



# **Momence Community Unit School District #1**

## **Parent-Student Handbook 2018-2019**

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Momence, IL 60954  
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*This handbook is designed to familiarize the reader with the major policies and practices in place for Momence Community Unit School District #1 (MCUSD #1) at the time of publication. While every effort has been made to make this handbook as complete and encompassing as possible, it cannot address all situations but does provide general guidance in many areas. All previously issued handbooks and any inconsistent policy statements are superseded with the publication of this handbook. MCUSD #1 reserves the rights to revise, modify, delete, or add to any and all policies and practices stated in this handbook or any other document.*

## **MCUSD#1 MISSION**

Our purpose is to create pathways to intellectual, social and emotional success for all individuals we serve by fostering positive relationships and adding value to the greater community.

## **DISTRICT VISION**

Inspiring Dreams \* Empowering Minds \* Strengthening Community

## **BOARD OF EDUCATION FOR MCUSD#1**

The School Board governs the school district, and is elected by the community. Current School Board members are:

**Brent Prairie (President)**  
**Sandra Illum (Vice President)**  
**Keith Zelhart (Secretary)**  
**Kristen Brucato (Member)**  
**Carl Ecker (Member)**  
**Coley Halpin (Member)**  
**Michael Berns (Member)**

## **MOMENCE CUSD#1 BOARD OF EDUCATION MEETINGS**

Regular meetings held by the Momence CUSD #1 Board of Education are held on the fourth Monday of the month unless a holiday or other circumstance moves the meeting to the preceding or following Monday. Meetings are held at 6:30 pm in the Boardroom at the District Office. Meeting dates for the current school year can be found on the district webpage.

The School Board has hired the following administrators and staff to operate the school district:

Shannon Anderson, Superintendent  
Mary Jones, Human Resource  
Helen Giba, Assistant Bookkeeper  
Tammy Bleyle, Superintendent Administrative Assistant  
Zoe Luedtke, Food Service Director  
Terry Spencer, Maintenance Director  
Matt Perry, Technology Director  
Dolores Potempa, Director of Student Services

August 2018							September 2018							October 2018						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	*4	*5	6
5	6	7	8	9	10	11	2	*3	4	5	6	7	8	7	*8	9	10	11	12	13
12	13	14	15	*16	*17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	*20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	*24	25	26	27	28	29	28	29	30	31			
							30													

**\*Important Dates \***

- August 16-17 Teacher Institute
- August 20 Student 1<sup>st</sup> day
- September 3 Holiday No School
- September 24 SIP Day No Students
- October 4 P/T Conference 4-7:30
- October 5 P/T Conference 8-12pm
- October 8 Holiday No School
- November 21-23 Fall Break
- December 24-January 4 Winter Break

November 2018							December 2018							January 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3							1			*1	*2	*3	*4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	*7	*8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	*21	*22	*23	24	16	17	18	19	20	21	22	20	*21	22	23	24	25	26
25	26	27	28	29	30		23	*24	*25	*26	*27	*28	29	27	28	29	30	31		
							30	*31												

- January 7 SIP Day No Students
- January 8 Students Return
- January 21 Holiday No School
- February 14 P/T Conference 4-7:30
- February 15 P/T Conference 8-12pm
- February 18 Holiday No School
- March 4 SIP Day No Students
- March 25-29 Spring Break
- April 19 Holiday No School
- May 24 Last Day of School for Students
- May 27 Holiday No School
- May 28 SIP Day No Students
- May 29-June 4 Emergency Days

February 2019							March 2019							April 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	3	*4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	*14	*15	16	10	11	12	13	14	15	16	14	15	16	17	18	*19	20
17	*18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	*25	*26	*27	*28	*29	30	28	29	30				
							31													

May 2019							June 2019							July 2019						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	*3	*4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	*24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	*27	*28	*29	*30	*31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**Je-Neir Grading Periods**  
**1<sup>st</sup> Trimester**  
 August 20 - November 16  
**2<sup>nd</sup> Trimester**  
 November 19 - February 22  
**3<sup>rd</sup> Trimester**  
 February 25 - May 24


**Grading Periods (Jr. High and High School)**

<b>Midterm 1<sup>st</sup> Quarter September 17</b>	<b>End of 1<sup>st</sup> Quarter October 19</b>
<b>Midterm 2<sup>nd</sup> Quarter November 19</b>	<b>End of 2<sup>nd</sup> Quarter December 21 (1<sup>st</sup> Semester)</b>
<b>Midterm 3<sup>rd</sup> Quarter February 8</b>	<b>End of 3<sup>rd</sup> Quarter March 20</b>
<b>Midterm 4<sup>th</sup> Quarter April 24</b>	<b>End of 4<sup>th</sup> Quarter May 23</b>
<b>(2<sup>nd</sup> Semester)</b>	

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## **Building Contact Information:**

### **MECC**

801 W. 2nd Street  
Momence, IL 60954  
Main: 815-472-4045  
Fax: 815-472-0256  
Principal: Dolores Potempa  
Secretary: Donna Diaz

### **Je-Neir**

1001 W. 2nd Street  
Momence, IL 60954  
Main: 815-472-6646  
Fax: 815-472-9822  
Principal: LaShawn Stewart  
Secretary: Courtney Sauerbier

### **Jr. High**

801 W. 2nd Street  
Momence, IL 60954  
Main: 815-472-4184  
Fax: 815-472-4184  
Principal: Jacqanai Gipson  
Assistant: Principal: Jack Richards  
Secretary: Jill Lincoln  
Secretary: JoAnn Strong

### **High School**

101 N Franklin St.  
Momence, IL 60954  
Main: 815-472-6477  
Fax: 815-472-2055  
Principal: Matt Graham  
Associate Principal: William Geasa  
Secretary: Diane Marcotte  
Secretary: Amber Woods



# GENERAL SCHOOL INFORMATION

## CLOSED CAMPUS

Our school district is operated as a closed campus during the regular school day. Once students arrive they may not leave the school site without authorization by administration or until they are dismissed at the end of the school day.

## REGISTERING / TRANSFERRING A STUDENT

State law requires that every child ages 6 through 17 be enrolled in school and maintain regular school attendance. Parents/Guardians can register their child for school at prior to and during the school year.

Basic requirements for new student enrollment:

- Evidence of grade placement
- Certified copy of birth certificate from the county
- Copy of a current school physical from an Illinois physician – out of state health records are not accepted
- Parent/guardian must show his/her driver's license or state ID
- Three proofs of residency from two different categories (see table below)

Category I (1 document)	Category II (2 documents showing proper address)
Real Estate Tax Bill	Voter Registration Card
Mortgage Papers	Home/Apartment Insurance Paper
Signed Lease (with proof of payment)	Gas/Electric/Water/Utility Bill
Agreement of sale	

## WITHDRAWING A STUDENT

Any family moving out of the District should report this information to the office at least three days in advance. All pertinent information will be discussed at that time. The District, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

## FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

### (FEE WAIVERS ARE ONLY FOR JE-NEIR STUDENTS)

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

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

The superintendent of schools will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the District will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District Office at (815) 472-3501

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the main entrance of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

### **SCHOOL CLOSING**

The superintendent shall make reasonable efforts to issue an announcement whenever it is necessary to dismiss school early due to inclement weather or other reason.

In the event that weather conditions become extreme, it may be necessary to close the Momence District schools. This information will be emailed, texted or called to contact information on file and also broadcast on stations WVLI (95.1 FM) and WKAN (1320 AM). In the event it becomes necessary to close the schools before the end of the school day, announcements will be broadcasted whenever possible. In the event of the early dismissal, students will be dismissed to their usual destination unless the school is advised otherwise. Parents/guardians should make arrangements to have a specific place for their child to go should they not be home when these emergencies arise.

### **ANIMALS ON SCHOOL PROPERTY**

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

unhealthy environment.

### **SCHOOL VOLUNTEERS**

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

Volunteers are required to check in and out at the main office and receive a visitor pass to be worn while on school property.

### **SECURITY POLICY**

As part of our ongoing efforts to provide the best security for your child, the entrance doors at all schools will be locked between the hours of 8:00am and 3:00pm. Visitors will need to ring the bell near the door, identify themselves, and state why they want to enter the building. In addition, the following policies will be in effect:

1. Individuals may not carry unchecked backpacks, bags, or other containers through the building. Students may bring school materials in backpacks and other similar bags to their locker/storage area and leave them there until the end of the school day. The only bag of any sort to be carried in the building is the provided bag for the Chromebook. Again, for the safety of all, no other bags may be carried throughout the building during the school day, including sling bags and purses.
2. No visitors are to go past the lobby area without a visitors pass.
3. If you need to pick up your child at school, you must report directly to the office. We will then have your child meet you in the office.
4. All parents entering the building should use the entrance in front of the office area (near the flagpole.)
5. If your child is going home a different way than usual, you will need to **send a note to school with specific instructions**. If you are calling the office with changes – **you MUST call before 2:00 pm**. Example: When your child is to ride a different bus or will be a car rider when he/she normally rides a bus.

### **SCHOOL VISITATION RIGHTS**

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

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

# STUDENT ATTENDANCE

## ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, and are between the ages of 12 and 14 while in confirmation classes. cted. Only students who miss 50% or more of a school day should be counted as absent.

**In order for students to maximize their academic achievement, it is important for students to attend school on a regular basis. Students may not miss more than 4 days of school per semester. Students will be counted as UNEXCUSED from school for all subsequent absences, regardless of the reason, except for confirmed MEDICAL excuses. After 4 absences, a letter will be sent home to the parent stating that any subsequent absences, without a doctor's note, will be reported to the Iroquois Kankakee Regional Office of Education/Attendance Assistance, Truancy Program Director. In addition, excessive absences, with or without a doctor's note can constitute retention. See the "Grading and Promotion" section.**

Students should NOT arrive to school earlier than 7:30 a.m. or remain in the school later than 3:15 p.m., unless they are participating in a supervised activity. Supervision **WILL NOT** be provided for students during these times (before 7:30 and after 3:15). These procedures are designed for the safety and well-being of your children.

Students are expected to be at school by the designated start time and in the classroom for each class period. Any tardiness impacts the learning of all the students, so be prompt and ready to learn. After 3 times late to school (unexcused) in a quarter, consequences will result for each incident (more than 10 minutes late). In a similar manner, after 3 times late to any classes in a quarter, consequences will be assigned. Such consequences for tardiness and/or late to school will increase on the 6th and 9th incidents.

## CHRONIC TRUANTS

A chronic truant is a student who has been absent without valid cause from school attendance for 5% or more of the previous 180 regular attendance days.

## ABSENCES

Parents are required to call the school prior to 9:00 a.m. to report a child's absence. If an absence has not been reported by 9:00 a.m., the school is required by state law to make a reasonable effort to contact the absent student's parent or guardian to provide notification that the child is not in school. This reasonable effort to contact the parent will consist of phone calls to the parent's home or work. If a parent or guardian does not report a student's absence, and they cannot be reached by the school office, the student must present a written excuse upon his/her return to school. This written excuse must contain the name of the student, date(s) the student was not in school, and specific reason(s) for the absence. It must also be signed and dated by the parent or guardian. All absences not

reported will be marked unexcused. See “Unexcused Absences” below.

A doctor’s note will be required if a student is absent for three or more consecutive school days due to illness, a signed doctor’s note/form outlining the illness and approving the student’s return to school must be presented to the attendance office before the student will be readmitted to class.

### **CHRONIC ABSENTEEISM**

Chronic absenteeism is a measure of how many students miss a defined number of school days . Chronically absent students include students who are **absent for any reason** (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused.

### **PRE-ARRANGED ABSENCES**

We urge you to plan family vacations to coincide with the school holidays. If this is not possible, we ask for your cooperation so that your child’s learning will not be unduly interrupted. **We request that you notify the school at least one-week prior if your child will be on a planned absence from school.** Please work with the classroom teacher both before and after your vacation to assure that your child misses a minimal amount of school work and instruction. While we would like to provide a list of assignments, this is not usually practical, given the nature of our instruction.

