area of athletic competition an athlete is expected not to use profanity or illegal tactics. He or she should be gracious in defeat and modest in victory. A true athlete maintains control at all times. Officials in a game are there to assure that both teams receive a fair assessment of the activity. Officials do not intentionally lose a game for you. It is athletic tradition and a rule that no one, except the appointed captain, speak to the official, and he or she should speak in a tone of respect and for the purpose of clarifying a rule. Any behavior contrary to that above is directly reflected on the school, team and coaches and will not be tolerated. A student participant may be disciplined for displays of bad sportsmanship, as the same is considered a breach of the IHSA Sportsmanship code. Any player found guilty of leaving the bench area to participate in or encourage a fight shall be suspended from one to three games or possibly removed from the team.

- **Quitting and Switching Squads:** No athlete may quit or be dismissed in one sport and become a member of another team or practice for another activity during the same season. A student who, by his or her own decision, quits a team organization during the school year and wishes to return to that team/organization must meet with the coach/sponsor and administration to request and obtain approval for his or her reinstatement. Should a physical condition limit an athlete in one sport, but not in another, the athlete may participate with the consent of the coaches.

- **Cut From the Squad:** A student cut from a squad will be permitted to try out for another team, if the coach/sponsor of the second team so desires or approves.
However, a student cut from a squad for insubordination or improper actions shall not be considered on any other squad for that sport season. A student will complete the established procedures for returning all equipment or pay for loss of the same.

- **Truancy and Attendance:** Truancy from a class or school is not acceptable. Truancy shall cause the student to lose interscholastic participation privileges. A student who is judged to be truant from school shall lose participation privileges from the next interscholastic contest or on the date of the incident, whichever is most immediate as well as participation/dress for practice(s).

- **Loss or Abuse of Equipment:** An athlete shall be held responsible for all equipment issued. Loss or abuse of equipment will result in the athletic being assessed the original cost of the item minus depreciation. The athletic uniform must be worn for all contests. Equipment should be clean before being turned in.

- **Lockers:** A student may use only the locker that has been assigned to him or her. Horseplay in the locker room will not be tolerated. Students are responsible for securing all personal items.

- **Injuries:** If a student is injured during a contest or practice, the injury shall be reported immediately to the coach and athletic trainer. A student must not attempt to self-medicate or treat the injury by him or herself. The coach shall direct the student to notify the athletic secretary of the injury and an accident report must be completed and placed on file with the athletic office. If a doctor treats the participant, the student must obtain a doctor's release before resuming practice or participation.

- **Awards:** To be eligible for an award, an athlete must complete the entire season in good standing.

- **Absence from Practice:** A student, who is unable to attend practice, must report the absence to his or her coach. A teammate shall not report another student’s absence.

- **IHSA Steroid Testing Policy:** students and parents/guardians must sign a consent to random steroid testing before participating in IHSA sanctioned contests. Students may be tested in the state series of an IHSA sport.

14.04g **Residence (3.030)**

Illinois High School Association residency requirements below apply to students: References in parentheses are IHSA rule numbers.

They shall be eligible if they attend the public school in the district in which their parents reside. (3.031)

They shall be eligible if they are enrolling to attend high school for the first time at either a public high school in the district in which their parents reside or at a non-public high school. (3.032) If they attend a public school outside the district in which their parents reside, they shall be ineligible for a period not to exceed one year, commencing with the date on which it is determined by the Executive Director that the student is not in compliance with this rule. (3.033)

Foreign exchange students, attending school in Illinois under the auspices of approved student exchange programs, shall be considered eligible regarding residence for a maximum period of one calendar year, commencing with the date of their enrollment and beginning attendance at an IHSA member school. To be considered for approval, a foreign exchange program must assign students to schools by a method, which insures that no student, school, or other interested party may influence the assignment for athletic or other purposes. The Board of Directors shall establish additional criteria by which it shall approve foreign exchange student programs. (3.034)

The eligibility of orphans, children from broken homes, children who are wards of the state or court, and children whose legal guardianship has been changed by a judge through the courts shall be subject to review by the Executive Director in cases involving a change of residence by; students or parents or those with whom students are residing. An official ruling must be considered eligible. In ruling on cases involving change in legal guardianship, the Executive Director shall consider the change in legal guardianship to be only one factor in consideration of the case. (3.035)

Students who have attended a given school for their entire high school career and whose parents move from the district or community traditionally served by the school following the student’s
completion of the eleventh (11th) grade, may remain in that district or school with the approval of the local Board of Education or governing body of the school and retain eligibility regarding residence for the twelfth (12th) grade, provided there is no evidence of undue influence to retain attendance of such students. (3.036)

Students attending a Special Education or Special Vocational Educational Cooperative Center, shall be eligible under the following conditions:

a) Students taking part of their work at the Special Center and part at their home high school shall be eligible at their home high school only; and

b) Students taking all of their work at the Special Center, shall be eligible at either their home high school or the school housing the Special Center. However, once students elect the school at which they will participate, they may not change their decision without the loss of a period of eligibility not to exceed one year. (3.037)

Students affected by a de-annexation of an elementary district from the current high school district will be permitted the choice of district in which they wish to attend. Whichever choice is made, all students whose families reside in the territory in question will be permitted to retain eligibility for the balance of their high school careers, provided they are high school students at the time of the de-annexation. (3.038)

14.04h Sex Equity
No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits; be limited in the exercise of any right, privilege, or advantage; or be denied access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board’s resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

14.04i Appeals
If a student wishes to appeal a ruling on his/her violations of rules contained in the Code of Conduct, the first person to contact is his or her coach/sponsor. The next step and proper order include the athletic director, principal, assistant superintendent, Superintendent, and Board of Education whose decision shall be final.

