

**MILLEDGEVILLE  
HIGH SCHOOL  
STUDENT  
HANDBOOK**

**2010-2011**



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## **WELCOME TO THE HOME OF THE MILLEDGEVILLE MISSILES:**

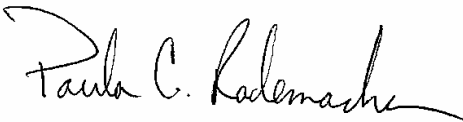
As Principal of Milledgeville High School I would like to welcome all of our students back from summer vacation. The entire staff has been working hard to prepare for the upcoming school year. Your teachers are ready to challenge you academically and provide assistance when you need help. High School is a wonderful and exciting period in your life. Be conscientious when it comes to school work and please take advantage of the many extra-curricular activities we offer.

This handbook will insure your success at Milledgeville High School and provide the current practices, procedures, and policies of our school. As such, it does not represent a contract between the school and the student, nor does it attempt to cover every situation that may develop during the course of the school year. It is provided to acquaint you and your family with relevant information necessary for the orderly functioning of the school and is intended to describe the school, its current practices, procedures, rules, and regulations. It has been structured to help promote student progress.

A teacher will discuss this book with you but you should also read through it yourself. After you have reviewed the handbook, your parents/guardians should review it so they will be aware of our school's expectations. Carry it with you at all times for easy reference.

The entire Milledgeville High School staff is here to help you succeed. See your teachers if you have a question or a problem. Encourage your parents to call the school if they have concerns. May you have an enjoyable and successful year.

Sincerely,

A handwritten signature in black ink that reads "Paula C. Rademacher". The signature is written in a cursive style with a large, sweeping initial 'P'.

Paula C. Rademacher  
Principal  
Milledgeville High School

**CHADWICK-MILLEDGEVILLE**  
**COMMUNITY UNIT SCHOOL DISTRICT #399**

**BOARD OF EDUCATION**

Mrs. Baylor-Schmidt, President  
 Mrs. Adolph, Vice-President  
 Mrs. Liz Hutchison, Secretary

Mr. Daehler  
 Mr. Rahn, Jr

Mrs. Gebhardt  
 Mr. Wagenknecht

**ADMINISTRATION**

**Interim Superintendent**

Dr. Edward L. Olds III .....eolds@dist399.net

**Assistant Superintendent and Chadwick JH/Elementary Principal**

Mr. Schurman.....ext. 224.....tschurman@dist399.net

**Milledgeville High School and Elementary Principal**

Mrs. Rademacher .....ext. 221.....prademacher@dist399.net

**FACULTY**

TEACHER	POSITION	PHONE EXTENSION	EMAIL ADDRESS
Mrs. Jordan.....	Art .....	261 .....	ajordan@dist399.net
Mr. Linboom .....	Instrumental Music.....	260 .....	blinboom@dist399.net
Mr. Kelly .....	Physical Education/Health .....	231 .....	tkelly@dist399.net
Mr. Knutti.....	Mathematics .....	241 .....	kknutti@dist399.net
Mrs. Livengood .....	Computers .....	237 .....	jlivengood@dist399.net
Mr. Nesemeier.....	Driver Education .....	262 .....	jnesemeier@dist399.net
Mrs. Jogerst .....	Business/Resource Management .....	236 .....	njogerst@dist399.net
Mr. Pasch .....	Social Studies .....	234 .....	jpasch@dist399.net
Mrs. Peugh .....	Home Economics .....	242 .....	bpeugh@dist399.net
Mrs. Read .....	Spanish.....	230 .....	tread@dist399.net
Mrs. Richter.....	Library Coordinator.....	245 .....	lrichter@dist399.net
Ms. Riehle .....	English .....	233 .....	griehle@dist399.net
Mrs. Atilano .....	Guidance Counselor .....	238 .....	satilano@dist399.net
Mr. Stauffer .....	Science .....	266 .....	mstauffer@dist399.net
Mrs. Feltmeyer .....	Science .....	264 .....	cfeltmeyer@dist399.net
Mr. VanLangen .....	Mathematics .....	240 .....	dvanlangen@dist399.net
Mrs. Weber.....	Chorus .....	258 .....	mweber@dist399.net
Mrs. Williams.....	Resource Room .....	243 .....	swilliams@dist399.net
Mr. Wroble.....	Social Studies .....	235 .....	fwroble@dist399.net

## STAFF

TEACHER	POSITION	PHONE EXTENSION	EMAIL ADDRESS
Mrs. Tarbill .....	Secretary.....	222 .....	atarbill@dist399.net
Mrs. Carter .....	Nurse.....	226 .....	scarter@dist399.net
Mr. Geary .....	Custodian .....	267 .....	none
Mrs. Ebersole .....	Cafeteria.....	246 .....	none
Mrs. Graff.....	Cafeteria Manager.....	246 .....	sgraff@dist399.net
Mr. Kolthoff .....	Custodian .....	none .....	none
Mr. Stauffer .....	Technology Coordinator.....	239 .....	mstauffer@dist399.net
Mrs. Leech.....	Cafeteria.....	246 .....	none
Mrs. Meador.....	Cafeteria.....	246 .....	none
Mrs. Wolf.....	Custodian .....	none .....	none

## DAILY SCHEDULE

We wish to remind parents and students that the school building is not open before 8:15 a.m., at which time school employees will enable students to enter through the various doors. Students arriving after 8:15 a.m. need to enter through the following unlocked door: north rear main entrance from the parking lot (bus platform entrance).

All other exterior doors are locked from the outside on a permanent basis during the school day to enhance safety and security. The unlocked main door listed above will be locked at 5:00 p.m. when there are not public activities taking place at the school.

Period	Time
1	8:30-9:12
Homeroom	9:12-9:25 (remain in 1 <sup>st</sup> period class)
2	9:28-10:10
3	10:13-10:55
4	10:58-11:40
Lunch	11:40-12:10
5	12:13-12:55
6	12:58-1:40
7	1:43-2:25
8	2:28-3:10

## CLASS DISMISSAL AND BUS TRANSPORTATION TIMES

### Regular school day dismissal

On regular school days the students will be dismissed at 3:10p.m.

### Regular Route and Shuttle Bus Times

Regular route a.m. buses will drop off their students at either school at 8:10 a.m. and then shuttle to the other school, arriving at 8:23 a.m.

High School shuttle will leave at 3:15 p.m., arriving at the other school at 3:30p.m.

#### 11:30 a.m. Early dismissal

On days listed as 11:30 a.m. dismissal, the students will be dismissed at 11:10 a.m.

#### 2:00 p.m. Early dismissal

On days listed as 2:00 p.m. dismissal, the students will be dismissed at 1:40 p.m.

## **CURRICULUM**

In its broadest sense, the curriculum of a school includes all of the organized activities of the school. It includes the subjects in which students are enrolled and the school organizations and activities in which students take part. These various subjects and activities are grouped together to form a pattern as responsive as possible to students' educational needs and interests.

The required credits in the basic curriculum are those through which the school attempts to meet some of the common educational needs of all students. The elective credits may be made up of courses for college entrance or the development of an appropriate skill to prepare the student for an immediate vocation.