### **UNEXCUSED ABSENCES**

We will follow the examples set forth by the State of Illinois in reference to excused/unexcused absences. Therefore, illness, observance of a religious holiday, death in the family, and family emergency will constitute reasons for excused absences, once the attendance office has discussed the absence with the parent or guardian and/or received the required written excuse or doctor’s note. Absences from school will be considered unexcused for the following reasons:

- Oversleeping
- Car Problems
- Truancy
- Missing the bus
- Absences not discussed with the school office or covered by a written excuse from a parent or doctor’s note
- Special circumstances as determined by the school administration

### **PART-DAY ABSENCES**

Students are expected to be on time to school and class each and every day. When children come late to school or leave early, they are losing valuable educational time. Therefore, to ensure our students’ safety, it is important that we can account for their attendance all day.

### **EARLY RELEASE PROCEDURE**

For safety and security reasons, the prior written consent of a student’s custodial parent/guardian is required before a student is released from school:

1. at any time other than the regular dismissal times
2. to any person other than the custodial parent/guardian

If chronic truancy persists after support services and other resources are made available, the school

and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

**A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.** See above attendance policies and guidelines for information pertaining to justification in reporting to the above mentioned offices.

### **DOCTOR/DENTAL APPOINTMENTS**

While we encourage parents to arrange doctor and dental appointments for after school hours, we realize that it may not always be possible. When appointments are necessary during school hours, please send a note or call the school prior to the appointment. Students must be signed out/in by parents when leaving and returning to school. In some situations, a note from the doctor may be required.

### **HOME AND HOSPITAL INSTRUCTION**

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

For information on home or hospital instruction, contact the principal.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION & OBSERVANCE**

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

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

### **MAKE-UP WORK**

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

A student has one day for each day absent in which to make up work. Parents may request homework after the student has been absent two or more days by:

- Calling the school office. We ask that this call be made before 9:00 a.m. to allow time to collect the work from all teachers involved.
- Giving the name and grade level of the student.
- Giving the nature and expected length of the absence.
- Arranging that the work is picked up in the office by 2:00 p.m.

## **ACADEMIC LEARNING**

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to

race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Major William Geasa at 815-472-6477 and Dolores Potempa at 815-472-3500.

### **LIBRARY BOOKS**

Students are strongly encouraged to read books provided in our library. The responsibility of checking out and returning books is the student's. Damaged or lost books will result in replacement cost, which must be paid prior to additional materials being checked out of the library or the release of grades.

### **GRADING & PROMOTION**

School report cards are issued to students at the end of each formal grading period. For questions regarding grades, please contact the classroom teacher.

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

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in all grades will take standardized tests for benchmark purposes three times per year. In addition, students at selected grade levels will participate in required state testing. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during

transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. If parent chaperones are necessary, then the parents will be approved by the building administrator.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

### **PARENT/TEACHER CONFERENCE**

Parents/Guardians are encouraged to attend their child's(ren's) formal conference during the fall and winter.

October 4, 2018 from 4:00 p.m. to 7:30 p.m.

October 5, 2018 from 8:00 a.m to 12:00 a.m.

February 14, 2019 from 4:00 p.m. to 7:30 p.m.

February 15, 2019 from 8:00 a.m to 12:00 a.m.

Parents/Guardians are welcome to request a meeting with their child's teacher when they feel it is necessary.

### **PHYSICAL EDUCATION**

All students are required to participate in physical education and must have appropriate attire (proper shoes and clothing).

#### **Excuses**

- Students may be excused from participation in activities in physical education for up to 3 consecutive days with an excuse note from a parent. A new note must be brought to school each day.
- Any excuse for a period longer than three consecutive days must come from a doctor. If a medical excuse from a doctor cannot be obtained, the parent should contact the school office.
- Students excused from participation in physical education activities by a doctor's note do not dress for gym class and may be assigned to the office to complete written work.
- Students with a medical excuse from P.E. class will not be permitted to participate in sporting events.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the



school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Plan.

### **SUMMER SCHOOL**

Summer school is offered at the discretion of the Board of Education.

### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

## **FOOD SERVICE**

Each day school is in session our cafeteria provides a nutritious meal (breakfast and/or lunch) for your child according to the National School Lunch Program. A monthly breakfast and lunch menu is posted on the district's website. Weekly menus are posted on the school's Facebook page detailing what will be served on a given day. Students and/or parents may also obtain a copy of the menu from the main office. Those students that wish to bring a lunch from home can.

**The sharing of food is discouraged.**

### **BREAKFAST**

The school district maintains a breakfast program. The cost is determined by the Board of Education. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. A student may purchase breakfast for \$2.00. Breakfast may be purchased on a weekly basis for \$10.00

### **LUNCH**

Funds may be added to all accounts at the office in the morning prior to the start of school or at any time on TeacherEase. A student may bring a sack lunch from home or may purchase a school lunch for \$2.75 and/or milk for \$.40. Lunch may be purchased on a weekly basis for \$13.75.

Students are to purchase meals in advance. The cost of meals is determined by the Board of Education. Free or reduced price meals are available for qualifying students. For an application, contact the building office.

## **CAFETERIA EXPECTATIONS**

While in the cafeteria, students are expected to display good manners and show courtesy and respect to staff members and other students. School administrators and the lunchroom supervisors will discuss specific cafeteria rules and procedures with each lunch period during the first week of school.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

## **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. All food allergies must be documented with a doctor's note and on file with the office on an annual basis.

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

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

## **FEEES**

An application for free/reduced meals is available at any time through the school year and is available at any school office, through the Food Service office or downloaded from the district website.

The expectation is to address any balance owed on a student's meal account, avoiding any action that affects a child's meal. If one does not qualified for free or reduced meals, it is the guardian's responsibility to pay any meal balance owed. If every attempt made does not result in payment received, a notification letter will be sent home. This notice will state a start date when the student will no longer receive the scheduled meal. The meal will be substituted by a cheese sandwich, fresh vegetable, fruit, and milk. No breakfast will be offered at this time. This practice will continue until the entire balance owed is paid, including the costs of substitute meals.

## **DISCIPLINE**

## **GENERAL STUDENT CONDUCT**

Students are to conduct themselves as responsible citizens within the school community. Responsible behavior can be summed up in one word - respect. Students are to act respectfully toward all persons (including themselves) and property (school property, property of others, and their own property). Students should be aware that disciplinary action will be taken against any student who takes unacceptable actions and/or displays unacceptable conduct toward any school employee whether on or off school property. Any student who commits or threatens to commit physical attack upon school personnel will face the disciplinary measures as written in this handbook. Legal action may also be taken by the personnel involved. Verbal, written, or gestured profanity to any school personnel by a student will result in disciplinary action.

### **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

### **PURPOSE**

District, school, and classroom rules, procedures, and policies are in place to help ensure a safe and orderly environment in which the stated goals of the school can be successfully pursued and achieved and in which students feel safe and secure. A high level of mutual respect is expected from all who are learning and working in the district. Each school has posted expectations in each area of the building. Each school also follows a set of school procedures to promote consistency in the way routines are handled throughout the building. Correct behaviors are taught and reinforced with age appropriate incentive programs. Disciplinary actions are taken for the purpose of maintaining an appropriate learning environment that is free from disruptions to the learning process. The intent is to assist students in identifying unacceptable behaviors and learning appropriate behaviors. Consequences are determined based on the seriousness and frequency of the offense.

### **STAFF AUTHORITY**

All staff stand in the place of the parents during the time students are subject to their supervision. Teachers, administrators, and support staff have the responsibility and authority to maintain proper discipline in the classrooms and the school at large as well as in specific areas of duty assigned by the Principal. Time of supervision shall be continuous from the opening of school in the morning until dismissed in the afternoon and includes all school sponsored activities. Any teacher who sees any act of sub-standard or improper conduct by any student is expected to take corrective action immediately. Students are expected to accept the instruction/correction from the teacher and to make whatever amends or apologies the teacher deems necessary.

## BEHAVIOR PLAN

All schools implement a proactive, MTSS approach to school wide discipline. This approach is meant to reinforce the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach the district wide expectation of being, Responsible, Respectful, and Involved Learners. To keep our discipline referrals low, we are consistently defining, teaching, reinforcing, and monitoring positive behaviors. Please refer to each school's Behavior Expectations in the appropriate appendix for specific examples.

### BEHAVIOR DEFINITIONS

Abusive Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way with intent to offend or cause disturbance/disruption toward another person (student or staff) (e.g. Cursing at another person).
Academic Dishonesty/ Cheating	Student engages in various levels of copying someone else's work and presenting it as their own.
Aggression/ Threats	Hostile or violent behavior or attitudes toward another; readiness to confront or attack another; statement made to harm another.
Disruptive Behavior	Student engages in inappropriate disruption or behavior that causes an interruption in a class or activity; including but not limited to loud talk, yelling, or screaming; noise with materials; and/or out-of-seat behavior.
Defiance	Student engages in failure to respond to adult requests; including but not limited to refusal to follow directions, talking back.
Electronic Device Violation	Student uses any electronic device (cell phone, camera, Chromebooks, iPads, and/or computer) during unapproved times or in restricted areas (counseling/social work office, restroom, locker room) , being on an incorrect website, and/or socially rude interactions.
False Alarm - Fire, Smoke Bomb, Fireworks	Student brings or delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Fighting	Student engages in physical actions with the intent to cause harm or inflict pain (e.g., punching, kicking, biting, etc.)
Forgery	Student has signed a person's name without that person's permission.
Gang Affiliation	Student uses gesture, dress, and/or verbal or written expressions to display affiliation with a gang.
Harassment	Student delivers disrespectful messages to another person including but not limited to negative comments, obscene gestures, pictures, or written notes or if student talks about causing physical harm to another person with or without the use of a weapon.
Inappropriate Dress	Student wears clothing that not within the dress code guidelines defined by the school/district.

Physical Aggression/Physical Contact	Student engages in non-serious, but inappropriate physical contact or aggression towards another person (student or staff) (e.g. horseplay, bloody knuckles, neck respect).
Property Damage/Misuse	Student participates in an activity that results in destruction, disfigurement, or possible damage of property or makes a lower cost item unusable (e.g. destroying a textbook or library book, writing on a desk).
Sexual Harassment	Student displays unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation.
Vandalism	Student willfully or maliciously destroys or defaces public or private property (e.g. writing on walls, breaking computers).
Use/Possession/Distribution of Drug/Alcohol/Look Alike	Student is in possession of, using, or distributing drugs, alcohol, tobacco, e-cigarettes, or look alike materials.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Unprepared for class	Student does not bring necessary material for class - does not include unfinished homework.

### **DISCIPLINARY ACTIONS**

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

- Notifying parents/guardians
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property
- Seizure of item
- Loss of Privileges
- Teacher Detentions
- 30-Minute Detentions
- 2 Hour Detentions
- In-School Suspension
- Out-of-School Suspension
- Transfer to an alternative setting
- Expulsion
- Other restorative action as part of any of the above

Make-up work during an out-of-school suspension is allowed and expected, but it is the responsibility of the student and parent/guardian to secure the assignments. The work for suspended students is due immediately upon the student's return to school. Students should be prepared to take any missed or assigned test immediately upon returning to school.

## **STUDENT DRESS CODE**

*“Extreme styles in clothing and grooming may be detrimental to the maintenance of discipline and morale in school. The principal and his/her staff are responsible for determining and enforcing regulations governing proper dress and grooming of students.  
Any type of dress or grooming which is disruptive will not be permitted.”*

These guidelines listed below will help you make good choices about what to wear to school, so that your parents don't need to be called:

- All clothing must be worn in an appropriate and tasteful manner, and as originally intended by the designer. For example, headbands will not be worn around the neck; shirts must be buttoned so chest is not exposed, shoes must be fastened/tied; etc. Clothes may not be inside out or backward, and must stay up/on independently.
- Extremely loose/big clothes (huge 5XL T-shirts, sagging pants) or extremely tight/small clothes (midriff-baring tops, mini-skirts, short shorts, low-cut blouses/décolletage) are not permitted.
- Abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment may not be worn on clothing or as jewelry.
- Students are required to wear shoes at all times for health and safety reasons.

