



MASCOUTAH MIDDLE SCHOOL

STUDENT HANDBOOK 2016-17

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VISION STATEMENT

Our district will provide every student the resources and opportunity for personal growth as they develop 21st century skills including critical thinking, communication, creativity and collaboration. Our students will be contributing members of society who value the pursuit of learning and service to others.

MISSION STATEMENT

Engaging every student...every day in quality learning opportunities

This handbook is not intended to create a contractual relationship with the student. Rather, it is intended to describe the school, its current practices, procedures, rules and regulations.

ACADEMIC PROMOTION POLICY

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be based on successful completion of the curriculum or other local assessments.

No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance.

The Administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level.

The student's education team shall determine promotion of a student having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act.

ACADEMIC PROMOTION

Administration Procedure - Academic Promotion

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. When requested, divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention. Various methods for communication with parent(s)/guardian(s) will be used:

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s). Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.
2. Additional methods for reporting; such as open house, parent education meetings, and newsletters, shall be the responsibility of each Building Principal.
3. Individual student progress reports prepared by the teacher will be sent home with the student at the midway point of each grading period. They must be signed by a parent/guardian and returned promptly to school. Report cards will be sent home with each student at the end of each grading period.

Promotion, Retention, and Remediation

Grades K-8

When a student has not satisfactorily completed grade level curriculum, a remediation plan will be developed. This may include but is not limited to:

A. Retention

B. Summer School (minimum 90 hrs.)

C. Testing for special services

The educational team will make final determination of placement after successful completion of prescribed remediation.

A. Retention

Grades 3-8 Subject areas to be considered are reading, English, math, science, and social studies. If final grades in two or more of these subject areas are failing, the student will be considered for retention as follows:

1. If the student has satisfactorily completed grade level standard assessments in the failed subject areas, placement will be determined upon mutual agreement with parents, administrator and teacher(s).
2. If grade level standards were not satisfactorily completed in failed areas, the student will be retained.

B. Testing For Special Needs

If the educational team determines a need for testing, the student will be referred to the District Special Education Coordinator.

Building Schedule

Mascoutah Middle School starts at 8:15 and is dismissed at 3:20 daily. Students may begin arriving at 7:55 am. School supervision is not available prior to this time.

ATTENDANCE

It is the responsibility of the parent / guardian to make sure their student is at school every day. Absence from school is one of the most common causes for failing grades and retention.

Students are expected to be in attendance every day when school is in session except in cases of illness, family emergency, and some doctor and dental appointments. Such appointments should be kept to a minimum and students are expected to be in school except for the time of the actual appointment.

Parents are to contact the school at 566-2305 if their child will be absent. Phone calls to the school should be made after 7:30 a.m. and before 9:00 a.m. each morning.

Schools are responsible for making a reasonable effort to telephone and notify the parent of the child's absence if the reason for the absence is unknown to the school officials. Notification is to be made within two hours after the first class. Parents are required to give the school at least one telephone number for notification purposes.

When a student has been absent 10% of the school days without a medical doctor's verification the student will receive a brochure outlining the importance of attending school daily. Continued absence rate exceeding 10% will be cause to request in writing a doctor's verification of student illness. Absences without a doctor's verification will be unexcused. Students that accrue three unexcused absences will be referred to the truancy caseworker at the regional office of education.

An extended, serious illness, when verified by a doctor in writing, will not be cause for notifying the truancy caseworker.

Field Trips and Attendance

Participation in field trips is a privilege. To attend school field trips or participate in school activities, one must have good attendance, all class work turned in, and have not had an out-of-school suspension, in-school-suspension, or a bus suspension during the grading period that the trip occurs. Failing grades in one or more classes may result in the loss of privilege to attend school field trips.

Excused Absences

An excused absence will be issued when the school is informed of personal illness, serious illness in the family, death in the family, doctor and dental appointments, emergencies, and certain types of prearranged absences requested by parents. Unless parents have contacted the school by note, phone or personal contact on or before the day of absence, the student must bring a note from home upon returning to school showing parental knowledge of, and reason for, the absence. Students without the above note and without prior contact from the home will receive an unexcused absence. Students absent 3 or more consecutive school days due to an illness must bring a note from a medical professional when they return to school verifying the absence. Without a note, the absence will be unexcused.

Excused absences will be granted for attendance at church related activities or events under the following conditions:

1. The parents submit a written note to the school office in advance of the date of absences.
2. The services or activity cannot be scheduled or attended at some time outside of normal school hours.
3. Those religious and commemorative dates celebrated by the non-Christian faiths will be honored in a like manner.

Students who are absent a full day are not allowed to attend or participate in evening school activities.

Make Up Work Due to Absenteeism

Students who are absent will be required to make up work in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to class. Students will be permitted one day for each day they were absent to makeup work.

A student who is absent from class due to chorus, band, band lessons, athletic activities, in-school suspensions, or any other school activity is responsible for making up the work missed.

Unexcused Absences

Unexcused absences will be issued for truancy, vacations without advance notice, or lack of explanation of absence. Students who check out of school during the school day to prepare for evening activities will be marked unexcused, and will not be eligible to attend extracurricular activities occurring on that day.

Permission to Leave Building

Permission to leave the building during the school day is granted only by the principal when a note from the parent/guardian has been submitted in advance. The student must be signed out in the office.

Truancy

Unauthorized absences from school classes or assembly constitute truancy. The school policy on truancy is as follows:

1. The privilege to make up class work will not be granted.
2. Truancy is recorded as an unexcused absence.
3. If repeated truancy occurs, a truancy official will contact the parent/guardian.

Vacations

Vacations during school time are discouraged. However, in the event a vacation is planned, the office must be notified in writing at least three school days prior to the withdrawal date. No work will be given out ahead of time. Students will be permitted one day for each day they were absent to make up work.

Homebound Instruction

Homebound or hospital instruction may be available for a student who must be absent temporarily from school due to health or physical impairment. Temporary is defined as being absent more than two consecutive weeks or ongoing intermittent absences, which are expected to significantly impact the student's education. The school principal should be contacted to discuss the protocol used to determine a student's eligibility for this instructional service.

BEHAVIOR

Behavior in Halls

1. Walk - don't run. Keep to the right.
2. Keep the halls clean.
3. Step to the side of the hall while waiting for a drink.
4. Do not deface or mutilate the walls.
5. Keep your lockers locked and clean. **DO NOT PUSH LOCKER DOORS SHUT WITH YOUR FEET.**
6. A hall pass is required of any student in the hall during class time.

Classroom Behavior

1. Go at once to your seat when you enter a classroom.
2. Be orderly even if the teacher is not in the room.
3. If you come in after the lesson begins, do so quietly.
4. Be prepared to begin the lesson at once without borrowing pencils, books, paper or other equipment.
5. Speak clearly and distinctly so that everyone in the room may hear.
6. Do not interrupt a lesson by speaking aloud or waving your hand in the air.
7. Do not litter the room. Place paper in the recycle bin and other trash in the wastebasket as you leave the room.

8. Wait for the teacher's dismissal before rising from your seat or leaving.
9. All students will address all school employees by their proper titles: Ms., Mrs., or Mr.
10. Material in files, offices, and on teacher's desks is off limits to any student.
11. Respect the right of other students to study; remain quiet during study times.
12. The teacher is in authority at ALL times, regardless of whether it is in the classroom, halls, cafeteria, playground, bus line, or other school activities.