FOR ANY OTHER SPECIFIC RULES AND REGULATIONS, REFER TO THE INDIVIDUAL ACTIVITY OR SPORT REGULATIONS.

14.05 IHSA Requirements

14.05a Age
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

14.05b All-Star Participation

- After you have completed your high school eligibility for football, basketball, soccer, or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
  - The high school season in that sport has been completed;
  - The all-star contest has been approved by the IHSA.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

- You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

14.05c Athletic Eligibility Rules
When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA’s rules have been adopted by the high schools, which are members of IHSA as part of the Association’s constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association’s due
process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director, and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

14.05d Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA’s current banned drug list, and (b) to submit to random testing for these substances in the student’s body if the student is in high school. In addition, the student’s parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletics competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic seasons for the presence in their bodies of performance-enhancing substances on the IHSA’s banned drug list.

14.05e Amateur Status

- If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.

- For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter.

- The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid’s league, etc. It only applies to your own competition in an athletic contest.

- If you violate the amateur rule, you become ineligible in the sport in which you violate. The Executive Director must reinstate you before you may compete again.

14.05f Attendance

- You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

- If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters for high school attendance during which you may possibly have athletic eligibility.

- If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

14.05g Coaching Schools

- A coaching school, camp, or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.

- During the school term, you may not attend a coaching school or clinic for any interscholastic sport.

- You may attend a coaching school, camp, or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:

- You may not attend a coaching school,
camp, or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar.

14.05h Misbehavior During Contests

- If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.
- Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship might also be barred from interscholastic athletic contests.

14.05i Participating Under a False Name

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

14.05j Participation Limitations

- After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may possibly have eligibility.
- Your 7th and 8th semesters of high school attendance must be consecutive.
- After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

14.05k Physical Examination

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only 395 days from the date of the exam. The physician’s report must be on file with your high school principal.

14.05L Playing in Non-School Competition

- During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
- You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team.

14.05m Recruiting of Athletes

- The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete that are not uniformly made available to all students who attend your school.
- You may not receive an “athletic scholarship” or any other special benefit from your school, provided because you participate in athletics.
- It is a violation for any student-athlete to receive or be offered remuneration or any
special inducement that is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:

- Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
- Offer or acceptance of room, board, or clothing, or financial allotment for clothing.
- Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
- Offer or acceptance of free transportation by any school connected person.
- Offer or acceptance of a residence with any school connected person.
- Offer or acceptance of any privilege not afforded to non-athletes.
- Offer or acceptance of free or reduced rent for parents.
- Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
- Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
- Offer or acceptance of help in securing a college athletic scholarship.
- It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics; even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity that is not also provided or made available to all prospective students at the school.

14.05n Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. [If you do not reside with both of your biological parents, your eligibility may be subject to special provisions.] Check with your principal to be sure you are eligible before you participate. You may be eligible if you are entering high school as a freshman and:

- You attend the public high school in the district in which you live full time with both of your parents; or
- You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in that same district; or
- You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
- You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- You attend the private/parochial high school which one or both of your birth parents attended or where one of your parents' current spouses attended; or
- You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

14.05o Scholastic Standing

- You must pass twenty (25) credit hours of high school work per week. Generally, twenty (25) credit hours of work is the equivalent of four (5) “full credit” courses.
- You must have passed and received credit toward graduation for twenty (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

14.05p School Team Sports Seasons

- Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws.

No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

Violation of the sport season by-laws will result in penalty to you and/or to your school’s coaching personnel.

14.05q Transfer

In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.

If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be eligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

If you transfer attendance from one high school to another high school, you will be ineligible unless:

- Your transfer attendance is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
- Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
- Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
- Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high school for the first time, and the principals of both your former and the new school approve your transfer;
- Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

14.05r Use of Players

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench in uniform if you are not eligible to play. Also, you may not compete as an “exhibition” contestant if you are not eligible.
XV. Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional material, programs; or
10. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identify of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, of (3) as authorized by the Complainant.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action. The Complainant may appeal the School Board’s decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District’s Nondiscrimination Coordinator, if any, may be appointed a Complaint
Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Dr. David Skocy, Assistant Superintendent
Mattoon Unit District #2 is the Complaint Manager of Grievances and Safety

Mrs. Lisa Jaco, Principal, Neil Armstrong Program and Hawthorne School is the Complaint Manager for Sexual Harassment
Policy Pre/Post Test

***Please wait to fill this document out until directed to do so at the beginning of the school year.***

How well do you know Mattoon High School / School District policy? Below are a series of statements about school / district policies. Some are correct and some are incorrect. You are asked to do three things with this document.