These items WILL NOT be worn at school (rules apply to both boys and girls):

- Pants worn below the waist or showing clothing/underwear beneath the main outerwear. Girls' "low rider" pants that reveal skin are not acceptable. No sagging pants with the crotch closer to the knees than to its intended location. Pants must stay up without assistance – if you have to hold the waistband while walking to keep your pants on, your pants do not fit.
- Shorts/skirts above the fingertips when standing erect with shoulders relaxed. This means shorts, skirts, ripped pants and dresses must be no more than approximately 2" to 3" above knee length.
- Shirts that expose the stomach/torso or are low-cut in front, back, or sides; excessively tight or see-through shirts; tops that do not cover lingerie or underwear; tops must be worn with at least 2" (3 fingers) of material above the shoulder.
- Hats/hoods may not be worn in the building.

In the course of the year, MCUSD #1 may determine that new fads and modes of dress are disruptive to a safe and orderly learning environment. For example, certain accessories or styles may be gang-related, or may convey nonverbal messages that are inappropriate for schools. The dress code may be adjusted accordingly.

## **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful 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.

## **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, iWatch®, Chromebooks, laptop computer, tablet computer or other similar electronic device.

Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, and lunch electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, or (b) use of the device is provided in a student's individualized education plan (IEP).

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. **This includes, but is not limited to, the following: (1) using the device to take photographs, or videos, in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).**

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Any use of electronic devices for inappropriate behavior will be dealt with in accordance with the regular school discipline policy and may result in confiscation/review of device. Failure to surrender device to administration will result in further disciplinary action.

## **WEAPONS PROHIBITION**

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 face immediate, serious consequences that may include expulsion of up to two years and/or notification of law enforcement.

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(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 a **“look alike”** of any firearm as defined above.

## **GANG & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes

include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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



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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, 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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Manager:**

**William Geasa, Associate Principal**

Momence High School.

(815) 472-6477

[wgeasa@mcusd1.net](mailto:wgeasa@mcusd1.net)

**Dolores Potempa**

Momence Early Childhood Center

(815) 472-4045

[dpotempa@mcusd1.net](mailto:dpotempa@mcusd1.net)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies:

*7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment.*

## **SEXUAL HARASSMENT**

### **Sexual Harassment Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or

that makes such conduct a condition of a student's academic status; or

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

The 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of 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. **Nondiscrimination**

#### **Coordinator:**

**Shannon Anderson, Superintendent**  
MCUSD1 District Office  
(815) 472-3501  
[sanderson@mcusd1.net](mailto:sanderson@mcusd1.net)

#### **Complaint Manager:**

**William Geasa, Associate Principal**  
Momence High School.  
(815) 472-6477  
[wgeasa@mcusd1.net](mailto:wgeasa@mcusd1.net)

**Dolores Potempa, Director of Student Services**  
Momence Early Childhood Center  
(815) 472-4045  
[dpotempa@mcusd1.net](mailto:dpotempa@mcusd1.net)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **VIDEO AND AUDIO MONITORING SYSTEM**

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

### **SEARCH AND SEIZURE**

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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

### **SEIZURE OF PROPERTY**

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

## **STUDENT SERVICES**

### **EDUCATION OF CHILDREN WITH DISABILITIES**

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school special education department.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **ENGLISH LANGUAGE LEARNERS**

The District offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be:

1. given an opportunity to provide input to the program,
2. provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact, Alison Kaminski, [akaminski@mcusd1.net](mailto:akaminski@mcusd1.net)

## **REQUEST TO ACCESS CLASSROOM FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

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

For further information, please contact the Director of Student Services or building principal.

## **RIGHTS OF HOMELESS STUDENTS**

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

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

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)

- Family shelters
- Medical services
- Other supports.

## **HEALTH SERVICES**

### **CHRONIC HEALTH CONDITIONS**

**Care of Students with Chronic Health Conditions State law requires parents to inform the district annually of students with life-threatening allergies or life threatening chronic illnesses (i.e. Diabetes, Asthma, etc.) of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.**

The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that the plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information and any changes made to the Chronic Health Care Plan on file. Please inform the school in a timely manner of any changes to their emergency contact numbers or health care providers.

### **COUNSELING SERVICES**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

### **INSURANCE**

Student insurance coverage may be purchased through the school during registration.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

### **ACCIDENT & ILLNESS**

In the case of an illness or accident at school, students should report to the nearest staff member who will issue a pass to the office. The staff member who witnesses an accident will complete an accident report form. This form will be placed in the student's health file. Parents/Guardians will be contacted by the school administration.

### **P.E. INJURIES**

Any student injuries should be reported to a PE teacher as soon as they occur. Injuries must be reported so that the student can obtain proper care and information required for insurance claims

can be collected if the injury requires professional medical attention.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game may be removed from participation or competition by specified staff/officials. Students so identified with a possible concussion or head injury may not return unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. Parents need to obtain diagnosis details and learning accommodations to share with the school in order to better assist students academically as they recover.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, etc.) and the parent/guardian, must be on file at their school.

Prescription medication must be in the original package or appropriately labeled container.

The container shall display:

- 1) Student's name
- 2) Prescription number
- 3) Medication name and dosage
- 4) Administration route and/or other direction
- 5) Dates to be taken
- 6) Licensed prescriber's name
- 7) Pharmacy name, address, and phone number

Non-prescription medication must be in the original container with the label indicating the ingredients and the student's name affixed to the container.

## **SELF-ADMINISTRATION OF MEDICATION**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1

All requests for self-administration of medication will expire at the end of the school year, unless ordered for a short term. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document the act.

## **COMMUNICABLE DISEASES**

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

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

The district will make a report to the State Department of Public Health for those diseases requiring mandatory reporting. Contagious diseases include, but are not limited to: red measles, German measles, chickenpox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, or other disease diagnosed as contagious.

In the case of ringworm, impetigo, or scabies the student may be readmitted once treatment has begun and proof of treatment is presented to the principal or school nurse.

A fever within the last 24 hours, Vomiting or diarrhea within the last 24 hours, signs of an acute respiratory infection, any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.

## **HEAD LICE**

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

1. Parents are required to notify the office if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian.
2. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
3. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

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

1. Entering the PreK, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record. **Sports physicals are NOT accepted for this requirement.**
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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

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

## **EYE EXAMINATION**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents:

1. Proof of a completed eye examination
2. Eye examination due by October 15.

The State of Illinois requires all Kindergartens, or children who are transferring into Illinois from out of state, to have a comprehensive eye examination prior to starting school. The examination must be done by an optometrist or ophthalmologist.



## **DENTAL EXAMINATION**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **EXEMPTIONS**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

# **PROFESSIONAL EDUCATORS**

## **TEACHER QUALIFICATIONS**

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

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

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

# **TRANSPORTATION**

## **BICYCLE**

Bicycles must be kept locked in the bicycle rack area. Bicycles are not to be ridden on the school grounds at any time. Students are to follow all traffic rules when riding to and from school. Violation of bicycle security and/or safety regulations may result in the loss of the student's bicycle privilege. The school is not responsible for bicycles on school property.

## **BUS**

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

Preschool through third grade students will only be dropped off if an adult is visually present. When the bus driver determines that an adult is not present, the child will be returned to the child's home school.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, iWatches, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact the building principal.

### **BUS CONDUCT**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

## **ELECTRONICS AND SOCIAL MEDIA**

### **ACCEPTABLE COMPUTER STUDENT USE POLICY**

Internet access is available to students in the MCUSD#1 schools. We are very pleased to bring this access to MCUSD#1 and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

- limited electronic mail communication with people all over the world
- information and news from government sources, research institutions, and other sources

- public domain software and shareware of all types
- selected discussion groups on a wide range of topics
- many public and private Libraries, the Library of Congress, and the Educational Resources Information Clearinghouse

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (MCUSD#1) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the District.

Life is a series of choices and consequences. MCUSD#1 has chosen to make Internet resources available to students and staff, and the consequence is that they will have access to far more information than if they had to rely on their school's library. If a student or staff chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet. If a MCUSD#1 student or staff member chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. The signatures on the Student Code of Conduct document indicate each party who signed has read the terms and conditions and understands its significance.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### **COMPUTER AND INTERNET TERMS AND CONDITIONS**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other

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

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

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

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

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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and

password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

**Use of E-Mail** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

Use of the School District's email system constitutes consent to these regulations

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **POLICIES AND PROCEDURES:**

### **MANDATED REPORTERS**

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

### **SEX OFFENDER NOTIFICATION LAW**

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

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

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

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

A violation of this law is a Class 4 felony.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth

Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the principal.

### **STUDENT PRIVACY PROTECTIONS**

#### ***Surveys by Third Parties***

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

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

#### ***Surveys Requesting Personal Information***

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

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

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



## **OTHER IMPORTANT INFORMATION**

### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **STUDENT RECORDS**

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of attendance in school

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

- 4. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
  
- 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

Appendix A: MECC

### **MOMENCE EARLY CHILDHOOD MISSION STATEMENT**

***Our purpose is to create pathways to intellectual, social and emotional success for all individuals we serve by fostering positive relationships and adding value to the greater community.***

## MOMENCE EARLY CHILDHOOD CENTER PHILOSOPHY

- v Children should experience a safe, comfortable, and supportive learning environment where they are free to explore.
- v Children learn best through active interactions with others and through a variety of natural and appropriate experiences.
- v Programming must foster academic potential, self-confidence, creativity, independence, social responsibility, and problem solving skills.
- v Expose children to pre-reading, pre-math, science, and art, music and movement activities
- v Provide physical activities to facilitate gross and fine motor development

## INCLUSION

According to the National Association for the Education of Young Children (NAEYS), children in inclusive/blended classrooms demonstrate:

- Increased acceptance and appreciation of diversity
- Develop an increase in communicational language skills
- Show greater development in moral and ethical principles
- Create warm and caring friendships
- Demonstrate increased self-esteem

Inclusion promotes positive social outcomes for children with disabilities. In addition, children with disabilities show increased competence in an inclusive setting.

References:

- Cavallaro, C.C. & Ballard-Rosa, M. (1998). A preliminary study of inclusive special education services for infants, toddlers, and pre-school-age children in California. *Topics in Early Childhood Special Education*, 18(3), pp. 169-183
- Kontos, S. & Moore, D. (1998). The Ecology of Inclusion. *Topics in Early Childhood Education*, 18(1), pp. 38-49
- Turner, D. (1996). *The Benefits of an Inclusive Setting: Making it Work*. Washington, DC: National Association for the Education of Young Children.

## CURRICULUM

Our curriculum guides classwork on the developmental skills of young children in the areas of language, motor, self-help, social interaction and school readiness. In addition, for students who have special needs, an Individualized Education Plan (IEP) is addressed by the Pre-Kindergarten/Special Education team through a variety of classroom activities and teaching methods to ensure appropriate growth and skill attainment.

**Circle Time:** weather, calendar, daily news

**Free Exploration:** children interact and explore areas of their choice

**Small Group:** scheduled theme based project

**Large Group:** fingerplays, stories, songs

**Snack:** nutrition, independent skills, language development

**Reading:** large group, child or teacher selected

**Social Interaction Group** character building, social interactions, turn-taking, sharing, age appropriate social skills

**Speech Group** oral language skills

**Gross Motor/Recess:** large motor skills, organized if indoor

*\*Recess will be outside as long as weather permits. PLEASE make sure your child is dressed in weather appropriate clothes. Children will go out when temperature is between 25 and 90 degrees taking in account wind chill and heat index.*

## **Entrance Requirements - NEW STUDENTS**

### **Prior to Screening**

#### **Prior to Screening**

- Completed application
- Child's original birth certificate from county
- Proof Income
- Proof of residency form (must be notarized) with supporting documents

#### **Prior to Attendance**

- Home Language Survey
- Current physical exam
- Current immunizations

4 DTP/DTAP

3 Polio

1 MMR

at least 1 Hib

3 Hep B

1 Invasive Pneumococcal Disease

Varicella

TB recommended but not required

Lead with in last year

.