STUDENT DISCIPLINE

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence, including students coming to school with alcohol on his/her breath, are not permitted to attend school or school functions and are treated as though they had alcohol in their possession
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy
5. No student shall use or have on his/her person any smartphone, cell phone, or similar electronic paging device while in the school during regular school hours unless used with permission of a staff member for the purpose of education-related activities and assignments. Violation of the cell phone and paging device policy will result in the following:
 - 1st Violation - Parent notified. Parent picks up cell phone from office.
 - 2nd Violation - Parent notified. Parent picks up cell phone from office. Student given 1 day of afterschool detention.
 - 3rd Violation - Parent notified. Parent picks up cell phone from office. Student given 2 days of afterschool detention.
 - 4th Violation - Parent notified. Parent picks up cell phone from office. Student given 1 day in-school suspension.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property
9. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants
10. Being a member of or joining or promising to join, or become pledged to become a member of, soliciting any

other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society.

11. Involvement in gangs or gang-related activities, including the display or use of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
13. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores. In such cases the student will receive a zero in the gradebook and a discipline referral.
14. Unacceptable use of technology (computer) network. Reference 6:235-R "Administrative Procedure-Acceptable Use of the Internet".
15. Sexual Harassment - refer to policy 7:20.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. While traveling in school-sponsored transportation to or from school or a school activity, function or event
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, interference with the use of, or damage to, the property of a school employee or an interference with school purposes or an educational function.

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 could be regarded as gang symbols; commit any act or omission, 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 omission 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.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Detention

Detention will be served during lunch or after school for any unacceptable student behavior. Students assigned to detention are to report to the room at the times given and for the number of times stated. Students are to have sufficient study materials. Parents will be informed of the reason for the after-school detention and the number of hours. Transportation is the responsibility of the parent. Students failing to report for detention may receive an in-school suspension.

Suspension Policy

A student whose behavior is judged to be improper may be suspended from class, activities, or school. Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to class. Students will be permitted one day for each day they were absent to make-up work. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

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.

DISCIPLINARY SITUATIONS

Students are expected to conduct themselves in such a way that the health, safety and happiness of all students will be protected. The possession, display or use of any dangerous article, such as knives, pins used to inflict injury, the possession of contraband, the use of profanity, name calling, etc. are all examples of situations to be avoided and your involvement will be cause for disciplinary action to be taken.

Fighting

Student fighting will **NOT** be tolerated and will result in disciplinary action of the students in the fight depending upon the facts surrounding the altercation.

Hazing/Bullying

The purpose of the Mascoutah School District's policy on bullying, intimidation and harassment is to ensure that the District creates positive conditions for learning and development that support the academic, social and emotional well-being of all District students.

The policy prohibits bullying, intimidation and/or harassment of students on the basis of actual or perceived race, color, religion, sex, sexual orientation, gender-related identity or expression, national origin, ancestry, age, marital status, physical or mental

disability, military status, association with a person or group with one of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassment, intimidating conduct, or bullying that interferes with a student's educational performance, or creates a hostile educational environment. Bullying, intimidation and harassment are prohibited:

*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; or

*During any school-sponsored education program or activity; or

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

The District shall implement this policy by: 1) conducting prompt and thorough investigations of all alleged incidents of bullying, intimidation and/or harassment; 2) providing each student who violates this policy with appropriate consequences and remedial actions; and 3) protecting students against retaliation for reporting such conduct.

Bullying Defined

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to:

- (1) Place the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Cause a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfere with the student's or students' academic performance; and/or
- (4) Substantially interfere with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying include, but are not limited to: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, causing psychological harm, threatening or causing physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items which depict or imply hatred of or prejudice against individuals based on one or more of the distinguishing characteristics listed in the second paragraph of this policy, or retaliation for asserting or alleging an act of bullying.

Reporting Procedures, Investigation and Recordkeeping

All school employees shall report claims or incidents which they reasonably believe could constitute bullying, intimidation, or harassment to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students are encouraged to report claims or incidents which they reasonably believe could constitute bullying, intimidation, or harassment to any school employee.

Complaints will be kept confidential to the extent possible given the need to fully investigate the complaint. The Superintendent shall insert the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers in the spaces provided below. At least one of these Complaint Managers shall be female, and at least one shall be male.

Nondiscrimination Coordinator:

Sandy Sweeney	Frank Williams
421 W. Harnett	421 W. Harnett
Mascoutah, IL. 62258	Mascoutah, IL. 62258
618-566-7414	618-566-7414

Complaint Managers:

Cindy Presnell	Scott Battas
421 W. Harnett	1313 W. Main St.
Mascoutah, IL. 62258	Mascoutah, IL. 62258
618-566-7414	618-566-8523

As part of the investigation, the individual(s) alleged to have engaged in bullying, intimidating and/or harassing behavior and the student(s) allegedly targeted by bullying, intimidating and/or harassing behavior may file a written statement in response to the report. The investigator may also interview, separately, students who were involved in or who witnessed the bullying, intimidating and/or harassing behavior. Upon completion of the investigation, the Building Principal or designee shall make written findings and conclusions as to each allegation of bullying, intimidation or harassment

Responding to Bullying, Intimidation and Harassment

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to a range of consequences determined on a case by case basis. The development of consequences for a student who engages in bullying behavior will be grounded in ongoing efforts within the District to implement social and emotional learning, positive behavioral interventions and supports, the overarching curriculum, discipline policies and other violence prevention efforts. All parents/guardians shall be notified, as required by State law, whenever their student engages in aggressive behavior. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Professional Development

The Superintendent or designee shall develop and maintain a program to monitor bullying that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and,

after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures. Results of this assessment shall be reported to the Board annually along with recommendations to enhance effectiveness. The District recognizes that accurate and current information about the causes and consequences of bullying and school violence to students and school personnel is critical to effective prevention and intervention. The District will ensure that all District personnel receive professional development that addresses the causes and consequences of bullying and school violence and strategies to effectively prevent and intervene when such behaviors occur.

Profanity

Using profanity or obscenities verbally, in writing, in drawings or in gestures is subject to immediate suspension.

Public Display of Affection

Displays of affection should not occur on the school campus at any time. It is in poor taste, reflects poor judgment, and brings discredit to the school and to the persons involved. First offenders will be warned. Second offenders will serve detention and a parent conference will be held. Third offenders will serve in-school suspension.

Racial Slurs

Use of racial slurs, either written or verbal, will be considered disruptive behavior and will be punished in accordance with the discipline measures outlined in this policy.

Tobacco Use

No student shall have in his/her possession tobacco, in any form, e-cigarettes, nor any smoking or tobacco/tobacco paraphernalia (i.e., lighters, matches, cigarette papers, etc.). The following discipline measures will be used:

Tobacco

1st Offense: 2 days in-school suspension

2nd Offense: 3 days in-school suspension

3rd Offense: 5 days in-school suspension

Any further offenses will be dealt with individually. Restorative discipline may be used to reduce discipline.

Leaving campus without permission for the purpose of smoking is considered a violation of the school smoking policy, and discipline will be administered according to the school handbook.

Tobacco Paraphernalia

1st Offense: 2 days in-school suspension.