### **GRADUATION**

All graduates will be expected to wear the traditional cap & gown at the graduation ceremony. Any deviation must receive prior approval from the Board of Education.

Any student who does not meet Milledgeville High School graduation requirements will not be allowed to participate in the graduation ceremonies.

### **EARLY GRADUATION**

Any student who wishes to graduate from Milledgeville High School in less than eight semesters must present an application to the board of education. This application must be completed and in to the high school principal by **October 1**. Also students that opt to graduate at the end of seven semesters forfeit any offices held, positions on athletic teams, and involvement in other activities including prom. All early graduates will be allowed to participate in the graduation ceremonies and will not receive their diploma until that ceremony.

**GRADUATION REQUIREMENTS**

All students must successfully complete the following required courses:

	2010	2011	2012
ENGLISH	3	*4	*4
SCIENCE	2	*3	*3
MATHEMATICS*	3	3	3
US HISTORY	1	1	1
SOCIAL SCIENCE**	1	1	1
PE	3 ½	3 ½	3 ½
HEALTH	½	½	½
STUDY SKILLS	X	X	½
DRIVER’S EDUCATION	½	½	½
GOVERNMENT	½	½	½
AMERICAN PROBLEMS	½	½	½
RESOURCE MANAGEMENT	½	½	½
COMPUTERS	½	½	½
ELECTIVES	9 ½	7 ½	7
<b>TOTAL</b>	<b>25</b>	<b>26</b>	<b>26</b>

\*Social Science credits must be divided in the following manner:  
 ½ credit in Psychology I/II or Sociology I/II  
 ½ credit in World History, Economics, or Geography

Credit is granted on the following basis

Physical Education waivers will only be granted as per board policy to students who are juniors and seniors. If a student opts to waive PE they must take a class in its place.

**CLASS STANDING**

High school students must earn a minimum number of credits per year if they are to graduate in the normal four years. Current Milledgeville High School students are expected to earn a minimum of six credits per year. Credits are formally issued at the end of each semester. A student who has successfully completed a semester’s work in any course, including a full year course, will receive one-half credit. This means that a student who drops a year course at or after the first semester and who has passed the course for one semester will receive one-half credit towards graduation. Students will receive a credit deficiency letter if they are not making normal progress toward graduation. Students will be considered Freshmen, Sophomores, Juniors and Seniors based on the number of credits they have earned, not on the number of years they have attended high school.

Freshman Status	0-5 credits
Sophomore Status	6-11 credits
Junior Status	12-17 credits
Senior Status	18 + credits

**DISTANCE LEARNING/DUAL CREDIT**

The following guidelines will be followed at Milledgeville High School when considering a distance learning/dual credit course:

1. No distance learning/dual credit course will be offered if it appears to be a duplicate of a course offered concurrently at Milledgeville High School.
2. No distance learning/dual credit course will qualify as a class required for graduation at Milledgeville High School except in situations to resolve a scheduling conflict.
3. Courses offered as a distance learning/dual credit course will be considered a part of the formal curriculum of Milledgeville High School. This means that these courses will count toward a student's athletic eligibility, class rank and grade point average.

The following guidelines will be followed by the students when considering taking a distance learning/dual credit course:

1. Distance learning/dual credit will be open to Juniors and Seniors only.
2. Approval of the student's parents, guidance counselor and principal will be required prior to registering for a distance learning/dual credit course.
3. Students may be limited to the number of distance learning/dual credit courses they may take.
4. There will be no release time given to a student who is taking a distance learning/dual credit course. This means if a distance learning course is offered before or after school, this course will be taken in addition to the regular class load a Milledgeville High School Student takes.
5. Grades earned in a distance learning dual credit class will count towards a student's grade point average, class rank and eligibility for extra-curricular activities.

### **CREDIT RECOVERY/CORRESPONDENCE PROGRAMS**

All correspondence or credit recovery study to be applied toward graduation must be approved and supervised by the High School Principal. Credits earned in night school, summer school, other high schools, colleges, or any other deviation to this policy will be evaluated by the High School Principal on an individual basis in regard to meeting requirements for graduation. Special requests for consideration must be made prior to enrollment. No more than one credit of correspondence or college credit will be accepted to meet graduation requirements without special approval of the Board of Education.

### **SEQUENCE OF REQUIRED COURSES**

<b><u>Freshman</u></b>	<b><u>Sophomore</u></b>	<b><u>Junior</u></b>	<b><u>Senior</u></b>
English 1	English 2	English 3	English 4
Natural Science	Biology	Science Elective	Consumer Education
Math Elective	Math Elective	Math Elective	American Problems
Freshman Academy	Government	US History	Physical Education
Computers	Health	Physical Education	
Physical Education	Physical Education		
<i>Drivers Education or</i>	<i>Drivers Education or</i>		
<i>Social Science Elective</i>	<i>Social Science Elective</i>		

*Students must successfully pass the United States and Illinois State Constitution Tests.*

*Students unable to participate in Physical Education due to physical disability are required to present medical evidence each year and must make up credit by taking academic courses.*

### **COURSE OFFERINGS**

#### **Agriculture**

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Introduction to Agriculture	Environmental Science
Agriculture Science	Horticulture
Agriculture Leadership Communications	Veterinary Tech

Agriculture Business

**Art**

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Art 1: Introduction to Visual Arts  
Art 2: 2-D Art  
Art 3: 3-D Art  
Art 4: Advanced Art

**Business**

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Introduction to Business  
Accounting  
Marketing  
Introduction to Law

**Computers**

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Basic Skills	Desktop Publishing
Computer Concepts	Web Page Design

**Drivers Education**

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**English**

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English 1	English 4
English 2	Honors English 4
English 3	

**Family and Consumer Sciences**

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Introduction to Foods	Foods I/Foods II
Introduction to Textiles & Fashions	Housing & Interior Design
Advanced Textiles & Fashions	Parenting
Personal Development	Singles Living
Child Development I	
Child Development II	

**Health/Physical Education**

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Health  
Physical Education

**Mathematics**

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Pre-Algebra	Geometry
Algebra I	Advanced Math
Algebra II	Calculus

**Music**

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Band	Chorus
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**Consumer Education**

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Consumer Education

## **Science**

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Natural Science	Chemistry
Biology	Physics
Human Anatomy & Physiology	Horticulture
Veterinary Tech	Environmental Science
Astronomy	

## **Social Studies**

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Early World History	U.S. History 1 & 2
Middle World History	Contemporary US History
Late World History	Economics
Government	Geography
American Problems	History of Philosophy
Psychology I & II	Asian History
Sociology I & II	Illinois History

## **Spanish**

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Spanish 1	Spanish 3
Spanish 2	Spanish 4

## **WACC**

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Auto Service 1 & 2 Food Service	Criminal Justice
Building & Construction Trades 1 & 2	Digital Media Arts 1 & 2
Culinary Arts 1 & 2	Health Occupations 1 & 2
Early Childhood Education 1 & 2	Welding & Fabrication 1 & 2
Computer Technology 1 & 2	

## **COLLEGE PREPARATORY STUDENTS**

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. While it is not possible to give the detailed curricular requirements of a number of colleges, the following should serve as a beginning guide:

English - 4 Yrs	Mathematics - 3-4 Yrs
Foreign Language - 2 Yrs (recommended)	Social Science - 3-4 Yrs
Lab Science - 3-4 Yrs	Computer Science

Some schools do have specific course requirements. They do require graduation from an accredited high school and use other factors for admission.