**Health forms and immunizations must be completed within 30 days of a child's enrollment.**

All children who attend a state-funded Illinois PFA program must live in Illinois and be eligible to attend Illinois public schools. A child who lives in a bordering state is not eligible to attend an Illinois PFA program even if their parent travels into the state daily for work.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the Early Childhood entrance located at Door #5S, southeast side of the Junior High School building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

### **Arrival/Dismissal Procedures**

For the students' safety, when classes are dismissed for the day, students are to leave the building and grounds immediately, unless reporting to a supervised activity. Students and their parents/guardians are responsible for student's behavior after the school day when the student leaves the school property.

Arrival/Dismissal times are as follows:

- Walkers, car riders – 7:35 - 10:15 (A.M. session), 12:05 - 2:45 (P.M. session)
- Bus riders – 7:35 - 10:15 (A.M. session), 12:05- 2:50 (P.M. session) **An adult must accompany child at the bus stop.**

- Walkers will enter and/or exit the North door (main entrance) of the Junior High School.

There will be a crossing guard at the corner of Cherry and Second Street.

- Car Riders are to drop-off or pick-up at the Southeast doors (Door #5S) of the school. Parents please form one line in the parking lot along the east side of the building.
- No child(ren) will be accepted and/or released unless your vehicle is parked in the marked section (1, 2, 3, 4) of the drop –off/pick-up line.
- All vehicles must enter the parking lot on 2<sup>nd</sup> Street and exit the parking lot behind the football field.
- **This procedure is to ensure the safety of all child(ren).**

### **Security Policy**

As part of our ongoing efforts to provide the best security for your child, the entrance doors at Momence Early Childhood Center will be locked between the hours of 8:00 a.m. and 3:00 p.m.. Visitors will need to ring the bell near the door, identify themselves, and state why they want to enter the building. In addition the following policies will be in effect:

1. No visitors are to go past the lobby area without a visitor badge.
2. If you need to pick up your child at school you must report directly to the office. We will then have your child meet you in the office.
3. All parents entering the building should use the entrance in the southeast parking lot of the

Junior High School. (Door #6).

4. If your child is going home a different way than usual, you will need to **send a note to school with specific instructions**. If you are calling the office with changes – **you MUST call before 9:30 a.m. (for A.M. Session) and/or 1:15 p.m. (for P.M. session)**. Example: When your child is to ride a different bus or will be a car rider when he/she normally rides a bus.

### **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, and are between the ages of 12 and 14 while in confirmation classes.

In order for students to maximize their academic achievement, it is important for students to attend school on a regular basis. Students may not miss more than 4 days of school per semester. Students will be counted as UNEXCUSED from school for all subsequent absences, regardless of the reason, except for confirmed MEDICAL excuses.

Students should NOT arrive to school earlier than 7:35 a.m. (A.M. session) and 12:05 p.m. (P.M. session) or remain in the school no later than 10:15 a.m. (A.M. session) and 2:45 p.m. (P.M. session). Supervision **WILL NOT** be provided for students during these times. These procedures are designed for the safety and well-being of your children.

**Students are expected to be at school by the designated start time, 7:45 a.m. (A.M. session) and 12:15 p.m. (P.M. session)**. Frequent tardiness may be cause for review and discussion with the parent/guardian of students who are tardy and consequences.

### **ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the building administrator. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building administrator.

A doctor's note will be required if a student is absent for three or more consecutive school days due to illness, a signed doctor's note/form outlining the illness and approving the student's return to school must be presented to the attendance office before the student will be readmitted to class.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at 815-

472-4045 before 7:35 a.m. for AM session and 12:05 p.m. for PM session to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. for AM session and 1:15 p.m. for PM session on the day of a student's absence, the school will make reasonable efforts to call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Tardiness**

Students are expected to be on time to school and class each and every day. When children come late to school or leave early, they are losing valuable educational time. Therefore to ensure our students' safety, it is important that we can account for their attendance all day.

Students who sign in with the office after 7:45 a.m. (A.M. session) and 12:15 p.m. (P.M. session) will be considered tardy and are required to stop in the office with their parent and sign in before they go to class.

In order to receive a full day of attendance, students must be at school for 135 minutes of instructional time. Students who are present for at least 75 minutes will be credited with one-half day of attendance.

### **BITING POLICY**

**In addition to our normal discipline plan, we have a biting policy established in our classroom to protect all our students from blood-borne illnesses.**

Biting is a natural developmental stage that many children go through. The stage is usually a temporary condition that is most common between thirteen and twenty-four month of age. The safety of the children is our primary concern. The biting policy addresses the actions the staff will take if a biting incident occurs.

Children bite others for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Some children communicate through this behavior. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, both parents will be contacted. Names of the children are not shared with either parent. The staff members will encourage the children to "use their words" if they become angry or frustrated. The staff will maintain a close and constant supervision of the children at all times. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

#### **When Biting Does Occur:**

*For the child that was bitten:*

- First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents are notified.
- The "District Accident" form is filled out documenting the incident.

*For the child that bit:*

- The teacher will firmly tell the child "NO! DO NOT BITE!"
- The child will be placed in time out for no longer than the child's age (i.e. three years old,



three minutes).

- The parents are notified.
- A form is added to the student's file documenting the incident.

**When Biting Continues:**

- Classroom staff will meet with the Director of Student Services on a routine basis for support and strategy planning.
- Chart every occurrence, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Teach non-biting responses to situations and reinforce appropriate behavior.
- Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- Hold a conference with the parents of the biting child to develop a written plan of action.
- Schedule follow-up meetings or telephone conversations as needed.
- Consider early transition of a child in a biting behavior pattern for a change in environment, if developmentally appropriate.
- If an occurrence happens more than two times in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day

**EARLY CHILDHOOD CENTER  
STUDENT HANDBOOK**

2017-2018

801 West Second Street

Momence, IL 60954

815-472-4045 Main Office

815 – 472-0256 Fax

Dolores Potempa, Director of Student Services

Momence Community Consolidated Unit District #1 subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity including Title IX of the 1972 educational amendments.

Momence School District policy prohibits discrimination on the basis of race, sex, religion, age, color, creed, national or ethnic origin, marital status, or handicap in the admission and registration of students, and the recruitment and employment of faculty and staff in the operation of all the district's programs, activities, and services.

Evidence of practices which are inconsistent with this policy should be reported to the office of the Superintendent of School District #1. A learning and working environment that is free from sexual, religious, or racial harassment will be maintained in the Momence Schools. District policy prohibits harassment through conduct or communications of a sexual, religious, or racial nature. Reports of harassment should be reported to the school administration or to the office of School District #1.

The provisions of this publication are not to be regarded as an irrevocable contract. The Board of Education of the Momence School District reserves the right to modify, to revoke, or to add to any and all regulations at any time. Among other things, this includes the promotion requirements and any regulation affecting students whether they are academic or pertain to student life.

Student Name (Print): \_\_\_\_\_

Parent Name: (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_

### **EARLY CHILDHOOD PROGRAMS**

Momence Early Childhood Center and the parents of the students participating in activities, services, and programs funded by Early Childhood Pre-School for All, IDEA Part B Flow-Through, and IDEA Part B Pre-School grants.

**NOTE: Allocations and payment under this grant are subject to appropriation action by the Illinois General Assembly or, for federal programs, the U.S. Congress. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.**

### **PRESCHOOL FOR ALL PARENT EDUCATION AND INVOLVEMENT**

Parent volunteer opportunities:

- Classroom activities
- Field Trips
- Preparing classroom materials
- School functions (i.e. reading night, etc.)
- Representation on Parent Advisory Council (please contact Director of Student Services)

Progress reporting to parents:

- Narrative reports
- Parent Conferences
- Home visits

Program provides activities in the following areas:

- **Communication:** Communication between home and the program is regular, two-way and meaningful.
- **Parent Education:** Parenting skills are promoted and supported.
- **Student Learning:** Parents play an integral role in assisting student learning.
- **Involvement:** Parents are welcome in the program, and their support and involvement are sought.
- **Decision-making and Advocacy:** Parents are full partners in the decisions that affect children and families.

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and

procedures.

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Parent/Guardian Name

---

Parent/Guardian Signature

Date

Appendix B: Je-Neir Elementary School

**JE-NEIR MISSION STATEMENT**

**Building a community to create a foundation that develops young minds into lifelong learners.**

**JE-NEIR ELEMENTARY SCHOOL GOALS**

- Increase student achievement.
- We want to display integrity, trust, respect, responsibility, involvement, and courtesy are essential to positive interaction.
- We want to facilitate learning and help to develop mutual respect in a complex society.
- Reduce use of reactive discipline measures in Je-Neir for all students through the practice of Positive Behavior Interventions and Supports (PBIS).

## ARRIVAL AT SCHOOL

Students are to arrive at school between 7:30 and 7:50 am. As the student enters the building through the Main Doors (#3N) or the West Door (#4W) (he/she may go to the cafeteria to eat breakfast. Students not eating breakfast are to go immediately to one of the following areas:

Kindergarten/First grade – K-1 Pod

Second grade – Second grade Pod

Third grade/ Fourth grade – Third/Fourth grade Pod

## DISMISSAL PROCEDURES

For the students' safety, when classes are dismissed for the day, students are to leave the building and grounds immediately, unless reporting to a supervised activity.

Students and their parents/guardians are responsible for student's behavior after the school day when the student leaves the school property. Students are to use city walkways to and from school and should not cross the property of local citizens. When crossing streets, students are to use the safety zones provided.

Dismissal times and information:

- Car riders – 2:45 pm

Car Riders are to be picked up at the west doors (Door #4W) of the school. Parents please form one line in the parking lot to pick up your child(ren).

- Bus riders 2:50 pm
- Walkers - 2:55 pm

Walkers will exit the Northeast doors (Door #1N). There will be a crossing guard at the corner of Cherry and Second Streets.

## Bell Schedule

### Regular Bell Schedule

Time	Period
7:50 – 8:00	Student Prep for Class
8:00 – 8:15	Home Room
8:15 - 9:00	1 <sup>st</sup> Period
9:00 - 9:45	2 <sup>nd</sup> Period
9:45 - 10:30	3 <sup>rd</sup> Period
10:30 - 11:20	4 <sup>th</sup> Period
	Kindergarten Lunch
11:20 - 12:10	5 <sup>th</sup> Period
	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Lunch
12:10 - 1:00	6 <sup>th</sup> Period
	3 <sup>rd</sup> & 4 <sup>th</sup> Grade Lunch

1:00 - 1:45	7 <sup>th</sup> Period
1:45 - 2:30	8 <sup>th</sup> Period
2:30 - 2:45	Home Room
2:45 - 3:00	Dismissal Time

**2:00 Dismissal**

**11:30 Dismissal (No Lunch)**

Time	Period		Time	Period
8:00 – 8:15	Home Rom		8:00 – 8:15	Home Room
8:15 – 8:55	1st Period		8:15 – 8:40	1st Period
8:55 – 9:35	2 <sup>nd</sup> Period		8:40 – 9:05	2 <sup>nd</sup> Period
9:35 – 10:15	3 <sup>rd</sup> Period		9:05 – 9:30	3 <sup>rd</sup> Period
10:15 – 10:55	4th Period Kindergarten Lunch		9:30 – 9:50	4th Period Kindergarten Lunch
10:55 – 11:35	5th Period 1st & 2nd Grade Lunch		9:50 – 10:10	5th Period 1st & 2nd Grade Lunch
11:35 – 12:15	6th Period 3rd & 4th Grade Lunch		10:10 – 10:30	6th Period 3rd & 4th Grade Lunch
12:15 – 12:55	7 <sup>th</sup> Period		10:30 – 10:55	7 <sup>th</sup> Period
12:55 – 1:35	8 <sup>th</sup> Period		10:55 – 11:20	8 <sup>th</sup> Period
1:35 – 1:45	Home Room		11:20	Dismissal Time
1:45	Dismissal Time			

**LEADER OF THE MONTH**

The Je-Neir Elementary Leader of the Month program is an initiative that actively recognizes, on a monthly basis, the exemplary actions of particular individuals in the student body. The continuous energetic efforts exhausted and positive impacts achieved by our passionate classmates represent the exceptional Je-Neir Pride and Fellowship we continue to uphold. All grade level teachers will nominate one child per classroom each month. The following criteria must be met for a student to be nominated for the award. We are a “Leader In Me” School and teach the 7 Habits for Kids.