2nd Offense: 3 days in-school suspension.

Any further offenses will be dealt with individually. Restorative discipline may be used to reduce discipline.

SUBSTANCE ABUSE

The Board of Education of the Mascoutah Community Unit District #19 recognizes that the misuse and abuse of various chemical substances is detrimental to individual development and undermines effective education. Misuse and abuse of chemical substances often leads to chemical dependency, an illness requiring intervention and treatment. In order to ensure the highest standards for learning in the classroom, the district will maintain a caring environment for each student within the system and has the responsibility of intervening in situations when a student may be harmfully involved.

Confidentiality is a significant part of a caring environment. When a student is involved in any phase of a chemical dependency activity, ALL information will be kept confidential and shared only with involved faculty, counseling personnel and involved student's parents, and other persons on a need to know basis. This policy will serve as a guide to determining need to know.

Definition

Chemical substances, whether prescribed by a physician or not, can be misused and abused. The use of prescribed or otherwise medically approved drugs, in the school environment must follow the already established guidelines. All other drug use (including alcohol) in the school environment will fall under the guidelines established as a result of this policy. When the term DRUG is used, it will include ALCOHOL.

Student Chemical, Alcohol, and Tobacco Use

The term "chemical" shall mean any health-endangering compound or look alike as determined by Mascoutah Community Unit School District #19. Students may be disciplined for gross disobedience or misconduct, including but not limited to using, possessing, distributing, purchasing, selling or offering for sale:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

4. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
5. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
6. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
7. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; Or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

-in all cases appropriate law enforcement officials will be notified.

-All drugs, alcohol, and drug paraphernalia will be confiscated and not returned.

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 be expelled for a period of not less than one year but not more than 2 calendar years:

(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. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Substance Abuse

Definition

Chemical substances, whether prescribed by a physician or not, can be misused and abused. The use of prescribed, or otherwise medically approved drugs, in the school environment must follow the already established guidelines. All other drug (including alcohol) use in the school environment will fall under the guidelines established as a result of this policy. When the term DRUG is used, it will include ALCOHOL.

Investigation

When there is reasonable suspicion of the use of drugs, the principal, or the principal's designee, will be involved in the investigation. Law enforcement personnel may be notified in cases involving possession or use and will be notified in cases of distribution or sale of drugs.

Searches

A student's locker is considered to be school property and may be searched at any time. If it becomes necessary to search a student or his/her belongings, the person doing the search will request that the student voluntarily surrender any drugs or drug paraphernalia. If the request is denied, the student's parent should be contacted for permission to do the personal search. If permission is still denied, the police should be called. Any search will be conducted in the presence of another school staff member or the student's parent.

If there is reasonable cause to believe a student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy, the student or his/her parent may be requested or required to provide a password or other related account information in order to gain access to the student's account or profile.

STUDENT RESPONSIBILITY

Student Dress

The Administration and the Board of Education believe the manner in which students dress is reflected in their behavior in the classroom. Students are expected to dress in a fashion that will not create a distraction to the educational program. The following is intended to assist students in reaching decisions as to what is appropriate school attire. This list consists of some of the examples of inappropriate attire, but are not limited to only the items on this list.

Head wear - Hats are not to be worn in the building. Hair color must not be a distraction to the educational program.

Shirts – Exposed bare midriffs, halter tops, and tank tops.

Pants – Extremely short shorts or shorts that create a distraction to the learning environment, and pants sagging below the waist line.

Shoes – Shoes must be worn at all times.

General – Clothing with lewd or offensive language, holes in clothing, clothing that promotes alcohol, tobacco, or illegal substance. No coats/jackets are to be worn in class. No body piercing with the exception of the ears. *If there is any doubt about dress and appearance, the building administration will make the final decision.

Agenda

Students are required to bring their school agenda to each class. Failure to do so will result in consequences outlined in the team handbook. Agenda pages are not to be removed.

Student Lockers

Each student will be assigned a locker. The student should use the locker to keep his coat and school needs stored when not in use. A student cannot expect his/her locker to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Students must use the locker assigned to them. For security, the combination should not be revealed to another student. You are responsible, not the school, for any items stolen from your locker. Book bags are not to be taken to class.

All students will be responsible for the locks assigned to them for their hall lockers, P.E. lockers, and band lockers. If a student loses a lock a fee of \$5.00 for a replacement lock will be charged.

Tardiness

Students must be in their room and in their assigned seats when class is scheduled to begin. Students who are late to class without a legitimate reason will be marked tardy by the classroom teacher. This will be an unexcused tardy and will be recorded in the teacher's electronic attendance book. Teachers will inform the student when an unexcused tardy is recorded. Students that arrive after the start of the school day (8:05) must sign in at the main office. Individuals who are late without a legitimate reason will be marked tardy. Students will serve three days of noon-hour detention after the fourth tardy is recorded by a classroom teacher or by the office. After-school detention will be assigned for each tardy in excess of four. A referral will be sent to the parents informing them of the after-school detention dates. At the semester, the student will start with a warning when their first tardy is recorded and progress towards the consequences outlined above.

Care of School Property

Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times.

Abuse of school property will result in disciplinary action plus full payment for damaged or destroyed items.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an extension of and adjunct to formal classroom education. Participation in extracurricular activities is a privilege and not a right. Furthermore, participation is optional and voluntary and requires the acceptance of additional conditions that do not necessarily apply to all students.

Band and Chorus

Band students of the Middle School are playing members of the Band. Placement auditions are required. In addition to band rehearsals, all students are scheduled for one small group lesson per week.

Concert Chorus - This group consists of mixed voices of boys and girls and performs at all concerts at the Middle School. The ability to sing on pitch is required. Placement auditions are required. All band and chorus participants and parents are required to read and sign the Extracurricular Activities Participation Policy form.

Student Council

The Student Council is a school service organization consisting of members selected from the student body through an application process at the beginning of the school year. Membership is based on grades, attitude, and faculty recommendations. Students will be suspended from membership during any quarter in which a grade of "D" or "F" is earned on a report card.

Athletic events

Sixth grade students at Mascoutah Middle School have interscholastic (boys) basketball, (girls) volleyball, sixth grade students may also participate in wrestling. Seventh and eighth grade students have an active interscholastic program including (boys) baseball, basketball, wrestling, track and field and (girls) basketball, volleyball, softball, track and field, and cheerleading in the Tri-County Conference. Students are not allowed to attend after school activities if they have been absent a full day of school. Softball (girls), baseball (boys), basketball (girls), and track (girls and boys) are available to sixth grade, but they must compete with seventh and eighth grade students for positions on the respective teams. Soccer (Co-ed) is a fall sport and is open to 6th-8th grade students.

Students are not allowed to attend after school activities if they have been absent a full day of school.

EXTRACURRICULAR ACTIVITIES PARTICIPATION POLICIES

Each participant and parent is asked to closely study the Extra-curricular Code of Conduct and to agree in writing to conform. A signature by the participant and his or her parents indicates they are prepared to meet and accept these provisions.

Students participating in the following activities will be considered in violation of the extra-curricular code of conduct.