*Students should contact the guidance counselor for the admission requirements of specific schools.*

## **NATIONAL HONOR SOCIETY**

The minimum grade point average requirement for admission to the National Honor Society is 3.50, and a 3.20 grade point average must be maintained to stay in the National Honor Society.

Students that meet the minimum requirement will be voted upon for selection by The Faculty Council after they have completed the application process. The application process consists of listing what service the student has performed, recommendations of leadership, an essay on character, and staff evaluations. All of this information will be given to the Faculty Council that will vote and have final say on who is admitted into the National Honor Society. The student must receive a majority vote by the Faculty Council to be admitted.

All NHS members will be required to complete one service project each year. If the project is one other than the school organized project, it must be approved by the NHS sponsor prior to completion.

### **WHITESIDE AREA CAREER CENTER (WACC)**

The student:

- a. Must **not** have failed any required subjects.
- b. Must **not** be deficient more than one-half (1/2) credit.
- c. Must **not** possess a previous history of suspension(s) or expulsion(s)
- d. Must have the approval of parents, counselor, and principal
- e. Must have junior or senior status.
- f. Must meet all other prerequisites as determined by WACC for acceptance in a given area.

Students attending WACC must follow all rules and regulations of the High School and the Career Center. Further:

- a. A student who misses the WACC bus is to report to the office for the duration of the WACC class period. **DO NOT** drive yourself without permission of the principal.
- b. Any student who misses the WACC bus two (2) times during the year may receive an after school detention. Any further misses may result in being dropped from the program.
- c. All students attending WACC shall use only the transportation provided by the district.
- d. Students will follow the WACC schedule even though MHS may not have school. However, in case of bad weather, and MHS is closed, students will not attend WACC.
- e. Any violation of the MHS BUS CODE will result in appropriate disciplinary action. Any activity, whatsoever, which is considered to have compromised the safety of transport will result in suspension not to exceed ten (10) days and/or, recommendation for expulsion.
- f. Students will not be allowed to go to their cars upon returning to MHS from WACC. Students who go to their cars without permission will face disciplinary action.

### **TEACHER AIDE PROGRAM**

Juniors and Seniors may participate in the teacher aide program by requesting an assignment. Students' interests and abilities will be matched with teachers' needs within the framework of the student's existing class schedule. Although students will not earn academic credit for participation, letters of recommendation and reference will be prepared for the student's use in securing future education and/or employment.

### **DROPPING AND ADDING CLASSES**

**Students will have until the announced date to add/drop classes.**

Procedure for dropping or adding courses is as follows:

- Obtain a schedule change authorization from the counselor.
- Get appropriate teachers' signatures.
- Obtain parent/guardian signature.
- If approved, report to new classes the next day.

**Students who fail to turn in add/drop sheets prior to the deadline may not be allowed to change classes.**

### **WITHDRAWAL FROM SCHOOL**

1. Students who wish to withdraw from school should report to the office to receive the proper form for withdrawal, and have it signed by the parent and all teachers, indicating that the student is free of any obligations for each course.
2. All textbooks should be turned into their respective teacher and all fines and damage charges paid before the student leaves school.
3. Students planning to enroll in another school should leave written parental permission in the office to send their records

to the new school.

### **INCOMPLETES**

If a student suffered a prolonged illness, injury, etc., the student may be granted additional time by the teacher and/or principal. If an excused absence occurs at the end of a nine week grading period then that incomplete has to be made up according to the homework policy.

### **SEMESTER EXAMINATIONS**

At the conclusion of each semester, semester examinations will be given. A definite semester-examination schedule will be determined and posted. Students who miss exams without a reasonable excuse will receive a grade of zero for the exam.

Seniors who maintain a C or above 2<sup>nd</sup> semester average in a class or do not miss school during the final nine weeks (pre-approved college visits will not count) will not have to take final exams for the 2<sup>nd</sup> semester of their senior year. Seniors who have to take second semester exams will have to follow the high school exam schedule which may result in coming back to school after seniors are typically done.

### **SEMESTER GRADE**

A semester grade is calculated as follows:

45%	1 <sup>st</sup> nine weeks grade
45%	2 <sup>nd</sup> nine weeks grade
10%	<u>semester exam</u>
100%	semester grade

### **CHEATING & PLAGIARISM**

Giving or receiving information during an examination or on assignments, which do not allow for students working together, will result in a grade of zero and notification to the parents. Plagiarism of any kind will result in a zero for the assignment and the student's parents will be notified.

### **GRADING SYSTEM**

The grading system used in each class will be as follows:

- A - 93-100
- B - 85-92
- C - 77-84
- D - 70-76
- F - Below 70

Recorded grades for each quarter and final grades shall be given a point value according to the following scale:

- A - 4 points
- B - 3 points
- C - 2 points
- D - 1 point
- F - 0 points

A plus (+) or minus (-) may be added to a grade as an informational device for the students and parents; however, it will not affect the grade point average (GPA).

A grade point average (GPA) will be computed for each quarter. The final GPA for a semester will be computed as an average

of both quarters and the semester exam. The cumulative GPA will be computed as an average of all semester GPA's.

Any student who fails a required course must repeat that course or an approved substitute within the next year. Approval may be obtained through the school counselor with the final approval of the High School Principal.

If a student fails an elective course, provisions must be made to make up the credit; however, the student does not necessarily have to repeat that same course.

### **WEIGHTED CLASSES**

The following college-prep classes will be given an additional honor point for the purpose of computing grade-point-average and class rank for students earning a grade of A, B. Grades of C, D or F will not receive an additional honor point.

**For students who will be graduating in 2006 and beyond the following classes will be weighted:**

Physics, Calculus, Advanced English (formerly Advanced Composition and English Literature), Spanish 4

### **HONOR ROLL**

Academic and attendance honor rolls will be figured at the end of each 9-week grading period and at the completion of each semester.

#### *HIGH HONORS*

In order to receive this honor, students must receive "A" letter grades in all of their academic subjects. A letter grade of "B" will make the student ineligible for High Honors.

#### *HONORS*

In order to receive this honor, students must have a letter grade of "B" or better in all of their academic subjects. A letter grade of "C" will make the students ineligible for Honors.

#### *HONORABLE MENTION*

In order to receive this honor, a student must have a "B" average in all of their academic subjects. A letter grade of "D", however, will make the student ineligible for Honorable Mention. For example: for any "C", there must be an "A" to bring it to a "B" average.

#### *PERFECT ATTENDANCE HONOR ROLL*

In order to receive this honor, students must have perfect attendance during the grading period.