Month	Criteria
August	Expectations
September	Habit 1: Be Proactive
October	Habit 2: Begin with the End in Mind
November	Habit 3: Put First Things First
December	Community Outreach Project - Respect
January	Habit 4: Think Win Win - Expectations
February	Habit 5: Seek to Understand
March	Habit 6: Synergize

April

Habit 7: Sharpen the Saw

May

Most Improved Leader

The recipients will be acknowledged the first week of the month following nomination. Recipients are acknowledged by having their photo displayed on the school bulletin boards and by receiving a Certificate.

### **CHARLES W. DANISH MEMORIAL AWARD**

On March 25, 2010, the Momence School District lost a valuable teacher, Charles (Chuck) Danish, to cancer. Mr. Danish had been a teacher for 44 years, he spent 41 of them in the Momence School District and 39 of them teaching 4<sup>th</sup> grade at Je-Neir Elementary.

In his honor, the Charles Danish Memorial Award was created to acknowledge one fourth grade boy and one fourth grade girl at Je-Neir Elementary School who, like Mr. Danish, has significantly contributed to Je-Neir Elementary School while displaying passion and love for learning.

The selection committee will be the 4<sup>th</sup> grade teachers and other staff members who come in contact with the students.

Each recipient must possess the following criteria:

- Maintain high academic performance in Math, Language Arts, Science, and Social Studies throughout the year
- Follow rules and regulations
- Have a good attendance record
- Have a positive, cooperative attitude
- Display responsibility
- Exhibit enthusiasm for learning

## **PBIS**

### **WHAT IS PBIS?**

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond.

### **WHAT IS THE PURPOSE OF PBIS?**

The purpose of PBIS is to assist schools in developing structures for teaching expected behaviors and social skills, creating student behavioral and academic support systems, and applying data-based decision-making to discipline, academics and social/emotional learning at the school, district, regional and state levels. The PBIS Program promotes family and community involvement at all levels of implementation. Federal educational requirements contained in the NCLB Act and IDEA 2004 are embedded in the PBIS process. PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

### **GOALS OF PBIS**

Reduce use of reactive discipline measures in schools (i.e., office discipline referrals, detentions, suspensions, expulsions) for all students.

Increase data-based decision-making about behavior and academic instruction and reinforcement across all school settings.

### **AREA EXPECTATIONS**

The PBIS committee has developed the three B's for positive behavior to be used when in school and in the community. The three B's are Be Respectful, Be Responsible, and Be Involved. The committee has also developed a list of positive expectations, based on the three B's, to be followed throughout the school environment. You will find these expectations posted throughout our building on the "3 B's" posters. As you may have noticed, we have placed these posters in a variety of areas such as: hallways/stairways, bus, cafeteria, etc. Teachers are asked to develop individual classroom expectations based on the school-wide "3 B's". When the staff recognizes that a student is following the correct behavior, the student is given a reward.

### **REWARDS**

Students are rewarded for demonstrating the correct expectations that are provided on the school-wide PBIS posters, as well as the weekly cool tool lessons. Students receive Pride Bucks as rewards for demonstrating this positive behavior. The Pride Bucks can be used in the PBIS store.

### **WEEKLY LESSON FOCUS**

Each week during morning announcements we focus on presenting information about a specific behavior. The information is also presented by the classroom teacher and is followed by a whole-group discussion about correct and incorrect ways to exhibit the behavior. When the staff recognizes that a student is following the correct behavior, the student is given a reward.

### **PBIS STORE**

The PBIS store is open monthly. The students have the ability to spend the Pride Bucks that they have saved to purchase items that are available in the store.

### **BEHAVIOR MATRIX**

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Involved</b>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>▪ Be polite to staff and students</li> <li>▪ Use indoor voices</li> <li>▪ Accept one another's personal choices and space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up your eating area</li> <li>▪ Stay at the same table</li> <li>▪ Stay seated until lunchroom monitor dismisses you</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use good manners</li> <li>▪ Raise your hand and tell an adult if there is a problem</li> </ul>
<b>Washroom</b>	<ul style="list-style-type: none"> <li>▪ Be quiet</li> <li>▪ Don't look at others in the washroom</li> <li>▪ Wash your hands well</li> </ul>	<ul style="list-style-type: none"> <li>▪ Get in quickly and get out</li> <li>▪ Keep bathroom clean</li> <li>▪ Use small amounts of soap and paper towels</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tell an adult if there is a problem</li> </ul>



<b>Recess</b>	<ul style="list-style-type: none"> <li>▪ Line up when whistle blows</li> <li>▪ Stand quietly in line and face forward</li> <li>▪ Clean up quickly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use equipment properly</li> <li>▪ Share with others</li> <li>▪ Put equipment away when done</li> <li>▪ Ask permission to cross the west side road to get balls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help others on the playground</li> <li>▪ Ask for help when needed</li> <li>▪ Leave rocks, sticks and grass on the ground</li> <li>▪ Be aware of your surroundings</li> </ul>
<b>After-School Activities</b>	<ul style="list-style-type: none"> <li>▪ Keep hands, feet and objects to yourself</li> <li>▪ Display good manners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Model good behavior even if others do not</li> <li>▪ Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do your best</li> <li>▪ Be a good sport</li> <li>▪ Help others when needed</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>▪ Obey the driver</li> <li>▪ Treat others and property appropriately</li> <li>▪ Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay seated</li> <li>▪ Follow safety rules and procedures</li> <li>▪ Ride on assigned bus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep area clean</li> <li>▪ Notify an adult of any problems or concerns</li> </ul>
<b>Gymnasium &amp; Assemblies</b>	<ul style="list-style-type: none"> <li>▪ Be quiet when speaker speaks</li> <li>▪ Give your neighbors room to sit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Come in and out of the gym in a single file line</li> <li>▪ Sit with your class</li> <li>▪ Stay sitting until a teacher dismisses you</li> </ul>	<ul style="list-style-type: none"> <li>▪ Listen to the speaker</li> <li>▪ Raise your hand to be called on</li> </ul>
<b>Hallway &amp; Stairway</b>	<ul style="list-style-type: none"> <li>▪ Be quiet</li> <li>▪ Be kind to all classes</li> <li>▪ Take off hats in the building</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk on the right side of the hallway</li> <li>▪ No cutting</li> <li>▪ Keep hands feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help others when needed</li> <li>▪ Walk nicely with hands folded</li> <li>▪ Pick up after yourself</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>▪ Wait your turn</li> <li>▪ Be polite and respectful</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use office phone for emergencies only</li> </ul>	<ul style="list-style-type: none"> <li>▪ Let friends speak for themselves</li> </ul>
<b>Exterior School Grounds</b>	<ul style="list-style-type: none"> <li>▪ Keep the areas clean</li> <li>▪ Stay on the walkways</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be on time when arriving and leaving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notify an adult of any problems or concerns</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>▪ Wait your turn and listen</li> <li>▪ Raise your hand and wait to be called on before speaking in class</li> <li>▪ Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be ready with pencils and materials prepared</li> <li>▪ Bring homework and items from the teacher home</li> <li>▪ Return homework and items to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do your best</li> <li>▪ Stay on task</li> <li>▪ Model good behavior even if others don't</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Keep your work area clean</li> </ul>	
<b>Computer Lab/Library</b>	<ul style="list-style-type: none"> <li>▪ Allow others to complete work</li> <li>▪ Treat materials with care</li> <li>▪ Stay quiet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow directions</li> <li>▪ Push chairs in</li> <li>▪ On appropriate/ approved websites only</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay on task</li> <li>▪ Return materials on time</li> </ul>
<b>Pods</b>	<ul style="list-style-type: none"> <li>▪ Use inside voices</li> <li>▪ Walk</li> <li>▪ Think of others</li> <li>▪ Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Get to class quickly and quietly</li> <li>▪ Sit on your bottom</li> <li>▪ Be in your own space</li> <li>▪ Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pick up after yourself</li> <li>▪ Push in chairs</li> </ul>

## TRANSPORTATION

### PARKING

The school has one location available for school visitor parking on the gravel parking area west of the circle drive. Do not park on the circle drive or the playground during drop-off, pick-up or recess times.

Those dropping off and picking up children may do so by taking River Street behind Je-Neir and entering the WEST playground so that the passenger side of the vehicle faces the WEST doors. **DO NOT PARK IN THE PLAYGROUND DURING DROP-OFF, PICK-UP or DURING SCHOOL HOURS.** If you must enter the school, park in the gravel spaces west of the circle drive.

Vehicles **MAY NOT** be parked or located in the bus lanes (CIRCLE DRIVE) or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### CAR RIDERS

Parents transporting their students are to drop off and pick up their child at the west door (#4W) of the school. Parents in cars picking up their child after school may form one line at the West Side playground and students will be dismissed as the child's car stops at the door. **No child is to be dropped off before 7:30 am. PLEASE - DO NOT PARK ON SECOND STREET.**

## OTHER IMPORTANT INFORMATION

### TREATS & SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in

individual servings. No homemade treats or snacks are allowed at school. **Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging.** We strongly encourage you to select a treat or snack with nutritional value.

### **PARENTAL INVOLVEMENT COMPACT (TITLE 1)**

The school annually has a meeting for all Parents/Guardians, which takes place on Back to School Night.

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

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

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

PTO (Parent/Teacher Organization)	Contact: PTO President
MTSS Team (Multi-tier System of Support)	Contact: Principal
SLT (School Leadership Team)	Contact: Principal

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Principal

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

## Appendix C: Junior High

# **Momence Junior High School**

## **MOMENCE JUNIOR HIGH SCHOOL GOALS**

- Increase student achievement.
- We strive for our students to learn integrity, trust, respect, responsibility, involvement, and courtesy.
- Prepare students to enter high school both intellectually and emotionally.
- Reduce use of reactive discipline measures in the junior high for all students using restorative justice and through the practice of Positive Behavior Interventions and Supports (PBIS).

## **ARRIVAL AT SCHOOL**

Students are to arrive at school between 7:35 and 7:55 am. As the student enters the building through the Main Doors (#1) he/she may go to the cafeteria to eat breakfast. Students not eating breakfast are to go immediately to the gym and sit in the designated grade location.

## **DISMISSAL PROCEDURES**

For the students' safety, when classes are dismissed for the day, students are to leave the building and grounds immediately, unless reporting to a supervised activity. Students and their parents/guardians are responsible for student's behavior after the school day

when the student leaves the school property. Students are to use city walkways to and from school and should not cross the property of local citizens. When crossing streets, students are to use the safety zones provided.

Dismissal times and information:

- All students are dismissed at 3:00
- Car Riders are to be picked up in the front of the building and should leave out door 1.
- Bus riders exit out the west doors and the busses will depart by 3:05
- Walkers will exit out door 1 with car riders.

## Junior High Bell Schedule

### Regular Bell Schedule

Time	Period
7:55 – 8:00	Students are dismissed from the gym
8:00 – 8:40	1st Period
8:43 - 9:23	2nd Period
9:26 - 10:06	3rd Period
10:09 - 10:49	4th Period 5th grade lunch
10:52 - 11:32	5th Period 6th grade lunch
11:35 - 12:15	6th Period 7th grade lunch
12:18 - 12:58	7th Period 8th grade lunch
1:01 - 1:34	8th Period
1:37 - 2:17	9th Period
2:20 - 3:00	10th Period
3:00	Dismissal

## Appendix D: High School

### **Momence Community High School**

#### **1 PASSES**

Teachers and Administrators will allow passes out of class under their discretion and in emergency situations only. Passes may only be to the restroom, locker, media center or office – students may not interrupt classes in session. All students must follow sign-out procedures in order to leave a class. No more than one student will be allowed a pass out of class at a time. It is a teacher and administrator’s right to deny any student wishing to leave class for any reason.