Under these procedures, a student who knowingly uses, attempts to use, possesses, sells or assists any other student in the following:

- A. Use of tobacco in any form, whether smokeless or otherwise
- B. Possession, sale, distribution, transporting, and/or use of beer, wine, whiskey or any other alcoholic beverage
- C. Possession, sale, distribution, transporting, and/or use of an illegal drug, look-a-likes, drug paraphernalia or any other controlled substance

Violation of the above listed activities will result in the following disciplinary measures:

1st Offense

The first violation will result in a suspension of two weeks from all activities. The athletic representative will be suspended for 25% of the contests in their current season or the first scheduled sport in which the individual wishes to participate.

2nd Offense

A second violation in the same school year of any one or more of the rules will result in a penalty of suspension from all activities for the balance of the school year.

3rd Offense

A third violation in the same or any prior year of any one or more of the rules shall result in the penalty of suspension from all activities during the balance of the student's enrollment in any Mascoutah school with no appeal process.

Suspended participants may not be allowed to practice while on suspension. This rule applies not only on school premises, but elsewhere 24 hours per day, 7 days per week. Parental consent to possession and/or use shall not be a defense.

Attendance at illegal parties or other illegal activities, including while an occupant or passenger in a vehicle where alcohol or illegal substances are present, will be suspended for no less than 25% of scheduled contests for each occurrence.

If a student engages in vandalism or damages school property or any other person's property or is convicted of a non-traffic misdemeanor or any felony, the situation will be reviewed and the student may be suspended from all activities for the balance of the school year or receive a lesser penalty.

A student will not be allowed to participate if he/she has an "F" on a weekly grade check. Weekly grade checks are submitted on Monday mornings. If a student has 1 or more failing grades, he/she is ineligible from Monday through Sunday. If on the next weekly grade check the student has improved to the extent no "F" exists, such student may then be reinstated in active participation beginning on the following Monday. If a student becomes ineligible for a 4th time he or she will be removed from the team or squad.

In order for a student to participate in interschool athletic events there must be:(1) certain grade

achievements, (2) a physical examination (less than 13 months old) stating doctor's approval of health, (3) school citizenship, (4) a signed waiver, (5) all fees paid (including book rental), (6) a signed emergency and parent consent card, (7) an athletic permit card. Physical examination for one sport is good for any and all later sports. Physical exams are valid for 13 months from the date of the last exam. Physical examinations must be on file with the school nurse by deadlines established for each sport in order to be eligible to tryout.

Absences: If a participant is absent from school on the day of an extracurricular contest, he/she will not be eligible for the contest with the following exceptions:

- A. Absence due to death in family
- B. Absence due to school-sponsored field trip
- C. Prior approval by principal

Absence due to illness is not an exception because if a student is too ill to attend class, he or she should not, on the same day, participate in an activity. Likewise, if a student does not participate in classroom activities during the school day he or she cannot take part, on the same day, in scheduled after school activities. Students must be in attendance at school for a minimum of 3 ½ hours of the school day in order to participate in activities that take place after school. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension.

Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practice, curfew, dress and general conduct of participants at practice, games, and trips.

Equipment: Participants are responsible for all school equipment checked out to them. The participants must return all equipment no later than one week after the conclusion of the activity.

Personal Appearance: Students and their attire should be neat and clean at all times.

Physical examination for one sport is good for any and all later sports. Physical exams are valid for one year from the date of the last exam.

A student will not be allowed to participate if his citizenship reflects poor self-control and thus discredits the team and school. Students will be expected to meet and maintain standards of personal appearance set by their coaches.

Athletes are required to ride a school bus to and from an athletic event unless a note is presented and approved by the principal indicating that the parent(s) will pick them up.

EXTRACURRICULAR ACTIVITIES ACADEMIC ELIGIBILITY REQUIREMENTS

Extracurricular activities are those activities which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be enumerated in the administrative procedures which implement this policy.

In order to participate in extracurricular activities, students must meet basic academic requirements. Administration shall promulgate administrative procedures, which include academic standards for eligibility, to participate in extracurricular activities, eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to S 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

Administration shall annually report to the Board of Education the number and length of suspensions of students from extracurricular activities that result from the application of this policy for the period covered by the report, and shall file a copy of each such report with the Illinois State Board of Education.

Only those courses in which the student is enrolled for academic credit will be considered for purposes of determining eligibility to participate in extracurricular activities

It shall be the responsibility of the sponsor of each extracurricular activity not governed by the IHSA to determine the eligibility of students who wish to participate or to continue their participation in that activity, in accordance with academic requirement established by IHSA rules and regulations.

ADDITION OF EXTRACURRICULAR AND ATHLETIC PROGRAMS/ACTIVITIES

The Board of Education of the Mascoutah Community Unit School District No.19 maintains an interest in receiving requests and petitions for the addition of extracurricular and athletic programs and/or activities. Additionally, the Board is committed to ensuring that students of the district are provided equal opportunity with regard to extracurricular and athletic programs and/or activities and that requests for such programs/activities are properly considered.

Any District student, teacher, administrator, parent or other community member may submit a request or petition for the addition of athletic or extracurricular programs/activities. The request or petition must be in writing and include the petitioner's name, address and telephone number. All such requests must be submitted to the Principal of the building at which the extracurricular or athletic program/activity is proposed.

The Building Principal will review the request and forward a recommendation to the Superintendent. The Superintendent will review the request and the Building Principal's recommendation and make a recommendation to the Board of Education to approve, deny or modify the request. The Board of Education shall make the final decision regarding any such petitions or requests and direct the Superintendent to convey its decision to the petitioner(s).

The Superintendent will convey the Board's decision to the petitioner within sixty (60) days of the Building Principal's receipt of the request. The petitioner and the Board may mutually agree to extend the time for issuing a decision on the petition/request.

COMPUTER AND INTERNET USE AND AUTHORIZATION

All of the District's computers and connections to the Internet must be used in support of education and/or research, and be in furtherance of the Board of Education's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the computer and/or connecting to the Internet. The District's Authorization for Computer use and Internet Access (Acceptable Use Policy) contains the appropriate uses, ethics, and protocol for use of computers and the Internet. Additionally, Electronic communications including but not limited to Electronic Mail (E-Mail) for both staff and students, and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Each student and his or her parent(s)/guardian(s) must sign the Authorization (Acceptable Use Policy) before being granted use. The failure of any student to follow the terms of the Authorization for Internet Access, or policy 6:235 will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

e-Readers

Students may bring their e-readers to school with the understanding that it is to be used as a tool for reading only and that the student will comply with the e-Reader Acceptable Use Policy. Parents are asked to understand that Mascoutah Middle School is not responsible for any damage or loss associated with student's e-Reader. Violation of the e-Reader policy may result in the student losing the privilege to bring their e-Reader to school for a length of time commensurate with the nature of the violation.

e-Reader Acceptable Use Policy

A student who violates any portion of the e-Reader Acceptable Use Policy shall lose the privilege to use his/her e-Reader at school for a length of time commensurate with the nature of the violation.

1. E-Readers are to be used only for reading school appropriate materials (books, etc.) and not for other purposes including, but not limited to, communication, entertainment, music, gaming, etc.
2. All material on the e-Reader must comply with the policies of Mascoutah Middle School.
3. All e-Readers must have any and all wireless capabilities disabled (turned off) while the device is at school.
4. E-Readers must be used only at appropriate times and in accordance with teacher instructions. The e-Reader must not be a disruption for the student or those around him/her nor be a source of any classroom disruption.