### **VALEDICTORIAN-SALUTATORIAN AWARDS**

The Valedictorian Award is given at Commencement to the senior student with the highest cumulative grade point average and thus the highest class rank after eight semesters. If two or more students take all the weighted classes offered and receive the same grades in each of those classes, they will all be named valedictorian.

The Salutatorian Award is given at Commencement to the senior student with the second highest cumulative grade point average and thus the second highest class rank after eight semesters except that in the case of co-valedictorians, the senior student with the next highest cumulative grade point average will be honored as salutatorian regardless of class rank.

### **JUNIOR/SENIOR EARLY DISMISSAL INCENTIVE PROGRAM**

Junior or senior level students at Milledgeville High School who are not on the D/F eligibility list as of Monday morning of each week will be allowed to leave school once they have **checked in** with their 8<sup>th</sup> hour instructor. If a student qualifies for early dismissal they will be leaving school at approximately 2:30 P.M. Eligibility lists will posted each Monday or the

first day of the school week by 9:30 A.M. Students who do not qualify for early dismissal and/or are on the D/F eligibility lists will be required to report to their assigned instructional study hall 8<sup>th</sup> period.

If a student fails to check in with their 8<sup>th</sup> period instructor they will be ineligible for early dismissal for one month from the date of the infraction. Repeated violations of the 8<sup>th</sup> period check in requirement will result in further disciplinary action or loss of the privilege all together. In addition, students who have violations of school rules and/or handbook policies will be ineligible to participate in the early dismissal program. The amount of time for the loss of the early dismissal privilege will be in correlation to the infraction.

Instructional study hall supervisors will provide academic support and assistance to those students on the D/F eligibility list. Monthly reviews of the program and discipline concerns will be conducted by the high school principal, counselor, and study hall instructors in order to insure the program is run effectively.

## ATTENDANCE

### ATTENDANCE POLICY

The process of education requires participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The school cannot reach or teach students who are not present. If the student is absent, the benefit of regular classroom instruction is lost and cannot be entirely regained. On the practical level, student attendance is required by law, but on a more personal level, dependability is a trait admired and rewarded by society in general, and thus is a value that schools should nourish. A poor attendance record is cause for concern because there is a strong relationship between attendance and academic progress in school. The problem also extends into adulthood, as job absenteeism is a growing problem to the business and professional world. The school may try all efforts to require a student to be present at school but it is ultimately the parents' responsibility to teach their child that attending school is a necessity. We ask that all parents take this responsibility very seriously.

Students must be in attendance a full day on the day of the activity to be eligible to attend extra-curricular events that evening, unless the principal gives prior consent.

*Practice participation-students must report to school prior to the start of fifth period in order to participate in practice. Exceptions to the rule will be up to the discretion of the principal and prior consent is required.*

Students who are absent in excess of four times during any quarter of the school year may be required to attend a conference with the Principal. The conference would be with the parents to examine and review the student's history and reasons for absences. Students may be required to provide a doctor's verification if their absences for illness are near or exceed four absences during any quarter of school. If a doctor's note is asked for and not received, the student's absence will be unexcused. The school will work with the student and parents in these situations to encourage regular daily attendance, however, it is ultimately the parents' responsibility.

The school is trying to teach the student dependability and in order to accomplish this goal the school **MUST** know the reason why a student is absent or late. We request that parents state the specific reason a student is absent; not "needed at home" or "personal". Parents have the right to keep their child home from school without giving the school a reason but the school also has the right to determine whether an absence is excused or unexcused. **Students who have an unexcused absence will receive zeros for all work that was missed during that absence.**

Students must observe the following rules:

### PROCEDURES

1. Parents are requested to call the office to report the reason that their son or daughter is unable to attend school that day.

The phone number is 225-7141 or 225-7143. The school has an automated answering service so parents may call at any time and leave a message as to why their child is not in school. The school will contact the parent at home or at work if the parent has not notified the school of the student's absence that day. **IF A PARENT DOES NOT CALL THE SCHOOL BY NOON THE DAY AFTER A STUDENT IS ABSENT, THE ABSENCE WILL BE UNEXCUSED.**

2. The student must bring a written statement signed by the parent stating the date and reason for the absence, unless parent contact has been made by phone.

### **EXCUSED ABSENCES**

1. Student illness
2. Serious illness in immediate family
3. Death in family
4. Medical, dental, or legal appointments that cannot be arranged outside of school time. Any student absent from school due to a doctor or dentist appointment must, upon returning to school, bring a written statement from the doctor or dentist's office with the time and date of their appointment.
5. Emergency situations or other reasonable parental requests, as determined by the principal.
6. Observance of religious holidays.

*Students absent 3 or more consecutive days may be required to submit a doctor's release form to the school.*

*Parents are encouraged to request a student's homework when they call the school to report their child's absences.*

*Arrangements can be made to send the homework home with a sibling or other relative.*

*Every effort should be made by the student to complete the homework.*

### **HOMEWORK POLICY**

**IT IS THE STUDENTS' RESPONSIBILITY TO OBTAIN ANY HOMEWORK THAT IS MISSED DURING AN ABSENCE.**

Students should call the school at 225-7141 and use the teacher's voice mail to obtain the assignment for the day. Students can follow the directions on the voice mail to obtain all of their assignments.

### **HOMEWORK/MAKEUP POLICY**

When a student has an excused absence it is their responsibility to obtain missed homework assignments. Parents and students are encouraged to utilize the high school homework page which is posted daily with all assignments given by staff that day. For every day a student is absent they have the same amount of time to make-up the work i.e. home sick for 3 days you would have 3 days to make-up the work. Students are also encouraged to contact their instructors if they have questions.

### **PRE-ARRANGED ABSENCES (EXCUSED)**

**IT IS THE STUDENTS' RESPONSIBILITY TO OBTAIN ANY HOMEWORK THAT IS MISSED DURING AN ABSENCE.** If it is known in advance that the student will be absent for any length of time and for any reason, the parent is to contact the principal prior to the absence. After talking to the principal, the students should get his/her assignments from their teachers. All work is expected to be turned in three (3) days after his/her return to school.

1. Reasonable parental requests as determined by the principal.
2. College visitation day(s) for juniors and seniors:  
The student must be current in all assignments and not failing in any subject. Prior to taking the visitation day, the student will obtain a College Visitation Day form from the guidance office. This form will be completed, specifying the

the name of the college being visited, the date and time of the appointment and the name and telephone number of the college representative that the student will be seeing, and signed by the student's parent or guardian. The form should then be brought to the office for approval of the planned visitation. The student will then take this form with him/her and obtain the signature of the college representative. Upon returning to MHS, the student will return this form to the high school counselor. The absence will be listed as unexcused until this form, completed and signed as specified above, is turned in. The student is responsible for making up any tests and/or daily work missed prior to his/her absence.

### **UNEXCUSED ABSENCES**

The following are examples of unexcused absences.

1. Suspension
2. Truancy
3. Leaving school without notifying the office
4. Shopping
5. Working
6. Hair appointments
7. Oversleeping
8. Driver's license test
9. Job hunting
10. Babysitting
11. Hunting
12. Senior Pictures
13. Paintball
14. Any other absence not covered in the excused absence section.