#### **2 CLOSED CAMPUS/LEAVING THE BUILDING**

Any student who must leave the building during the school day because of illness, doctor’s appointment, or any other excused reason must first go to the office and have the office contact a parent and then the student must sign out with the approval of the administration. Failure to follow these steps will result in being considered truant.

#### **3 COMMUTING BETWEEN JUNIOR HIGH/HIGH SCHOOL/OTHER LOCATIONS**

Students going to/from the Junior High for classes MUST use the walkway between the high school and junior high, using the sidewalk. Students must EXIT the high school building prior to the final bell or be considered tardy. Students are not allowed to drive to/from the Jr. High. Students returning from the Jr. High are not allowed to enter hallways until the bell rings ending the class period. High School students are not allowed at the Jr. High School, exclusive of their classes, without office approval. This restriction includes the time before and immediately after school.

Commuting between other academic settings: Students who commute to off-site settings (Jr. High, KACC, school-to-work, etc) must report to the designated area if they arrive back to the high school before the class dismissal bell rings. Students are not to wander the halls, go to their locker, and/or disturb classes still in session.

#### **4 PREARRANGED ABSENCE**

Students who know in advance of an upcoming unavoidable absence should seek “prearranged” absence permission from the principal when possible, which will enable all work to be obtained in advance. Such absences include college/career visits (2 per year), doctor appointments, funerals and similar family emergencies, all of which require proof of attendance afterwards.

Students seeking “prearranged” absence status must bring in a note from a parent/guardian to the principal, explaining the day and reason for the absence. If the note is approved as an excused absence by the principal, he will issue the student a permit to receive advance assignments. The student will then have the responsibility of obtaining assignments from each teacher.

Prearranged absence permits will not be issued for reasons deemed by the principal to be unexcused. Previous academic effort and grades as well as the attendance record will be assessed in determining prearranged absence approval. All assignments must be completed by the return with the exceptions of exams, which may be taken on the first day back to school.

#### **5 ATTENDANCE/EXTRACURRICULAR PARTICIPATION/NOTIFICATION**

Students must be in attendance 5 clock hours if they are to attend or participate in an extracurricular activity on that day. Prearranged and such coordinated approved absences will be considered as exemptions when so approved by an administrator.

As with all district schools, please notify the office prior to 9am of a student’s absence for any reason. All communication should be through the office at 815-472-6477. Family members and out of school friends should be strongly encouraged to eliminate attempts to contact/message via personal devices during the school day except during the known lunch period. Having any such contact during the academic times of day should be by calling the office to relay any needed messages or perceived emergencies will greatly assist in preventing any disruption of the learning environment and the resulting consequences.

#### **6 LATE TO CLASS**

Students who are late to class without a legitimate reason are considered “tardy.” The school definition of tardy is not being in the room when the bell rings to begin the class period. Consequences increase per district policy for every three times late to any classes beginning with parent notification after the third tardy to classes.

#### **7 HALLWAY BEHAVIOR**

Hallways are an extension of the classroom and all school expectations apply. Conduct must be respectful, considerate of others and conducive to student learning. Hallway infractions will be reported and receive appropriate consequences as disruptions of the learning environment. The following are general hallway expectations:

1. Display hall pass when in hall during class times.
2. Walk/stay to the right.
3. Get to your destination – avoid groups that clog the hall.
4. Use your inside voices.
5. Treat others with respect

6. Use appropriate language
7. Identify yourself calmly if asked by a staff member

## **8 LOCKER CARE**

A locker will be assigned to each student at the opening of school. EACH STUDENT MUST USE HIS OR HER LOCKER AS ASSIGNED. Lock combinations should be confidential. Keep lockers orderly, free of excess materials, and always presentable. Do not mark them in any way and do not paste pictures in them or on them. Consult the office if you have lock or locker problems. Students should store materials in their own locker only. Sharing of lockers is not appropriate. Students are not to rig lockers so that they open without combinations.- Vacant lockers are not to be used unless assigned by the office. Momence High School reserves the right to inspect or search lockers. Students failing to abide by these rules will be subject to appropriate consequences as determined by administration.

\*MOMENCE SCHOOLS ARE NEITHER RESPONSIBLE FOR NOR INSURED AGAINST THEFTS OF STUDENTS' OR STAFF'S PERSONAL PROPERTY.

## **ACADEMIC POLICIES**

### **9 GRADUATION REQUIREMENTS FOR STUDENTS**

1. 3 years of Math (including Algebra and Geometry)
2. 2 "Writing Intensive" courses
3. 2 years of Science
4. 4 years of English (including English levels 1 and 2)
5. 3 years of Social Studies (including World Geography, U.S. History Early, U.S. History Late, Civics)
6. 1 semester of Consumer Education, or 1 semester of Economics
7. 1 semester of Health
8. \*Physical Education enrollment each semester; minimum of 4 semesters required (1/2 credit awarded for each semester passed)
9. 1 year of art, music, foreign language, vocational education
10. Twenty-eight credits will be necessary to meet graduation requirements. Thirty-two potential credits are generated over 4 years.

\*It shall be the policy of Momence Community School District # 1 that students may request exemption from physical education for the following reasons:

- a. Participation in Marching Band (all grades)
- b. The student is determined to be participating in interscholastic athletics as certified by appropriate district personnel. (grades 11 & 12 only)
- c. The student(s) provides written evidence from an institution of higher education that a specific course not included in state or district minimum graduation standards is required for admission. School district staff must verify that the students' present and proposed schedule will not permit completion of the needed course. (grades 11 & 12 only)
- d. The student lacks sufficient course credit in one or more courses required by state or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible to apply for this exemption. Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule, which meets minimum school day requirements. Approvals of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant. (grades 11 & 12 only)



e. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

## **10 ATHLETIC REQUIREMENTS TO BE ELIGIBLE FOR PARTICIPATION IN NCAA COLLEGES AND UNIVERSITIES**

1. Visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
2. Click on Prospective Student Athletes
3. Click on List of Approved Core Classes (Formerly 48H)
4. Find Momenca and a guide of approved classes will be given

### **Key Notes**

1. GPA is based ONLY on the approved core classes
2. 10 core classes must be completed by the 7th semester (1st semester senior year) of which 7 classes must be a combination of English, math, natural or physical sciences

\* Any questions or concerns see the guidance office for more detailed information

## **11 EARLY GRADUATION**

1. A student must apply for early graduation the first semester of their junior year. If a student requests early graduation at the end of the 7th semester, he or she will not be allowed to participate in extracurricular programs, which extend into the second semester. Extension, night school, or summer school courses WILL NOT count toward early graduation. These courses will count toward regular graduation. Momenca High School does not have a graduation ceremony for early graduation.
2. In order to qualify for early graduation students must have:
  - a. Completed the Graduation Requirements as determined by the Illinois State Board of Education
  - b. A 3.25 or higher Grade Point Average on a 4.0 scale
  - c. Enrollment in a college/university program
  - d. An exemplary discipline/attendance record
3. A student who transfers to Momenca High School and intends to graduate early must meet the following requirements:
  - a. Be a legal resident of Momenca Community School District
  - b. Meet all graduation requirements of Momenca High School
  - c. Attend Momenca High School for two semesters
4. The principal, with the assistance of the guidance staff, will look into the following items:
  - a. Graduation requirements.
  - b. Student's academic record.
  - c. Student's reason for early graduation request.
  - d. Any other data deemed necessary.
5. The high school principal will study the case and make a recommendation to the Board of Education. The Board of Education will approve or disapprove of the principal's recommendation. The Board of Education's decision is final.

## 12 CLASS STANDING

1. SOPHOMORE: 2 semesters and 6.5 credits
  2. JUNIOR: 4 semesters and 13 credits
  3. SENIOR: 6 semesters and 20 credits
- 28 credits are required to graduate

## 13 HONOR ROLL

High Honors: 4.00                      Honors: 3.50-3.99                      Honorable Mention: 3.00-3.49

## 14 COMPUTATION OF SEMESTER GRADES

The semester grade is the only official grade entry on a student's permanent record. It is therefore important that semester grades are determined in a fair and consistent manner. GPA will be rounded out to the second decimal point. The semester grade will be a cumulative score of all work completed during the semester and a final exam or semester project. The grade will be calculated on a 90% coursework + 10% exam/project basis.

### HIGH SCHOOL GRADING SYSTEM

GRADE	% RANGE
A+	100-93
A	93-99
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59
S/WS	Credit Earned (.5)
WF/INC.	NO CREDIT

It is important to note that only the semester grade goes on a transcript. Progress reports will be printed to monitor ongoing achievement.

Students may retake core courses (as identified by the NCAA) provided:

1. Taking such courses will not delay graduation.
2. The later grade will not be used to determine class rank/academic awards.
3. The original grade remains on the transcript.

## 15 WEIGHTED COURSES AND GPA

Weighted courses are noted with an asterisk (\*) in the course selection guide.

Students earning a "C" or better in these courses will receive one additional Quality Point in determining GPA.

## 16 INCOMPLETE GRADES

Incomplete grades need to be resolved within two weeks of that semester's final grading day.

## **17 ACADEMIC AWARDS**

Determination for valedictorian, salutatorian and academic top ten awards will be based upon eight (8) full semesters of coursework. In the event that two or more students are tied for the valedictorian award, the student(s) next highest in class rank will be considered for the salutatorian(s) award.

## **18 OFF CAMPUS CREDIT**

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

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

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

## **19 SENIOR CREDIT IN ESCROW**

Seniors enrolled in 6 hours or more of course work at the college level may request a reduction in their class load to a minimum of four classes with proper approval. These students must still meet graduation requirements and complete the required number of credits needed for graduation. The community college experience will be completely independent of Momence High School as far as transportation and financial obligations are concerned.

## **20 CAREER CENTER CREDIT**

Students attending Kankakee Area Career Center receive 1.5 credits per semester toward graduation requirements.

## **21 SUMMER SCHOOL CREDIT**

Credits earned during summer school will be placed on the student's transcript. Summer school grades will not be averaged into class rank or honor roll.

## **22 LATE WORK POLICY**

No late work accepted without penalty. Late work may be accepted with a 10% deduction per day on a case-by-case basis at the discretion of the teacher.

## **23 SCHEDULE CHANGES**

No student may change courses without the administrator and counselor's approval. Schedule changes should be made only for very grave and important reasons. Students are given every opportunity to work out their schedule and make changes before school opens. After the start of school, changes will be at the request of the counselor, principal or teachers because of improper placement of a student, subject to the approval of the counselor and principal. No changes requested by a student/parent may be made after the first three days of classes each semester.

1. Students dropping a class during the first weeks of the semester will receive a "Withdrawal Passing" if they are passing at the time of the withdrawal.
2. Students dropping a class during the second nine weeks of a semester will receive an F for the quarter and semester grade.
3. The teacher, guidance counselor, and the principal must approve transfer from one class to another.

## **24 MID-SEMESTER SCHEDULE CHANGE POLICY**

Should parent, student, or staff member make a drop request after the add/drop deadline each semester, the following conditions and/or criteria must precede any consideration or action:

1. The student shall be in danger of failing said class due to some academic reason.
2. A parent request must be on file.
3. A conference with a guidance counselor will be held to develop teacher/student initiated plan of remediation of not less than four weeks, and this remediation plan must be followed to its conclusion.
4. An exit conference with the teacher, student, parent, and guidance counselor must be held. It is the desire of the district to have all parties meet to assure there is no misunderstanding about credit, grade, etc.
5. A student may audit a class on a pass/fail basis depending on the recommendation of the guidance counselor, teacher, or the principal.
6. The teacher would arrange responsibilities of audit and failure to adhere to guidelines may result in a WF for the course.
7. For Honors courses, if a student is not maintaining an unweighted C or better grade, the student may be moved to a regular course by administrative direction.

## **25 AWARD OF CREDIT POLICY**

It shall be the policy of Momence High School that credit should be awarded to transfer students as follows:

1. Students transferring to Momence High School shall be assigned the total amount of credits they would have earned had they been a full time student at Momence High School.
2. Any failing grades will be subtracted from that total.  
Example: Junior Transfer Student Transfers in mid-October If the student was a Momence High School student: 8 credits per year x 2 years+ 16 credits possible-2 "F" received at previous high school = 14 credits assigned to transfer student.