The student is responsible for knowing how to properly and effectively use their e-Reader and this should not be a burden for the teachers.

1:1 DEVICES

For students using the District issued Chromebook, basic expectations regarding use and handling, student responsibilities and procedure to assure student safety are as follows:

1. Expectations
 - a. Charge the Chromebook devices at home and bring them to school charged and ready (consequences if continually bringing to school uncharged)
 - b. Keep the Chromebooks in the bag when transporting it
 - c. Keep your name identification sticker on the Chromebook and on the Chromebook bag
2. Responsibilities
 - a. Follow classroom teacher guidelines (using Chromebooks today or not using, etc.)
 - b. Follow the AUP guidelines
 - c. Follow 1:1 Student Expectations and Device Care instructions
3. Safety and Security
Internet filters are active on and off site following district guidelines
 - a. Never share Google account passwords
 - b. Keep device in your immediate vicinity or locked in a secure location

For further information, refer to 1:1 Student Expectations and Device Care instructions located under the District website Parent tab.

1:1 Devices Consequences

Lunch Detentions

- Going to websites other than what was being instructed
- Borrowing/charging after 2 times/qtr.

After School detention

- Logging into or using another student's Chromebook
- Borrowing/charging after 4 times/qtr.
- Defacing the Chromebook (stickers, tape, etc.)
- Inappropriate wallpaper/themes/images on Chromebook

In-School Suspension

- Using a Proxy to go around any filter to access blocked material
- Visual depictions that are lewd or obscene or inappropriate for students.

Consequences for other Chromebook violations will be determined on a case by case basis.

LUNCH PROGRAM

A. General Introduction

The elementary schools and the Middle School utilize a computerized biometric scanning system. Each student will have a lunchroom account in their name. No lunch card will be necessary at these schools. It is the responsibility of the parent to notify the cafeteria if you

are moving and you would like a refund from your child's lunchroom account. No money will be sent home with students, **and no refunds will be given out at the end of the school year.** If there is money left in your student's account at the end of the year, the money will roll over to the next year; it will also transfer if your child is attending a different school in the district

B. Free and Reduced Status

If you feel your child may qualify for free or reduced status, forms are available at the school office. **HOWEVER, YOU ARE STILL RESPONSIBLE FOR ANY CHARGES YOU MAY INCUR PRIOR TO APPROVAL. EXTRA MILK, AND MILK PURCHASED WITH A SACK LUNCH ARE NOT INCLUDED AS FREE LUNCH BENEFITS.**

C. Deposit Transactions

Deposits should be placed in an envelope with the student's first and last name on the outside of the envelope. Checks, made payable to the school your child is attending, will serve as your receipt. No receipts will be issued for cash deposits. One check may be issued for two or more children attending the same school, however, it is necessary to designate on the ENVELOPE, how much money should be deposited in each child's account. If your children attend different schools, deposits must be sent to each of the schools. Parents may make deposits by accessing eFunds from the district website. A deposit drop box is located in the cafeteria and in each grade level hall. Money should be deposited in the box before school begins. Deposits are also accepted by school secretaries, if cafeteria personnel are not present. However, the secretaries are not responsible for answering any questions.

D. Account Balances

Request for account information can be submitted in writing, calling or by accessing Lunchbox from the district website. Written requests should be to the attention of CAFETERIA and may be sent with the deposit. Verbal requests for Mascoutah Middle School can be made by calling 566-2154. Students may also request their balances. Any account, at the end of the week, with an outstanding balance of \$10.00 or more will be mailed a letter. **NO CHILD IS PERMITTED TO CHARGE MORE THAN \$10.00 FOR BREAKFAST OR LUNCH. IF YOU FEEL YOUR CHILD IS APPROACHING THIS LIMIT PLEASE MAKE PAYMENT ARRANGEMENTS WITH THE HEAD COOK, OR PROVIDE A SACK LUNCH FOR YOUR CHILD. PLEASE NOTE... UNDER NO CIRCUMSTANCES WILL ANY CHILD BE PERMITTED TO CHARGE OVER THIS LIMIT.**

E. Departing Students

It is the responsibility of the parent to notify the cafeteria if you are moving and feel you may have money in your child's lunchroom account. No money will be sent home with students.

Lunch Room Conduct

1. Get your coat from your locker before entering the cafeteria.

2. If you want to buy food, do so before entering the cafeteria seating area.
3. When you are finished eating, clean up your eating area, discard trash, and return dishes and silverware to the kitchen window.
4. Report to the playground or gym when you are dismissed from the cafeteria. Students must follow the instructions of the playground supervisors.
5. When the whistle is blown at the end of the lunch period, students are to line up on the blacktop and, when dismissed, enter the building quietly in two lines.
6. No food or drinks are permitted outside the cafeteria.
7. Books are to be left in your locker unless you are serving noon detention.

SCHOOL HEALTH NURSE

A school nurse is available for health information and counseling. The school nurse conducts a vision and hearing program in accordance with state rules. Complete health records are reviewed and maintained by the school nurse.

All pre-k, kindergarten, sixth, and ninth graders, students new to the District, and athletic participants will need a current physical examination. Returning sixth and ninth graders must present required physical and immunizations on or before the first day of school. Failure to meet these requirements will result in exclusion from school until the physical and immunization requirements are met.

Parents of students needing physicals, immunizations, vision referrals, hearing referrals, or other health related assistance will be notified by the school nurse. New students will have a 30-day time frame to comply with the Illinois requirement for physical exam and immunizations. Failure to meet these requirements will result in exclusion from school until the physical and immunization requirements are met. Illinois law (Public Act 093-0946) requires all Kindergarten, 2nd, and 6th grade students to have a completed dental exam on file with the school by May 15th of the current school year. Illinois law (Public Act 095-0671) requires all Kindergarten and students new to the state of Illinois submit proof of having an eye exam within 30 days of enrollment.

Medication

District 19 retains the right to reject requests for administration of medication or treatment.

Only in the case of prescribed medication, or treatment necessary for the student to remain in daily attendance, or where failure to take medication or treatment could jeopardize the student's health, should medication or treatment be administered in school.

All medications, including non-prescription drugs, or treatments given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status.

Should the need for medication or treatment at school arise, the following is required:

- a. Signed orders from the physician or dentist detailing the name of the student, medication or treatment,

frequency of administration, dosage, anticipated reaction, side effects and illness or condition requiring medication or treatment.

- b. Signed parental request for the school to administer prescribed medication or treatment.

- c. Medication must be brought to the school in a container appropriately labeled by the physician or pharmacy. Parents/guardians will be responsible for providing all supplies and equipment needed to perform treatment.

The school nurse, her substitute, or a person designated by the principal will administer medication or treatment.

The medication will be stored in a locked space, with the exception of refrigerated medications.

The nurse will keep a daily record of medication or treatment administration data.

The nurse will contact the student's teachers, doctor, or parents as needed concerning the medication or treatment.

All medication or treatment will need a new physician's order each year or when changed.