Any student that is **unexcused 3 times** will have a letter sent home informing the parents of the absences. Another letter will be sent home when the student reaches **5 unexcused absences**. If a student has **7 unexcused absences**, the student's parents will be required to have a conference with the principal. At **10 unexcused absences**, the student's attendance will be reviewed by the Principal with a possible suspension and the Regional Office of Education will be notified for truancy.

A truant student may be suspended from school and/or referred to the County Truant Officer.

### **P.E. EXCUSES**

1. If a student is to be excused from P.E., the student must bring a note signed by the parent, stating the reason and date
2. A note from the parent will excuse the student from P.E. for 1 day only.
3. If a student must be excused from P.E. for more than 1 day at a time, a note, signed by the doctor, may be required.
4. A student may opt out of P.E. if they are participating in a sport, met the graduation requirement, or if they have an academic conflict which can not be remedied.

### **SKIPPING CLASS**

Students who skip class will serve a detention equal to time missed and will not be allowed to make up work, tests, projects, etc. Students may also face further disciplinary action. Repetition may result in suspension.

### **TARDY SLIPS AND PASSES**

Any student who is late for Activity Period, 2<sup>nd</sup> block, 3<sup>rd</sup> block or 4<sup>th</sup> block must get a tardy slip. The tardy slip is to be obtained from the teacher whose class you were in, or from the office if you were not coming from another class. Students will be allowed two (2) unexcused tardies without penalty. The third unexcused tardy will result in a 20-minute detention. There will be no additional action taken on the 4<sup>th</sup> and 5<sup>th</sup> tardy. After the sixth unexcused tardy, the student will be issued an after

school detention.

Upon the third unexcused tardy to 1<sup>st</sup> block, the student will receive a 20-minute detention. There will be no additional action taken on the 4<sup>th</sup> and 5<sup>th</sup> tardy. Upon receiving the sixth unexcused tardy, the student will be issued an after school detention

Once a student has received an after school detention at any time, the following rules will apply:

- Previous tardies will not be erased
- 1<sup>st</sup> unexcused tardy – no penalty
- 2<sup>nd</sup> unexcused tardy – a 20-minute detention
- 3<sup>rd</sup> and consecutive unexcused tardy – an after school detention

### **SIGN-OUT PROCEDURE**

A student will not leave the building during the school day unless he/she has a note from home, phone call from home or receives permission from the office to leave. All students who leave during the day must sign out in the office. Failure to sign out in the office may result in disciplinary steps being taken.

### **LUNCH PERIOD**

No student will be allowed to leave school during lunch without permission from the office. Milledgeville High School will have a closed campus policy.

Students caught leaving school at lunch time will receive an after school detention for their first offense. Students will receive a two-day out of school suspension for their second offense.

**AFTER EATING, STUDENTS ARE ALLOWED TO GO TO THE FOLLOWING PLACES: LIBRARY, CAFETERIA, GYM, OUTSIDE OR A SUPERVISED TEACHER'S CLASSROOM.**

### **STUDENT CONDUCT**

In order for students to fulfill their educational goals, an atmosphere which is conducive to learning must be maintained. When students do not display appropriate behavior, others are deprived of the opportunity to learn.

Each student is guaranteed certain individual rights and is expected to accept corresponding responsibilities.

Any teacher or staff member has authority to enforce student conduct guidelines on any part of the school grounds and at school-sponsored activities.

### **AFTER SCHOOL DETENTION**

**Failure to serve a regular detention will result in a three hour after school detention.** Students who receive five (5) detentions a semester will receive a three hour after school detention.

After school detentions will be held once a week for three hours (3:20 p.m. to 6:20 p.m.). The times and locations of the detention will be published in the daily announcements.

During after school detentions students will only be allowed to talk with the supervisor's permission. Students will not be allowed to have any food, drink, etc. during the detention. Students will be allowed one three-minute restroom pass. Students

must be working during the entire detention.

Students in after school detention will not be allowed to participate in any activities after 3:10 p.m. Students who fail to report to their assigned after school detention or misbehave during the after school detention will have the following consequences:

- 1<sup>st</sup> offense: 3 day out of school suspension
- 2<sup>nd</sup> offense: 5 day out of school suspension

### **SMOKING**

Students will not smoke nor carry tobacco materials of any kind while on school grounds. This also applies when attending school functions at home or away. Suspensions will be issued to students for smoking in the following manner:

- 1<sup>st</sup> offense: 3 day out of school suspension
- 2<sup>nd</sup> offense: 5 day out of school suspension

### **Possession of tobacco products:**

- 1<sup>st</sup> offense: 3 hour detention
- 2<sup>nd</sup> offense: 3 day out of school suspension

*Continued violation may result in recommendation to the Board of Education for expulsion.*

### **DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES**

Violation of regulations concerning narcotics, (i.e., including marijuana, look-alike drugs, etc.) or alcohol will result in automatic suspension from school for a minimum of ten (10) school days. The appropriate police authorities - local, county and/or state - and/or fire marshal shall be notified where appropriate. A parent conference will be required prior to readmission to school. Further action may take the form of immediate recommendation for expulsion.

### **INVOLVEMENT IN GANGS OR GANG-RELATED ACTIVITIES**

Gangs and gang-related activities will not be tolerated in the Milledgeville School. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts. Gang-related activities shall be defined to include, but not be limited to, the following:

1. Wearing, possessing, displaying, using, distributing, or selling any clothing, color(s), jewelry, emblem, badge, or other item which is evidence of membership in or affiliation with any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (including gestures, hand shakes, etc) showing membership in or affiliation with any gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gang.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other disruptive activity, illegal act, or violation of school district policies.
  - d. Inciting other persons to act with physical violence upon any other person.

Students found in violation of this policy may be guilty of gross disobedience or misconduct, punishable by suspension and/or expulsion as outlined in Board Policies #715.04 an 715.05.

### **FIGHTING**

Any student who participates in fighting in school, on campus, on the bus, or in transit to or from school, will be automatically

subject to suspension.

### **DAMAGING OR DEFACING PROPERTY**

Any student who willfully, deliberately, or thoughtlessly damages or defaces school property will automatically assume the cost of all damages and be subject to suspension.

### **DISPLAYING AFFECTION**

Students will refrain from displays of affection while at school or school functions. Students will be asked to subside the inappropriate behavior. If the behavior continues disciplinary action will occur.

### **SKATEBOARDS**

Skateboards will not be allowed on school grounds.

### **SEXUAL HARASSMENT**

The School Board shall not tolerate sexual harassment of students and/or employees of the District.

Sexual harassment as defined in the Illinois Human Rights Act means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when ... "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."

When there is evidence of violation of this policy or violation of provisions of Title VII and/or Title IX as they apply to sex discrimination, the administration shall take appropriate action including warning and/or disciplinary action as warranted.

### **ELECTRONIC DEVICES**

Cell phones, mp3, cd players, ipods and other electronic devices must be kept off and out of sight during the school day (*\*note personal music device exception below*). *Students will be allowed to use cell phones during lunch period only! If at any time it is determined by the administration and staff that use of these devices has become disruptive to the learning environment or that students are abusing the privilege this provision will be eliminated immediately.*

*\*Use of personal music devices i.e. ipods, mp3 players, etc... may be allowed during study hall or class at the discretion of the classroom teacher.*

Note: Consequence for having a cell phone or electronic device on in the building *during times they are prohibited.*

1<sup>st</sup> time: Warning and held in office until end of day.