## **26 DRIVER'S EDUCATION CLASS**

The cost for the Driver's Education Class is determined annually prior to registration. This must be paid on or before the first day of class. There is also a charge for the driver's permit. This also covers the student's

first driver's license. The student must attend 30 clock hours of classroom instruction. Enrollment in the class is closed after the first day of class.

Driver Education is a half-semester class that meets daily. Students must be at least 15 years old by the beginning of the course. Under Illinois law, students must have passed at least eight classes in the previous calendar year to be eligible to participate in any of the phases of Driver Education. If age prohibits a qualified student from being scheduled into Driver Education, that student will have to register to take Driver Education the following year or during summer school. All students must pass tests on the rules of the road, signs, and a vision screening before qualifying for instruction. A student must pass the classroom portion of Driver Education before they can take the driving portion. A student will be dropped from the class upon their third absence. A lab fee is assessed each time a student takes the course.

Under Illinois law, a student must successfully complete a Driver Education course in order to drive under the age of 18 years. No students over the age of 18 may take the driving portion of the class.

## **TRANSPORTATION POLICIES**

### **27 AUTOMOBILE DRIVING AND PARKING PROCEDURES**

For the benefit of students who must drive to school parking is available by permit only. Action by the Momence City Council has forbidden parking during the school day on Washington, Franklin, Second Street and River Street. Violators will be subject to having their vehicles towed at the owner's expense. The student parking lot is a permit only lot. Parking permits cost \$30 per year. Those students caught parking at school without a pass will have to obtain the permit at a cost of \$50. Seniors have priority with Juniors allowed to purchase any extra spaces. Discipline and attendance records will be taken into consideration when reviewing parking applications. The Administration has the right to revoke parking privileges if deemed necessary.

#### **27.1 DRIVING/PARKING RULES:**

1. Students will not engage in reckless driving on or in the vicinity of the school grounds. Violators will be subject to civil charges and loss of parking privileges at school.
2. Students will not park behind the school in the staff parking lot without authorization. Students in violation of this rule will be stickered and towed.
3. Students are not permitted to sit in cars during any time during the school day. Immediately after parking, students must exit the vehicle and move to authorized areas.
4. No High School students are permitted to park in the Junior High parking lot. Any student found to be in violation of this policy will have their car towed immediately as well as have their parking permit revoked.

#### **27.2 BY PARKING ON CAMPUS, VEHICLE OWNERS AND OPERATORS CONSENT TO THE FOLLOWING**

Any students parked in unauthorized areas or parked on school property without a parking permit may be towed at their own expense. **School Administrators reserve the right to search any car parked on school property.** Students found to be in violation of the above rules will be subject to disciplinary consequences including but not limited to the parking permit being revoked with no refund.

## **28 STUDENT PICK-UP AND DROP-OFF**

Franklin Street has been designated as the school bus pick-up and drop-off area. The designated area for student pick-up and drop-off is on Second Street. No vehicles should be stopped on either side of Franklin Street after school until the all buses have departed.

## **CODE OF STUDENT CONDUCT**

At MHS, we believe that students are responsible for their own choices regarding conduct and behavior. In keeping with that belief, we have set forth the following expectations for student behavior.

Students at MHS shall be expected to:

1. Obey all supervising staff immediately and courteously.
2. Show respect for yourself, others and property.
3. Be in your assigned place on time with required materials.
4. Be quiet, considerate and orderly at all times.
5. Follow directions the first time they are given.
6. Clothing must be school appropriate, clean and orderly.

**In compliance with recent legislation, consequences for any violations of these guidelines will be based on the individual circumstances, severity and frequency of offense as determined by administration.**

## **29 TOBACCO USE AND/OR POSSESSION**

Possession and/or use of cigarettes, e-cigarettes/other similar devices, nicotine substitutes or other tobacco products will result in the following:

## **30 DRUG AND ALCOHOL USE AND/ OR POSSESSION**

Any student caught in school or charged or convicted outside of school with the possession, under the influence of, use or sale of any illegal substance, drug, or alcohol or any look-alike substance will be subject to the following penalties.

## **31 PUBLIC DISPLAYS OF AFFECTION (PDA)**

Some instances of public display of affection (PDA) may be considered Sexual Harassment. Inappropriate displays of affection will not be tolerated. Inappropriate displays may include but not be limited to: kissing, hugging, groping and/or excessive person-to-person contact.

## **32 FALSE FIRE ALARMS/ 911 CALLS**

Such incidents are a grave danger not only to the students and staff of the school, but to the entire community as the first responders are not available to respond to a true emergency. Restitution for any costs will be included in any consequences determined by administration.

## **33 STEALING AND POSSESSION OF STOLEN PROPERTY**

Consideration of the value of the item in question will be included in the determination of consequences to include possible notification of civil authorities, especially when the value deems the offense to be a felony. Restitution will be included as appropriate in the consequences.

### **34 VANDALISM AND/OR PROPERTY DAMAGE**

Student pranks or practical jokes that result in property damage will be considered vandalism. Students who participate in vandalism and/or create property damage on school grounds, will face disciplinary action including restitution in addition to other consequences dependent upon the investigation.

### **35 DEFIANCE/ABUSIVE LANGUAGE**

Both acts of defiance and abusive language of any sort are serious concerns, and will be addressed immediately by administration.

### **36 ACADEMIC DISHONESTY**

Students caught in Academic Dishonesty will face the loss of credit up to a zero for the assignment. Remediation may be possible at the discretion of the staff and/or Administration. Consequences will be based on severity and frequency of offense.

- a. Cheating - Any intentional giving/discussing/using of external assistance relating to an assignment, examination, test or quiz, without the expressed permission of the teacher.
- b. Forgery - Any simulated signing of another person's name to any such writing whether or not it is also the forger's name; falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected.
- c. Plagiarism - Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material whether written or visual, and/or the work of other students.
- d. Unauthorized collaboration - Intentional collaboration on an assignment between a student and another person, if such collaboration is not expressly permitted by the teacher.

### **37 FOOD/DRINK OUTSIDE OF THE CAFETERIA/OTHER LUNCH RULES**

To prevent any infestation in lockers and classrooms, the following rules apply -

1. No food or drink other than water will be taken out of the cafeteria or permitted in the hallways.
2. Other than the daily lunch brought in sealed containers, no food or drink should be stored in lockers.
3. Students who arrive after 7:55 are expected to go to class on time, then request a "Breakfast After the Bell" if desired from the office. Office staff will coordinate payment per category, then have dry breakfast items delivered to the student in the class
4. No OTHER food or drink is to be consumed on the first or second floors of the building.
5. No students are allowed on the 1st and 2nd floor during the lunch periods. Students must remain in the cafeteria. Restroom facilities next to the cafeteria may be used with permission of the cafeteria supervisor on duty. Students may not leave the cafeteria until the bell rings. All students eating in the cafeteria are responsible for returning trays to the proper place and disposing of paper plates and other trash.

### **38 MOMENCE HIGH SCHOOL DANCE GUIDELINES**

Both Student and Parent Signatures Required In Order to Purchase Tickets

*Student Affirmation: Though school dances are held after school hours and on weekends, I understand that they are still a school-sanctioned activity. Therefore, I agree to conduct myself in accordance with the MHS*

*student discipline code. This includes behavior and dress. All school rules are in effect during the duration of the dances.*

**\*\*\*\*ANY STUDENT FOUND TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL OR IN POSSESSION OF SUCH WILL BE FULLY PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

**\*\*\*\*Seniors found to be under the influence or in possession of above substances may face additional consequences that would affect participation in the graduation ceremony.**

General guidelines:

1. Students and their guests must have their school ID or photo ID to enter the dance.
2. Once you and your date have entered the dance, you cannot go back outside unless escorted by an administrator. (If you leave on your own, you will not be allowed to re-enter and ticket price will not be refunded.)
3. Please keep identification and money on you. We are not responsible for lost or stolen property including cameras and purses.
4. Attire should be appropriate for a school affair.

FEMALES: No low-cut or plunging necklines, bare midriffs, or open backs that extend below the waistline. No micro-minis.

Slits up the skirt should be approximately six inches above the knee

No see-through or sheer blouses unless there is a camisole underneath

No cutouts or see-through material under the chest in front and below the waist in the back.

MALES: No see-through or sleeveless shirts . No Hats.

\*\*\*\*\*Please keep these guidelines in mind when purchasing your outfit. Do not purchase a ticket if you do not plan on conforming to dance guidelines! Students who are inappropriately dressed may not be admitted to the dance. Final decision regarding appropriate dress will be made by the administrators present.

\*\*\*\*\*THERE WILL BE NO ADMITTANCE TO THE DANCE 45 MINUTES AFTER THE DANCE STARTS.

ALL DOORS WILL BE LOCKED AT THIS TIME \*\*\*\*\*

### **38.1 MOMENCE HIGH SCHOOL DANCE GUIDELINES – Dates not from MHS**

DATE REQUEST FORM – Must be completed and returned by deadline. NO LATE FORMS will be accepted. A student requesting to bring a date to a MHS dance who is not an MHS student must have the form completed and returned to the office at least three days prior to the event. The form requires the signature of the principal/administrator of the guest’s school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of 21 years of age. *By completing the form, the date agrees to abide by all MHS rules including dress code. Dates must provide proof of age with this form. Any false representation of information provided on these forms will result in the guest being prohibited from attendance at the specified event. MHS reserves the right to deny admittance of guests based upon good standing at other academic institutions or places of employment.*

### **39 CONSEQUENCES FOR ALL CODE OF CONDUCT VIOLATIONS**

To encourage all students to make good choices and follow the rules and policies of MHS, the following consequences will be in place at all times. All consequences will be assigned based on the severity of offense, the past history of the student(s) involved and the results of any internal and/or external investigations conducted regarding the incident. Consequences shall be determined by the Administration. Guidelines for Contacting the Police Department: In addition to school consequences, the school administration will notify the Momence Police Department anytime there is a physical attack of a staff



member, an object is used as a weapon in a physical altercation, or if the altercation at least initially appears to have been an attack or assault with definite perpetrator(s) and victim(s) rather than a demonstrated willingness to strike each other.

### **39.1 DETENTIONS**

Generally, detentions are of two types: teacher and office detention.

1. Teacher Detention- Teachers may issue their own detentions for periods of time *less than 30 minutes* before or after school. Students will be given a minimum of twenty-four (24) hours notice of a detention assignment. Failure to serve a teacher detention will result in one office detention being assigned.

2. Office Detention- Office detentions are 30 minutes in length and are served on Tuesday and Thursday afternoons from 3:15-3:45 p.m. Students tardy to detentions may not serve them at that time; this will be considered a failure to serve. *Electronic devices including phones may not be brought to detention, but are to be secured in the student's locker.* Students are expected to maintain TOTAL SILENCE in the detention room. They are not allowed to sleep and are expected to bring schoolwork to the detention room. Students who do not *abide by these requirements* in detention will be removed from the detention room and receive further discipline for their behavior. Students should have arranged for transportation home after detention. Students who serve afternoon detentions are to leave the building immediately after completion of the detention. Students who linger in the building after detention will be subject to additional consequences. Students who do not serve their detentions will be subject to receiving additional consequences. *When a legitimate (as determined by administration) situation prevents a student from serving assigned consequences students may select an alternative consequence, including morning detention as an option. The morning detention will be with a designated supervisor from 7:15-7:45am on the selected school day. In order for the detention to count, the student must be seated in the assigned location with study materials prior to 7:15am. Any such alternative consequence must be approved by administration and scheduled prior to the original assigned detention in order to be valid. Simply not having a ride is not a legitimate reason for missing the detention.*

### **39.2 TWO HOUR DETENTIONS**

Tuesday/Thursday – 3:15 to 5:00 p.m.

1. Students are expected to be in the detention room with all of their materials by 3:15 p.m. Students who arrive late will not be allowed to serve. It is the student's responsibility to remember scheduled detention dates.