Self-Medication Policy

Self-administration by a student and School Nurse administration of an asthma inhaler or epinephrine auto-injector are governed by Section 22-30 of the School Code. 105 ILCS 5/22-30. Students affected by asthma or at risk of anaphylaxis are allowed to self-medicate under the conditions set-forth in the School Code. A copy of Section 22-30 of the School Code and all necessary forms are available in each Building Principal's office. School Nurses, Teachers and Administrators shall make sure that the parents comply with the requirements of the School Code. Please be advised that Section 22-30 of the School Code authorizes the provision of an epinephrine auto-injector to students (or the provision of same to other personnel to administer to students) that meets the prescription on file for that student and who has an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan or 504 Plan that authorizes the use of an epinephrine auto-injector. Moreover, the School Code allows a School Nurse to provide or administer an epinephrine auto-injector that meets the prescription on file for that student and who otherwise satisfies the above criteria, or any other student the School Nurse in good faith professionally believes is having an anaphylactic reaction. The School District, its agents and employees, including School Nurses, acting in good faith shall incur no liability, regardless of the status of parental or physician authorization, as a result of injury arising from the use of an epinephrine auto-injector.

The Care of Students with Diabetes Act

The Illinois legislature enacted the Care of Students with Diabetes Act ("Act") effective December 1, 2010 (105 ILCS 145/1 et. Seq.). The Act requires a parent or guardian to submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care

in the school setting or who has been managing his or her diabetes care in the school setting.

Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student's diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are encouraged to collaborate with the student's physician and school personnel in the creation of the plan.

The Diabetes Care Plan must be submitted to the school at the beginning of each school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. It is the parent or guardian's responsibility to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student's physician.

In addition to the Diabetes Care Plan, parents must also complete forms provided by the school district regarding authorization for the administration of medication and authorization for designated district representatives to communicate directly with the student's physician regarding the necessary management of the student's diabetes.

To assist the school district in safely transporting the student, the Act also requires that an information sheet be provided to any school employee who transports a student for school sponsored activities. The information sheet identifies potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies. Parents must assist the district in the completion of the transportation information sheet by providing the information and authorizations necessary to complete the form.

Illness and Attendance

Children who are ill or show signs of becoming ill should not be sent to school. Please follow these guidelines:

- Fever 100° or above: Student must be fever-free for 24 hours **without the use of fever-reducing medication.**
- Vomiting and/or Diarrhea: No further incidence for 24 hours.
- Strep Throat: 24 hours after the first dose of antibiotic.
- Conjunctivitis (Pink Eye): Antibiotic treatment for 24 hours and no drainage from the eye.
- Lice: Appropriate treatment must be completed. No live lice and proof of treatment must be provided to the nurse.
- If any concern of contagious illness, please contact your healthcare provider for further guidance before returning to school.

If it's determined your child needs to go home due to illness or injury, guardian will be notified and shall provide or arrange immediate transportation.

Guardian will ensure that the school office has current phone contact(s). Please report any contact information changes as these occur.

Health requirements and immunization information link:

Under the Health Service Tab being created:

- Immunization list
- Sports physical
- Medication form
- Handbook information

Return to Learn Policy

Students who have been diagnosed with a concussion by a physician may need academic adjustments. A variety of formal support services may be available to help a student during the time of recovery. The support will differ based on the needs of each student. Support services may include:

1. Extended time for assignments
2. Response to Intervention (RTI)
3. 504 Plan
4. Individual Education Plan (IEP)

Students who have been identified with a concussion will need to have a medical diagnosis from a doctor. Parents will need to contact the Athletic Director and the guidance counselor to obtain information about the Return to Learn Policy.

Special Education

Special Education Services

Mascoutah Community Unit School District #19 is committed to the free, appropriate, public education of all students with disabilities from ages 3 to 21 who live within district boundaries and may be eligible for special education and/or related services. Therefore, specific policies and procedures have been established concerning the identification, evaluation, and educational placement of students with disabilities. Those who have questions about these policies and procedures are encouraged to speak to a school building administrator or to contact the District's Director of Special Education at 566-8223 for further information.

Behavior Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on

the use of behavioral interventions for children with disabilities.

Discipline of Special Education

The District shall comply with the Individuals with Disabilities Education Improvement 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.

General Policies

Asbestos

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for the Mascoutah School District No. 19 have been completed and submitted to the Illinois Department of Public Health as of October 12, 1988.

Battery Operated Device

Battery operated devices are not permitted in the building at any time without first being approved by the principal.

Counseling

The counselor/social worker can help in the following ways: counseling, parent-teacher conferences, educational and occupational planning, orientation, referrals, and pupil appraisal.

The counselor is available to students by appointment. Students can make an appointment by visiting the counselor's office before school, during scheduled class breaks or after school. The phone number is 566-2305.

Crisis Intervention Procedures

It is the policy of the Mascoutah Community Unit School District #19 program to manage behavior through positive means and through systematic, prescribed steps that will eliminate the need to use physical management procedures, isolated time out, and physical restraint procedures. However, under some circumstances, and where necessary, these means will be used until the student is able to regain control over unacceptable behavior and to accept school/staff imposed limits. When physical management and/or physical restraint techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety and protect property.

"Physical management" of a student is defined as the momentary management or control of the student designed to 1) prevent the student from completing an act that could result in physical harm to himself, herself, or another person; 2) prevent a student from completing an act that could result in damage to property; or 3) remove a disruptive student who is unwilling to leave an area voluntarily.

"Isolated time-out" means the confinement of a student in a time-out room or some other enclosure, whether inside or outside the classroom, which the student is not allowed to exit until permitted by a staff member.

"Physical restraint" is defined as holding a student or otherwise restricting his or her movements. Such physical restraint will only be used when the student poses a physical risk to himself, herself, or others and the restraint will end as soon as the responsible staff member determines that the student is no longer in imminent danger of causing physical harm to himself, herself or others. Physical restraint includes the use of specific, planned techniques, and will be applied only by staff who have been trained in these particular techniques.

The determination as to whether or not to use physical management, isolated time-out, or physical restraint procedures is at the discretion of the staff, exercised consistent with the Board's policy and procedures concerning the use of such techniques. Appropriate staff members are trained in the proper, safe use of these techniques. When a student receives a period of isolated time-out or is physically restrained, a notice will be sent to the parent concerning the incident.

Directory Information

Mascoutah Community Unit School District #19 has designated certain information as directory information. This information assists the school district in honoring and recognizing student achievement. This information may also be provided to military recruiters and organizations such as PTO, Athletic Boosters, and clubs/organization sponsors.

On occasion, the school district will also receive a request for this information from private vendors for the purposes of contacting you or your child regarding commercial products they are selling. Examples would be class rings, student pictures, graduation caps, gowns and announcements. The school district would not honor additional requests unless educationally based.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the directory information by delivering a written objection to the Building Administrator within 30 days of the date of this notice. No directory information will be released within this time period, unless parent(s)/guardians(s) or eligible student is specifically informed otherwise.

Emergency Drills

Fire Drills

When the fire alarm is sounded, all students, in single file, will leave the building quickly and quietly by the exit designated on the bulletin board in the room. Remain there in formation until the signal to return is given. All students are to leave the building regardless of where they are or what they are doing. Teachers will see that all students are out of their respective rooms and adjoining corridor areas, and will close the classroom door and windows before leaving the building.

Disaster Drills

The purpose of the disaster drill is to provide a system whereby students will be most safe during an actual disaster. When the order is given for disaster drill, students are to file out of the classroom quickly and quietly. Students are to kneel on the floor in the corridor, next to the wall, covering their head with their hands.