2<sup>nd</sup> time: Confiscated and held in office until parent picks it up. Twenty minute detention.

3<sup>rd</sup> time: Confiscated and held in office until parent picks it up. Three hour detention.

\*Beyond the 3<sup>rd</sup> offense more severe penalties will be assessed i.e.in-school suspension, suspension, etc....

### **DISRUPTIVE BEHAVIOR**

If a teacher finds it necessary to remove a student from class because of disruptive behavior, the student must report immediately to the principal. Both the student and the teacher will discuss the matter with the principal. The principal will then determine the disciplinary action to be taken.

*Teachers may establish and enforce additional classroom rules.*

***Students participating in or attending school-sponsored activities away from the school are still subject to and governed by the Milledgeville High School regulations.***

### **SUSPENSION AND EXPULSION**

Pupils shall be liable for suspension and expulsion upon reasonable demonstration of gross disobedience or misconduct on school premises, during school-sponsored activities, or while riding the school bus. Gross disobedience and misconduct shall be further defined, but not limited to, the following:

1. Arson
2. Threatened or actual assault or other form of violence
3. Burglary, robbery or theft
4. Extortion, blackmail or coercion by force or threat of force
5. Possession or use of explosives, firearms or other dangerous weapons
6. Damaging school property or private property which is lawfully on school premises
7. Trespassing
8. Use of tobacco products, including chewing tobacco
9. Sale, use, possession or being under the influence of alcoholic beverages or illegal drugs
10. Dress or appearance which presents a health or safety hazard or which materially and substantially disrupts the educational process
11. Slander, libel or obscenity in any oral, visual or written form
12. Interference with school personnel in the performance of their assigned and lawful duties
13. Refusal to comply with the reasonable and lawful instruction of school personnel
14. Lewd and immoral behavior
15. Truancy and excessive tardiness
16. Gambling
17. Retaliation against students who have reported offenses by students to school personnel
18. Gross disrespect, insubordination, or verbal abuse of school personnel or other students
19. Any tampering with the fire alarm, which is responsible for setting off a false fire alarm, or tampering with the fire extinguisher
20. Possession of stolen property
21. Any behavior, which directly or indirectly jeopardizes the health, safety, or welfare of students and school personnel.

Any student behavior, which is in violation of local, state, or federal law, will be referred to the proper authorities.

### **PARENT NOTIFICATION**

1. The parents of a suspended student will be notified by certified mail, preceded by a phone call.
2. The notice will state the reasons for and the duration of the suspension.
3. The notice will inform the parents of their right to attend the suspension review hearing.
4. A parent conference with the Principal may be required before a student may be readmitted to school.

The length of any suspension will be determined by the principal on the basis of the seriousness of the offense committed. Parents will be responsible for the student during the suspension.

A suspended student may not loiter or appear on school property or at any school-sponsored activity at home or away from the school until the time stipulated on the suspension notice for the student to return to school.

Students on suspension will receive zeros for all work missed while on suspension. Any student who receives a third suspension during any school year will have their record evaluated with regard to possible expulsion.

## **GENERAL INFORMATION**

### **CAFETERIA AND LUNCHTIME**

The school will offer its students a Type A lunch under the rules of the State of Illinois. All lunch tickets including single lunch, ala carte (extras), salads, ice cream and milk must be purchased in the main office. Students may no longer use cash for any purchases in the lunch line. Students who receive free or reduced lunches may only use the tickets they receive from the office. If a free or reduced student loses their lunch tickets they must purchase regular full priced tickets from the office. Free or reduced lunch tickets may not be given or sold to any other student! Students who eat lunch at school must eat in the cafeteria. Food will not be taken out of the cafeteria. Students are expected to exhibit proper manners and are to pick up their eating area, return their trays, etc., after eating.

After eating students are allowed to go to the following places: library, cafeteria, gym, outside or a supervised teacher's classroom. **Students will not be allowed in the hallway without permission.**

Students are not allowed in or around the cars in the parking lot during the lunch period.

### **HOMEROOM**

Homeroom will begin at the end of the first period and will be signaled by the reading of the daily announcements.

#### **No Candy, Gum, or Drink Allowed**

No food or drink will be allowed outside of the cafeteria. Candy and gum are also prohibited and will be confiscated. Repeat offenders will receive additional disciplinary action and their parents will be contacted. Water bottles will be allowed only during hot weather (90+) otherwise they are prohibited. Students with established medical conditions and a doctor's note will be allowed to carry a water bottle on a temporary basis.

### **RESOURCE ROOM**

The Resource Room is a room to which a student may be referred after special testing for individual remedial instruction in academic areas. The program is designed to be of assistance to students who are experiencing problems with learning in the regular classroom setting. Emphasis is placed on teaching the specific skills that the student needs. The teacher will provide, on an individual basis, a variety of methods and materials in helping the student solve or overcome the learning problem. It is the goal of this program to provide for those students having difficulties with class work, a more rewarding and positive school experience.

### **LIBRARY**

The library is available to students for research, reading, and studying.

1. Students must replace magazines, newspapers, and other materials after using them and push chairs under the proper tables when leaving the library.
2. No materials of any kind will be removed from the library without first checking them out, or receiving permission from the librarian.
3. Materials that are returned to the library should be given to the librarian, and not placed back on the shelf.
4. Students will be assessed a fee for lost or damaged library materials.
5. No one will be allowed to sit on ventilators, shelves, or desks, put feet on chairs, etc.
6. Students are to be quiet, orderly, and are not to eat or drink in the library.
7. Games are not to be played on any computer in the library.

## **GUIDANCE SERVICES**

High school can be a challenging time for both students and parents. There are many successes as well as struggles. The guidance program is an excellent resource for planning and support during this time of growth and learning.

The goal of the guidance program is to foster the development of and provide support to every student in the areas of academics, college and career planning, and personal and social growth. This broad spectrum of services enables students to have the maximum opportunity for personal and professional success not only in high school but also in their future beyond.

Although the guidance counselor is available to provide suggestions and support, it is the ultimate responsibility of the student and their family to have a successful high school career. Parents are encouraged to be a part this accomplishment.

The guidance counselor has an “open door” policy to all students; however, the main goal of school is, of course, to learn. All students are encouraged to make appointments in advance either before or after school or as pre-approved by their teacher. Individual appointments are not available during activity period and lunch except in case of emergency. The counselor is available at these times for general discussion.

Additional services provided by the guidance counselor are college visits, financial aid and scholarship information, career guidance, and course selection. Please remember that the counselor is also available for emotional, interpersonal, and social guidance – successes as well as struggles.