2. Students who fail to serve a two hour detention will be subject to additional consequences

3. Conduct – *All of the procedures outlined for 30 minute detentions also apply to the 2 hour detention.*

4. *Alternative arrangements may again be requested for administrative approval as with a 30 minute detention, but must be approved and scheduled prior. If morning detentions are the alternative, four consecutive alternate morning detentions must be served to fulfill the requirements of a two-hour detention.*

### **39.3 INTERNAL SUSPENSION**

When a student's misconduct, in the opinion of the principal, is as grave as to warrant internal suspension, that student may be removed from their regular educational setting. Excessive internal suspensions will face consequences according to *the demonstrated pattern of refusal to change the negative, disruptive behavior.*

### **General Guidelines for ISS –**

1. Students will report to ISS at first bell without any personal electronic devices.
2. Trips to locker, restroom, and cafeteria will be escorted at a specified time, and conducted while the rest of the school is in class. Meals will be consumed in the ISS room.
3. Students in ISS will remain in the ISS room during all passing periods.  
Class assignments for ISS – Teachers will send work to the ISS room for students to complete, which will be collected by the staff member in the ISS room and returned to the assigning teacher. No additional time will be given, and all assignments will be due as designated for that class.
4. School consequences for a student on the day of the ISS end at the end of the school academic day for the first occasion, but subsequent assignment of ISS during the same semester causes the student to not be eligible for any after-school activity until the following day.
5. *Students will not have internet access, but will be able to save work on a flash drive if needed and copy it to their school network account the following school day.*

### **39.4 EXTERNAL SUSPENSION**

When a student's misconduct, in the opinion of the principal, endangers the safety of the school or is a significant disruption to other students learning opportunity as to a warrant external suspension, that student may be removed from the school for a period not to exceed ten days. Certain offenses, by their nature, will require a student to be excluded from the regular school setting. Students externally suspended from school are prohibited from attending or participating in any school functions while serving the external suspension.

#### **39.4.1 EXTERNAL SUSPENSION MAKEUP WORK**

Students externally suspended from school will be allowed credit for the work missed under the following guidelines:

1. All tests, assignments, etc. missed during the suspension are due the day the student returns from said suspension.
2. For an external suspension of 1 – 3 days, work for a student to complete will be provided to the office at the end of the school day by all teachers when the suspension occurs, and must be completed and turned in immediately upon return to school.
3. For 4 or more days external suspension, coordination will be made for support services to be provided to complete all work provided to the office at the end of the school day by all teachers when the suspension occurs, and must be completed and turned in immediately upon return to school.

#### **39.4.2 NOTIFICATION OF EXTERNAL SUSPENSION**

A letter and/or a phone call will notify parents when possible when a student is externally suspended.

### **40 SOCIAL SUSPENSION**

**Social Suspension is an additional consequence based on the severity and pattern of inappropriate behavior.** If placed on Social Suspension, students may not attend games, or any other before/after school event, either home or away, but may attend practice. Students will be eligible to return to all activities the calendar day after their social suspension ends. Under those extremely rare and unique circumstances in which a social suspension might result in the cancellation of an activity or event, the principal reserves the right to review and postpone social suspension.

## **41 PROBATION**

Probationary status is an understanding among the student, parent, and administration. The purpose of this “Final Warning” is to indicate that the student’s performance in one or more of the areas of academics (grades), attendance, or discipline has been unsatisfactory during the previous school term or terms.

## **42 ALTERNATIVE EDUCATION**

Alternative programs for students who have been repeatedly unsuccessful in the regular school setting may be considered. Poor attendance, academic failure, disciplinary problems, or a combination of the above are reasons for referral to an alternative program. In most cases, students and parents are informed that alternative placement will take place if progress in solving the student’s issues is not made. Bus times and schedule will be arranged with each student. Placement in RAAC carries Social Suspension status. Progress at the alternative setting will be reviewed by the administration from both the alternative location and Momence High School to consider any potential for adjustment of status.

## **43 PARTIAL HOSPITALIZATION- ALTERNATIVE**

The partial hospitalization program at Riverside Medical Center is another Alternative Education placement utilized by MHS. It is designed to help adolescents whose disruptive behavior may be due to moderate psychiatric or emotional problems. A close working relationship is established between a clinical treatment team, parents, and the adolescent to allow acceptable behavior to be relearned.

## **44 EXPULSION**

An expulsion is the removal of a student from school for the remainder of the school term or a period of time deemed appropriate by the Board of Education. Only the Board can expel a student from school.

## **45 SUSPENSION REVIEW/EXPULSION HEARING PROCEDURES**

A student suspension review/expulsion hearing will be conducted according to the following procedures:

- At the commencement of the hearing, either party may request the hearing be held in executive (private) session.
- The authorized administrator and the student may make short opening statements concerning both the charges and the gross disobedience or misconduct and the appropriate discipline.
- The authorized administrator shall first present evidence. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator.
- The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
- The hearing officer may, at any time, direct questions to the parties or their witnesses.
- The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.
- The Board of Education will review and act on the hearing officer’s recommendation at a time set by the Board of Education.



**MOMENCE HIGH SCHOOL DISCIPLINE GUIDELINES TABLE**

THE TABLE BELOW IS INTENDED AS A GUIDE, AND THAT MULTIPLE INTERVENTIONS AND CONSEQUENCES MAY BE ATTEMPTED SIMULTANEOUSLY IN ORDER TO PROMOTE PRO-SOCIAL BEHAVIOR.

Offense Severity	Suggested Consequences	Examples, including but not limited to:	Cumulative Point value (used for restorative opportunity)	Chronic (3-4 incidences of the same offense)
Minimal	Restorative Measures to include community service, mediation, parent contact Teacher Detention 15-30 minutes	Any disruption of class to include excessive talking, not prepared for class, minor horseplay, violation of classroom rules	none	Repeated Minimal Offenses become a Minor Offense
Minor	Additional Restorative Measures may also include mediation Office Detention - 30 minutes (includes alternative forms)	6th tardy, Out of assigned area, Skipping Teacher Detention, incidental swearing, harassment, defiance	1 point per incident	Repeated Minor Offenses become a Major Offense
Major	Additional Restorative Measures Office Detention - 2 hour (includes alternative forms)	9th tardy, Skipping Class, Skipping Office Detention, swearing at a peer, harassment/aggression, bullying	2 points per incident	Repeated Major Offenses become a Severe Offense
Severe	Additional Restorative Measures 1-3 Days In School Suspension 1-3 Days Out-Of-School Suspension	12th tardy, Skipping 2 hr detention, swearing at staff, stealing, other non-physical severe actions Threat to school safety or disruption of other students' learning opportunity; continued incidences of defiance/swearing directed at staff members	3 points per incident	Repeated Severe Offenses become an Extreme Offense
Severe	4-10 days Out-of - School Suspension	Significant threat to others or substantially disrupts the operation of the school	4 points per incident	Repeated Severe Offenses become an Extreme Offense
Extreme	Expulsion	Determined by Board of Education		
Extreme	Legal Action			
As Needed	Referral for Counseling			
As Needed	Parent Meeting/Contact			
As Needed	Privileges Revoked			

Momence High School Discipline Table per Semester				
(points are used to assist in restorative and intervention methods; all points and number of incidences reset at the semester, but chronic severe behavior remains under consideration as extreme behavior for the entire school year)				
	Level1	Level 2	Level 3	Level 4
Total Points per Semester	1-5 points	6-10 points	11-15 points	over 15 points
		15 Days Social Suspension	30 Days Social Suspension	45 days Social Suspension
			Probationary Status Considered	Probationary and other measures considered

Students who reach Level 2 will have an opportunity to demonstrate a positive pattern of improved behavior and earn the removal of discipline points based on a behavior intervention determined by the PBIS Committee. Any intervention must require at least a minimum of one week of demonstrated positive behavior to receive any credit. Students who reach Level 3 or 4 will have more extensive intervention(s) developed by the committee even as alternative placement is reviewed. Any discipline points earned for an external suspension will be continued as part of the total for the entire school year due to the more severe/extreme nature of the offense. An appeal of the continuation of fall semester points earned for an external suspension may only be considered by an appeal committee if the appeal is submitted in writing during the first five days of the spring semester.

## SIX PILLARS of CHARACTER

### *~ Trustworthiness ~*

Be honest \* Don't deceive, cheat or steal \* Be reliable-do what you say you will do \* Have the courage to do the right thing \* Build a good reputation \* Be loyal-stand by your family, friends and country.



### *~ RESPECT ~*

Treat others with respect; follow the Golden Rule \* Be tolerant of differences \* Use good manners, not bad language \* Be Considerate of the feelings of others \* Don't threaten, hit or hurt anyone \* Deal Peacefully with anger, insults and disagreements

### *~ Responsibility ~*

Do what you are supposed to do \* Persevere: keep on trying! \* Always do your best \* Use self-control \* Be self-disciplined \* Think before you act-consider the consequences \* Be accountable for your choices

### *~ Fairness ~*

Play by the rules \* Take turns and share \* Be open – minded; listen to others \* Don't Take advantage of others \* Don't blame others carelessly

### *~ Caring ~*

Be kind \* Be compassionate and show you care \* Express gratitude \* Forgive others \* Help people in need

### *~ Citizenship ~*

Do your part to improve your school and Community \* Protect the environment \* Cooperate \* Stay informed \* Vote \* Be a Good neighbor \* Obey laws and rules \* Respect authority

**Spread the REDS!**

	<u>R</u> espectful	<u>E</u> ngaged	<u>D</u> etermined	<u>S</u> afe
Be Proactive * Begin with the End in Mind * Put First Things First * Think Win-Win Seek First to Understand, then to be Understood * Synergize * Sharpen the Saw				
Locations	Expectations			
<b>Classroom</b>	Raise your hand Use considerate language	Bring all your materials Cooperate with others	Stay focused Complete your work	Sit properly in a seat Clean your workspace
<b>Hallway</b>	Use considerate language Use quiet voice	Take the most direct route Keep moving	Close your locker Avoid drama	Respect others' personal space Stay to the right
<b>Cafeteria</b>	Use considerate language Use quiet voices	Have your money ready Have school appropriate conversations	Surround yourself with positive peers Use time wisely	Sit properly in a seat Clean up after yourself Report spills
<b>Computer Labs</b>	Push in chairs Clean your workspace	Only go to approved websites Follow internet rules	Stay focused on your assignment Remember to logout of sites and the computer	Do not move any electrical equipment Do not give out personal information
<b>Locker Room</b>	Use considerate language Respect others personal space	Dress in P.E. clothes Remain in supervised areas	Be on time Cooperate with peers	Lock up valuables and belongings Follow safety rules for all equipment
<b>Restrooms</b>	Give others privacy	Get in/get out	Clean up after yourself	Wash your hands
<b>Auditorium</b>	Stay quiet during presentations Clap appropriately	Stay focused on the speaker Keep your electronics put away	Surround yourself with positive peers Find a seat quietly and quickly	Enter and exit in a single file line Keep your feet on the floor
<b>Office</b>	Wait your turn Use a quiet voice Respect others' privacy	Get in/get out Limit visits for only important reasons	Advocate for yourself Maintain your own privacy	Ask permission to use office equipment, including the telephone

## MOMENCE HIGH SCHOOL BELL SCHEDULES

Inspiring Dreams \* Empowering Minds \* Strengthening Community



**Class Period****Start End****REGULAR**

1st	8:00-8:48
2nd	8:52-9:37
3rd	9:41-10:26
4th	10:30-11:15
5A Lunch	11:19-11:49 (Class Meets 11:53-12:38)
5B Lunch	12:08-12:38 (Class Meets 11:19-12:04)
6th	12:42-1:27
7th	1:31-2:16
Redskin Hour	2:20-3:05

**2:00 DISMISSAL**

1st	8:00-8:40
2nd	8:44-9:21
3rd	9:25-10:02
4th	10:06-10:43
5A Lunch	10:47-11:17 (Class Meets 11:21-11:57)
5B Lunch	11:27-11:57 (Class Meets 10:47-11:23)
6th	12:01-12:38
7th	12:42-1:19
Redskin Hour	1:23-2:00