Intruder Drill

This drill will occur annually. The purpose of the drill is to provide a system whereby students will be most safe should this type of event occur.

Filming Students

Any parent who does not wish their child to be photographed or filmed during school hours or while involved in any school activities must notify the building principal in writing of their request at the start of each school year.

Library

The library is open daily during school hours for the use of all students and teachers. Orientation sessions are scheduled for all students early in the school year. Library skills instruction is integrated into the curriculum. Students have frequent opportunities to use library resources for class projects as well as individual research and enrichment. In addition to the traditional print materials, our library offers computers for individual use, on-line databases, and Internet.

Loan Materials - Regular library books may be checked out for two weeks and may be renewed for two weeks, provided another student or teacher has

not requested these books for use. Magazines are available for use in the library, but cannot be checked out. AlphaSmart word processing keyboards are available for overnight loan, provided permission forms are on file.

Overdue Fines - Individual overdue notices will be sent to students via classroom teachers. However, failure to receive an overdue notice does not excuse the student from returning books or paying fines. Students may be placed on noon-hour detention for failure to clear library obligations. Fines of \$.10 per school day will be charged for overdue books. Fines of \$1.00 per school day will be charged for overdue Alpha-Smarts. Students must reimburse the library for any lost or damaged materials.

Lost and Found

There is a lost and found department in the office and cafeteria. Please turn in all lost and found articles to the office.

Metal Detectors

We reserve the right to use metal detectors in accordance with District 19 Board Policy, which is available to read in the District 19 Administrative offices or in the Middle School office.

Non-Discrimination Policy/ Student Grievance Procedure

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy. The Board of Education is required by Title IX and Federal regulations not to discriminate in such a manner.

Dr. Craig Fiegel, Superintendent of Schools, is the person responsible for coordinating efforts in complying with this policy and investigating any complaint alleging non-compliance with this policy. His address is 622 S. Jefferson St, Mascoutah, IL 62258. His telephone number is (618) 566-7414.

A student shall first present the grievance orally to his/her building principal. An oral response shall be given within seven (7) calendar days proposing a resolution to the matter. If a student is not satisfied with this resolution the student may state his/her complaint in writing to the building principal within seven (7) calendar days after receiving the oral response from the principal.

The student may submit the matter, within seven (7) calendar days of receiving the building principal's written response, in writing, to the Superintendent of Schools. The Superintendent shall convene a hearing, if requested, within seven (7) calendar days of receiving the student's complaint and request for a hearing. The student may present testimony through writings and witnesses. The Superintendent may also request testimony through writings and witnesses. The Superintendent shall send a written resolution of the matter within seven (7) calendar days of the hearing.

Finally, if the student is dissatisfied with the resolution of the Superintendent she/he may appeal the matter, in writing, within seven (7) calendar days of that decision to the Board of Education. There will be no further testimony before the Board. The student and the Superintendent may present in writing and/or orally their respective arguments in the matter. The Board of Education shall set a time and a place for said argument no later than fourteen (14) calendar days after receiving said appeal. The Board shall send a written decision to the student and the Superintendent within fourteen (14) calendar days of said hearing.

Notification of Usage of Pesticides in the School Building

On file in the office is a list of dates that pesticides may be used to help control insects at the school. Attached to that list is reference material on the type of products the school district will be using. The State of Illinois has passed a law that requires this notice and requires the school district to actively implement an Integrated Pest Management (IPM) program. The school district is working towards the reduction of pesticides using IPM strategies and the lowest risk factor chemical control that is available. There is a request form available in the Principal's office if you would like to be notified of applications other than the usual first and third Friday of each month.

Physical Education and Health

Students are required to have gym uniforms, gym shoes, and socks for each physical education class. The gym uniform will be purchased from the physical education instructors.

Due to unpredictable weather the classes will be outside on some cold days. Each student is asked to be prepared with warm clothing (other than school attire). This may be a sweat suit or an old pair of pants and long sleeve shirt or jacket.

All students will be attending health classes discussing items such as alcohol, tobacco, drugs,

acquired immune deficiency syndrome, and sex education unless a parent's note is sent to school with specific parental limitations as to the areas of student's education.

In accordance with State Law, awareness of sexual abuse and sexual harassment will be included in health education at all grade levels.

Physical Education Medical Excuses

If a student must be excused from participating in a physical education activity, an appropriate note must be presented to the school stating the medical reason the student may not participate and the length of time the student must be excused from that activity. A doctor's note allowing the student to take part once again in physical education must be presented. If a parental excuse is for a period in excess of two school days, the school will require a physician's statement as to the nature of the illness/injury and the length of time the student is to be out of class.

Records and Grades

Grades received in the subject areas range from "A" to "F" in the following order:

A	90-100	4 grade points
B	80- 89	3 grade points
C	70- 79	2 grade points
D	60- 69	1 grade point
F	0-59	0 grade point

All grades "A" through "D" are considered passing. A grade of "F" is not passing. There are four grading periods throughout the year.

Progress reports will be sent home with the student at the midway point of each grading period. They must be signed by a parent/guardian and returned promptly to school. Report cards are sent home with students at the end of each grading period.

Honor Roll

A student may be placed on the high honor roll by having a grade point average of at least 3.75 with no grade below a "C". A student may be placed on the honor roll by having a grade point average of at least 3.25 with no grade below a "C".

Students must be on the high honor roll list for the first three grading periods in order to be eligible for the Scholastic Achievement Award.

Registration and Withdrawal

Registration Prior to Opening Day of School

Registration forms must be completed by one of the parents and returned to the Middle School. Book rental fees and lunch fees are payable when

schedules are picked up before school starts in August. For those students entering the district for the first time, records or report cards are to be presented at the time of registration. Students entering any grade from another state must have a physical examination, unless they have a copy of an examination received since June 1 of the current school year.

The state law requires that each student who is enrolled in a public school in Illinois present a **certified** birth certificate upon enrollment. This requirement is not only for new students enrolling for the first time in our schools, but also for students who have been attending District 19 Schools for several years.

Parents objecting to physical examinations or immunizations on constitutional ground shall submit a statement citing their objections to the school board signed by the parent or guardian of the child.

Physical and dental examinations, along with immunization records shall be on file with the school nurse within (30) days of entrance to school. Failure to do so will result in the student being denied attendance at school until such examination is shown to the school principal.

Examinations made any time after June 1 will be in compliance with the law for school attendance.

Book Rental

The school rents the textbooks to students. If these books are lost or damaged beyond ordinary wear, the student will be charged the price of the book. Such fines will be collected before the grades are recorded.

The rental fee is to be paid upon registration. If a student is unable to pay at this time, arrangements must be made with the administration.

If the book rental is not paid in a timely manner, the student will be prohibited from taking part in extracurricular activities, school trips, and grades may be held until the book rental fee is paid.

Waiver of Book Fees

Students whose parents are unable to afford student textbook fees may receive a waiver of fees. However, these students are not exempt from charges for lost or damaged books. Application for fee waivers should be returned by a student's parent(s)/guardian(s) to the building principal. A student shall be eligible for a waiver when: 1. The student is currently eligible for free lunches or breakfasts pursuant to 105ILCS125/0.01 et seq.; or 2. The student's family is currently receiving aid under Article IV of the Illinois Public Aid Code, 305 ILCS 5/4-0.5. The District Administrative office will

notify the parent(s)/guardian(s) promptly as to whether the fee waiver has been granted or denied..