Confidentiality is an integral part of the guidance program. Students as well as parents should feel safe in discussing personal issues with the counselor. The counselor’s main job is as student advocate, and that means that students need to trust and feel secure in the guidance office. Following is a statement of confidentiality and its limitations as stated by the Code of Ethics of the American School Counselor Association:

## **INFORMED CONSENT FOR COUNSELING-ETHICAL PROCEDURES**

### **Confidentiality of Counseling Sessions**

All information about students is held in strictest professional confidence unless released at the request of the student or court ordered to another qualified professional. Such release of information is made only after a statement signed by the student has been placed on file with the counseling program. The release details the nature of information to be communicated and specifies to whom such information is to be communicated. Additionally, there are two important exceptions to confidentiality:

If a student threatens harm or death to themselves or another person, counselors are legally, ethically and morally required to take action to protect the safety of the threatened person.

If abuse or neglect of a child, aged person or disabled person is known or suspected, counselors are required by law to report that concern to The Department of Children and Family Services (DCFS).

If you have any questions about the confidentiality of the sessions, please ask your counselor.

## **HEALTH EXAMINATIONS AND INOCULATIONS**

All health requirements set by the State of Illinois for kindergarten, fifth and ninth grade pupils must be met by the first day of school, or the student will not be allowed to attend. Any child not meeting these requirements by this date may be reinstated by the administration upon the receipt of evidence of the completion of all requirements or upon notification of the day, time, physician or dentist, and location of an appointment for the completion of all requirements.

## **MEDICAL SERVICES**

If it is necessary for a student to receive prescription or non-prescription medication during school hours, the following information must be sent by the physician with the medication:  
student's name and birth date

physician's name, signature and phone number  
name of medication, including dosage, route of administration, frequency and time of administration  
beginning and ending dates of prescription/order  
diagnosis requiring medication and intended effect  
other medications the student is receiving  
time interval for re-evaluation

The medication, whether prescription or non-prescription, must be brought to the school in the original package. Medication must be left in the school office. No medication is to be kept in a student's possession or locker. In addition to the physician's written order, the school must receive a written request, signed by the parent/guardian, that the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency.

In the event of illness or accident, school personnel will give emergency care only. Parents will be contacted immediately and are responsible for any additional care needed.

### **ILLNESS**

Any student who becomes ill while at school should go to the office immediately. School office personnel will contact the parent by phone before the student is allowed to leave school. A cot is available for student use when it is unnecessary or impossible for the student to go home.

### **ACCIDENTS**

Any accident in the school building, on the school grounds, or at any school-sponsored activity, must be reported immediately to the person in charge or to the school office.

Proper medical referrals will be made when necessary.

It is the responsibility of the students and parent to fill out "emergency cards" each year and to keep them up to date. Student insurance claims must be filed within 90 days.

### **DRESS**

While there is no formal dress code, students are expected to be clean and neat and to wear clothes and shoes that are not distracting. The following items will not be allowed.

1. Hats, scarves, sweatbands, sunglasses, and any other headgear should be taken off at the door and not worn inside the school building.
2. Clothing that displays messages that promote the use of alcohol, tobacco, drugs, or sexually explicit messages are prohibited.
3. Midriffs, backs, and shoulders should be covered. Shirts without sleeves should have straps at least two inches wide. Shirts should be able to be made to touch the pants.
4. Shorts, skirts, and dresses should be of the appropriate length. *Note-the bottom of shorts should be at least fingertip length when standing with your hands at your sides!*
5. Pants should be worn at waist, no sagging.
6. Mesh shirts should not be worn.
7. No distracting chains or billfold chains will be worn.
8. No clothing that exposes undergarments of any kind.
9. No tank tops or see through shirts or shirts with open sides.
10. No shirts or pants with large holes in them.

Students will be allowed to correct their dress before being sent home. Continuous violations could result in harsher consequences.

Wearing shoes in school is required by State Law.

### **BACKPACKS**

Students will not be allowed to carry backpacks between class periods. They should be left in lockers during school hours.

### **STUDENT LOCKERS**

A student's school locker and lock are the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. As such, they are provided for student use and are not to be considered private property. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. Lockers may be searched by school officials at any time.

Care or maintenance of your locker or lock is the responsibility of the user. If a locker or lock is damaged, it is the responsibility of the user to pay for the damages.

Keep your lockers locked at all times to prevent damage to locks or lockers.

### **VISITORS**

Students who wish to bring a visitor to school must make 24 hour advance arrangements in the office. Visiting by students of other schools is not encouraged. Persons who are not associated with the school are not allowed to visit students or staff or to be in the halls except to go to the school office. No visitors are allowed during exam weeks. All visitors will report to the office and receive a visitor badge. They will return the badge and sign out before leaving the school.

### **ASSEMBLIES**

From time to time during the school year, assemblies will be held. These assemblies may be of a serious nature or they may be mainly for entertainment. Regardless of the type of program, courtesy demands that all students be respectful. Attendance at all assemblies is required unless otherwise notified by the office.

### **BUS TRANSPORTATION**

School bus transportation is provided for students who live more than 1 1/2 miles from school, and to those students living within the 1 1/2 mile limit when safety conditions dictate. Buses are also used in transporting teams and groups to various activities.

Safety dictates that students obey the following rules, as well as all rules established by the bus driver.

1. Bus students are permitted to converse quietly with persons sitting near them.
2. All students must be seated and are not permitted to change seats when the bus is in motion or annoy other riders on the bus.
3. Students must not, under any circumstances, put their head or arms out of the windows and windows must not be lowered below the mark shown on the bus. This is a state regulation.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
5. In the case of a road emergency, remain in the bus until instructions are given by the driver.
6. The use of profane or abusive language will not be tolerated on the bus.
7. Smoking or striking matches is not permitted on the bus.
8. Drivers are not permitted, except by proper authorization by a school official, to stop at places other than the regular bus stop.
9. Do not push or crowd when loading or unloading. Be courteous to fellow passengers, allowing front row students to disembark first.
10. Unload only by the front door. Rear door is for emergency only.

11. The throwing of any articles on the bus or out of the windows will not be tolerated.

All students going on the bus to school-sponsored activities must return on the same bus. If a student wants to return home with his/her parents, one of the parents must either see the person in charge and ask permission or send a signed note of approval to the bus driver prior to departure from the school.

If any student is reported by the bus driver for misconduct, that student may be suspended from riding the bus to or from school until the matter has been resolved.

### **STUDENT PARKING AND DRIVING**

Students driving cars are required to park their cars in the Park District property parking lot immediately upon arrival at school. Students may not sit in their cars or loiter in the parking lot. Students will not be allowed in the parking lot until the end of the school day. Cars are not to be moved from the designated areas until the student's classes are completed for the day, unless special permission is obtained from the office.

Students should not park illegally. This includes but is not limited to parking in a no parking zone, double parking and parking in the faculty lot. Vehicles found to be parked illegally will have a warning sticker placed on the window and will be moved by the student to a legal parking space. If the problem persists, the car could be towed and/or parking privileges could be revoked.

Anyone driving recklessly on school grounds, or on the way to or from school, may be denied parking privileges on the school grounds.

Drivers and passengers riding in cars in violation of these regulations will be held equally responsible.