- First, place a ( √ ) in front of each statement you believe to be correct.
- Second, watch the beginning of the year student created videos and perform the required assigned readings.
- Third, when directed, correct this document and be prepared to discuss your answers in class.

Programs and Incentives:

1. BIONIC Teams are groups of student leaders helping other students by; mentoring, extended absence support, grief support, and helping new students adjust to MHS. Students who mentor may earn additional privileges.

2. If a student is absent from school for 3 or less days, has not been suspended during the current semester, has a "C" average in a class, has not been truant for one or more periods, then the student will not be required to take that class's semester exam.

3. Any MHS student may earn the privilege to wear a purple HEROS cord at graduation if they complete an average of 30 service hours (15 hrs. in school and 15 hrs. in the community). Students may use the service hours they earn in NHS, ROTC, and Key Club toward this program. Students may earn hours through community and school volunteer work and athletics. This looks great on a resume and/or college application.

4. Seniors may go off campus for lunch every day while juniors may only go off campus for lunch on Wednesdays.

5. School dances are a privilege that students may be denied access for the following reasons; not making-up skipped lunch detentions, being suspended (ISS or OSS) for drugs or alcohol, and performing a dance style known as grinding.

6. Criteria used to determine placement in MHS/LLC dual credit courses include; meeting required pre-requisite courses, practice ACT test scores, ACT scores, and student grades.

7. MHS students may earn quarterly incentives be earning; 70% of available points for an end of 1st quarter pizza party, 75% of available points for an end of 2nd quarter Movie day, and 80% of available points for an end of the 3rd quarter Six Flags trip (at a reduced cost). Also, point totals from quarter to quarter carry through the school year.

8. A student who misses-skips a lunch detention will be denied the following privileges until the detention is made-up:

   - Spectating/attending at all school sponsored extra-curricular activities including both athletic and non-athletic events including dances, sports, and clubs.
   - Participation/competing in all school sponsored extra-curricular activities including both athletic and non-athletic events Student-athletes and students involved in performance-related activities are required to attend but may not dress or participate.
   - Participation in athletic and non-athletic practices. Student-athletes and students involved in performance-related activities are required to attend but may not dress or participate.
   - Semester exam exemptions.

Classroom Expectations:

9. Instructional time is essential for student learning and students are encouraged to remain in class during instructional time. Because student learning is at the center of the MHS culture, many classes have re-take and re-write procedures/requirements.
A student has a right to an educational opportunity even if they interfere with another student’s opportunity. 

In general a student who commits a minor disruption to the classroom/educational environment will be warned to stop. If that student continues to disrupt the educational environment during that period the student is considered insubordinate and will be instructed to leave the classroom and report to AER.

Cell phones and electronic music devices must be turned off and put away before entering the doorway of the classroom. However, cell phones and electronic music devices may be used during passing times at MHS.

Open discussion about drug and alcohol use or the promotion of drugs and alcohol, in the classroom, when it is not a part of the curriculum for that class period is disruptive to the educational environment and therefore prohibited. Students who violate this rule may be immediately removed from class and may be suspended.

Safety, Law, and Consequences:

According “Illinois Eaves Dropping Law” voice and/or video recording a school employee while they are at work, without their permission, is legal.

According to the “City of Mattoon Truancy Ordinance” Students who are truant from school may be required to appear in city court and receive fines totaling roughly $177.00 for each time they are truant.

When a student enters the building before 8:05am in the morning, the student may hang out with their friends in the hallways before class.

If a student is tardy to class by less than 5 min., he/she must get a tardy pass from a hall monitor or main office to present to his/her teacher before entering the class. The student will also be required to serve a period in detention for being tardy.

A student who is truant or tardy to detention a total of 4 times, will receive In-School-Suspension (ISS).

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

a. Placing the student in reasonable fear of harm to the student’s person or property.

b. Causing a substantially detrimental effect on the student’s physical or mental health.

c. Substantially interfering with the student’s academic performance.

d. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Harassment based on race, color, national origin, sex, or disability is a violation of civil rights law and may be subject to suspension from school and criminal prosecution.

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

A student who refuses to report to the office or to AER as directed by an MHS staff member, and who requires removal by an administrator will be considered to be grossly insubordinate and may be suspended.
22.) If a student operates his/her vehicle in an unsafe way, including spinning tires, driving over curbs, not stopping at stop signs, and driving faster than 10mph on school grounds, then the student will lose his/her parking privilege for a minimum of 8 weeks and may be subject to police action.

23.) A student may have prescription medication, prescribed to the student, in his/her possession while at school. A student may not have non-prescribed medications in their possession while at school and may be suspended or recommended for expulsion for violation of Board policy.