Permanent Withdrawal

Students withdrawing permanently must bring written notification to the office one week prior to the leaving date. Students are to remain in school the full day of their last attendance day. Early departure during the school day will necessitate leaving without a transfer form, report cards, or records of any kind.

Sex Offenders

In accordance with Mascoutah Community Unit School District #19 Board Policy 4:170, each building principal will review the St. Clair County Sex Offenders list. Teachers and other appropriate staff will be notified in accordance with district policy.

Sexual Harassment

The Board of Education has determined that a school environment wherein sexual harassment of students is permitted fosters disrespect for fellow students and employees, interferes with a student's performance, and creates an intimidating, hostile school environment.

Sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic grade or achievement; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating an intimidating hostile or offensive school environment.

Students who are the victims of sexual harassment committed by employee(s) or student(s) are encouraged to notify the school district through their building principal.

Student Records

The Guidance Department maintains, receives and sends all student academic records. All transcript requests should be made through this office.

Mascoutah Community School District 19 will comply with all federal and state laws, and all State Board of Education rules and regulations relating to the Illinois School Student Records Act.

- The student's permanent records shall consist of basic identifying information, academic transcript, attendance records, accident reports and health records, record of release of permanent record information, and other basic information.

- The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, teacher anecdotal records, and disciplinary information.

- Parents have the right to:

- a. Inspect and copy record
- b. Challenge the contents of record
- c. Grant consent before records may be released
- d. Copy records proposed to be destroyed

- In accordance with the Students Records Act, student temporary records will be purged every four years or when students exit each attendance center. All permanent records will be maintained as required.

- Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent.

- Full and complete copies of the law, rules, and regulations will be kept in each school under the custody of the building principal.

Title IX and 504 Representative

Mascoutah School District 19, Mascoutah, Illinois, will comply with the Federal Regulations for Title IX, of the Education Amendments of 1972, Prohibiting Sex Discrimination in Education. The Board of Education shall adhere to and abide by all federal and state laws relating to equal opportunity and non-discrimination in education on the basis of race, color, nationality, religion, sex, sexual orientation, age, physical or mental disability, gender identity, status of being homeless, order of protection status, national origin, ancestry, or actual or potential marital or parental status, including pregnancy. Any student or employee having a grievance relating to vocational education, Title IX or 504 regulations, should contact Dr. Craig Fiegel for information regarding procedures for submitting a grievance. The superintendent may be contacted by calling 566-7414 or by letter at 622 S. Jefferson Street, Mascoutah, IL 62258.

Video Filming of Students

The Mascoutah CUSD #19 has video surveillance cameras in and outside the school buildings. These video recordings will be kept confidential and only be used by school and law enforcement personnel

for disciplinary actions or prosecutions related to incidents occurring in or on school grounds.

Transportation

Bicycles

Bicycles are to be ridden on the right hand side of the street, in single file, without passengers. Those riding bicycles are subject to the same responsibilities as those driving an automobile. Riders should always be alert to traffic, using common sense and courtesy. Bicycles must enter by the South Middle School entrance and be placed in the racks provided. They are to remain there until leaving the school grounds. While on grounds bikes, skateboards, scooters, and any similar devices must be walked not ridden.

Transportation Provided by Parents or Friends

Students transported to school by automobile are to be dropped off on the back (east) side of the middle school. At the end of the school day parents may pick their students up on the back (east) side of the school or in the front (west) circle drive. Students are not to ride with casual acquaintances nor with friends unless they have their parents' permission.

Walking

Use the sidewalks and crosswalks where provided. Watch for traffic and don't depend on traffic to stop for you. Where sidewalks are not provided, walk on the left-hand side of the street facing traffic, keeping as far left as possible.

Bus Transportation

Bus transportation is provided for those students residing a distance of one and one-half miles or more from the school campus. Information relative to bus times and scheduled stops (pick-ups) may be obtained from Kenny Neuner, Director of Transportation, phone 566-2995.

The Illinois vehicle code specifies that the driver of a vehicle shall stop before meeting or overtaking from either direction any school bus stopped for the purpose of receiving or discharging pupils, and upon which the flashing lights and stop arm are in operation. Between the hours of 8:00 a.m. to 8:15 a.m. and 3:20 p.m. to 3:45 p.m., public vehicular traffic may expect delays and restrictions due to the use of the flashing lights and stop arm in the drive immediately in front of the school. Parents are requested to discharge or pick up students from the parking lot north of the building.

Students wishing to ride a bus other than that assigned to the student must submit a note signed by their parent or guardian to the office at the beginning of the school day. The note must then be signed by a school administrator in order for the student to ride the requested bus. Students should pick up the note as they exit the building at the end of the school day.

At the conclusion of the school day, students should board their assigned bus at Mascoutah Middle School. Students are not permitted to board their bus at Mascoutah Elementary School.

Bus riders are expected to conduct themselves so as not to interfere with the rights of others, cause others embarrassment, or endanger their safety by distracting the attention of the bus driver.

Bus Conduct

As a guide to students and parents and to insure that desirable behavior is achieved, the following regulations are in force:

1. Students are not to put their hands, arms or any other objects out of bus windows.
2. No materials are to be thrown from bus windows or doors, or at other passengers inside the bus.
3. Whenever the bus is in motion all students must be seated.
4. No pushing, wrestling, or fighting will be tolerated.
5. Normal conversation is permitted, but is limited to those occupants of a single seat or "seat partners." Do not become loud or use language that could be considered profane or indecent to other riders.
6. All students will face forward to the front of the bus after they have taken their seats. Also, stay the specified distance away from emergency exits.
7. Any student has the privilege of occupying any unoccupied space in a bus seat, at the rate of three riders per bus seat. No seat is to be "saved" for someone else. In bus lines, that is, those lines formed by those waiting for a bus, no places may be "saved". A student must actually be in the line to hold his place.
8. If students wish to bring pets to school for some special occasion, such as science class, arrangements other than bus transportation must be made.
9. Radios are not to be turned on during the bus trip, if they are to be permitted on buses at all.
10. There is to be no eating on buses at any time.
11. The bus driver has the right to assign students to such seats as he/she may feel are best suited to them.
12. Bus drivers are employed through the school district and the authority of the school over pupils extends from the time they step on the bus until they leave the bus on the way home.

13. Students are to ride only those buses to which they are assigned.

14. Students are permitted to ride to and from school and to established stops. A student may get off at a regular stop other than his own by bringing a note from his parents. The note is to be approved by the building principal.

15. Students are liable for damage done to school buses.

16. There is to be no smoking on buses at any time.

Enforcement of Regulations

The enforcement of bus regulations is handled by the building principal. Students violating bus regulations may be disciplined or may be denied the privilege of riding the bus. 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.

The Mascoutah CUSD #19 has video and audio surveillance cameras on all buses used to transport students. These video and audio recordings will be kept confidential and only used by school and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in, on, or around the school bus.

Transportation to Out-of-Town Activities

Bus transportation will be provided for participants of all athletic events. Buses will be provided for most music events. Bus regulations apply as they do during the normal school day.