### **GOOD STUDENT INSURANCE DISCOUNTS**

Some insurance companies allow discounts of 15-25% on auto insurance for students who have maintained a B average in their course work. Students should contact their agent for the proper forms.

### **WORK PERMITS**

A student must have a work permit for any regular after-school job if he or she is between the ages of 14 and 16. Your employer must request this work permit. Permits must be handled through the principal's office.

### **WORK RELEASE**

Upon approval of the principal, seniors may be released from school during a portion of the day to work at part-time jobs. Among the criteria for approval are:

1. Must be enrolled in 5 academic classes plus P.E.
2. Must be achieving a passing grade in all classes and in good credit standing.
3. Must have a parent permit signed and on file, stating the reason and time for the work release.
4. Parent must assume all responsibility for the student.

### **SCHOOL CLOSINGS**

When snowstorms, bad roads, or other emergencies make it necessary to close school for a day or more, students and parents will be notified via radio as soon as a decision has been reached to close school. Hopefully, this decision will be made no later than 6:30AM. The following radio stations will be given this information:

WSDR.....	Sterling .....	1240 AM
WSSQ.....	Sterling .....	94.3 FM
WFRL .....	Freeport .....	1570 AM or 98.5 FM
WCCI.....	Savanna .....	100.3 FM
KROS.....	Clinton.....	1340 AM
KCLN.....	Clinton.....	97.7 FM
KLNT.....	Clinton.....	1390 AM
WLLT .....	Dixon.....	107.7 FM
WFPS .....	Freeport .....	92. FM
KWQC TV .....	Davenport .....	Channel 6

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will also be broadcast over the same stations. Regardless of the official action to close or not to close, students and parents are urged always to use discretion in deciding whether or not to travel to school.

**DISASTER PROCEDURES**

When the disaster alarm, which is announced over the intercom, is sounded, students will move to the following areas immediately, and sit on the floor, back to the wall, in a bent position, with their knees and arms protecting their heads.

An announcement will be made over the intercom when students may safely return to the classrooms.

**DESIGNATED AREAS**

<u>Grade</u>	<u>Assigned Area</u>
9 <sup>th</sup>	North wall across from Room 111 and West wall of Art hallway
10 <sup>th</sup>	East wall of Art hallway
11 <sup>th</sup>	Inside Band Room
12 <sup>th</sup>	Inside Band Room

*Windows, doors, window shades and lights are to be left as they are.*

**FIRE PROCEDURES**

When the fire alarm is sounded, students should walk quickly and quietly to a distance of at least 75 feet from the building.

Students will be notified by school personnel when it is safe to return to the building.

Fire Exit Routes

<u>Room</u>	<u>Exit</u>
305 Science .....	Southwest Front Exit
304 Special Education.....	Southwest Front Exit
303 Science .....	Southwest Front Exit
302 Science Lab .....	Southeast Front Exit
301 Special Education .....	Southeast Front Exit
Library.....	Southeast Front Exit
211 Business .....	Southeast Front Exit
212 Computers .....	Southwest Front Exit
215 Math .....	Southwest Front Exit
216 Math .....	Southwest Front Exit
217 FACS .....	Southwest Front Exit
Library Conference Room .....	Southwest Front Exit

Guidance Office .....	Southwest Front Exit
Main Office .....	North Rear Exit
209 Social Studies .....	South Main Exit
208 Social Studies .....	South Main Exit
207 English .....	South Main Exit
205 English .....	South Main Exit
204 Spanish .....	South Main Entrance
Chorus Room .....	South Main Exit
Band Room .....	South Main Exit
Art Room .....	Northeast Side Exit
Girls PE Locker Room .....	North Rear Exit
Industrial Arts .....	Southwest Front Exit
Cafeteria .....	Southwest Front Exit
Boys PE Locker Room .....	Northwest Rear Exit
Teachers Lounge .....	South Main Exit
Gym.....	North Rear Exit (Girls)
Gym.....	Northwest Side Exit (Boys)

All doors and windows are to be closed and lights turned off.

**ASBESTOS**

The Chadwick-Milledgeville CUSD #399 conducts surveillance inspections for asbestos containing materials every six months. You are hereby notified that major asbestos abatement projects were completed at the Milledgeville School during the summer of 1990, and at the Chadwick School in the summer of 1993. All friable asbestos was removed under the direction of C & W Bradley, P.C., of Rockford. Only some very minor amounts of non-friable asbestos containing materials, i.e., floor tile and ceiling tile, remain in the structures.

The Asbestos Management Plans and Inspection Reports may be examined at the individual school offices and at the Superintendent's office. Questions regarding any asbestos concerns may be answered by contacting the Superintendent at (815) 225-7141.

**TECHNOLOGY USE POLICY**

**ACCESS TO TECHNOLOGY – Including Networked Computers and the Internet**

The School Board's goal is to include technology in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members, administrative staff and support staff members shall be considered as teacher with regard to this policy. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

**CURRICULUM**

The use of technology shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The technology shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may use technology, including the Internet, throughout the

curriculum. The Internet is part of the curriculum and is not a public forum for general use.

### **ACCEPTABLE USE**

All use of the District's connection to technology, including the Internet, must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's *Authorization for Technology Access* contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

### **AUTHORIZATION FOR TECHNOLOGY ACCESS**

Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use of technology, including networked computers and the Internet.

The failure of any student to follow the terms of the *Authorization for Technology Access* or this policy will result in the loss of privileges, disciplinary action, and or appropriate legal action.

All use of technology shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users, however, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Technology Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is/are legally binding and indicate(s) the party who signed has read the terms and conditions carefully and understands their significance.

### **TERMS AND CONDITIONS**

Acceptable Use – access to the District's technology must be for the purpose of education or research and be consistent with educational objectives of the district. The District's educational objectives do not include student use of the technology to send or receive personal electronic mail.

Privileges – The use of the District's Technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

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

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- Unauthorized downloading of software, regardless of whether it is copyrighted or virus free;
- Downloading copyrighted material for personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette – You are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not become abusive in your message to others.

Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

Do not reveal the personal addresses or telephone numbers of students or colleagues.

Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail.

Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in any way that would disrupt its use by other users.

Consider all communications and information accessible via the network to be private property.

No Warranties – The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for fees, costs, or damages, including reasonable attorney fees incurred by the District, relating to, or arising out of, any breach of this *Authorization*.

Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Building Principal. Do not demonstrate the problems to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

## **CO-CURRICULAR ACTIVITIES**

### **INTERSCHOLASTIC ELIGIBILITY**

Participants in all interscholastic activities, including Cheerleaders, Pom Pon, and managers, are subject to the following policies regarding eligibility. Eligibility is determined by the Illinois High School Association and by Milledgeville High School.

To be eligible, participants must:

1. Be enrolled as full-time students.
2. Have passed at least 5 courses during the immediately preceding semester. (6 in 2004)
3. Be passing at least 5 courses during the current semester. The Principal will check each week with all teachers to be sure this requirement is met.
4. Have a current physical exam card on file before practicing or participating. "Current" refers to a physical exam not more than 1 calendar year old. Cards may be obtained from the school office.
5. Have adequate insurance coverage.
6. Return signed athletic code, medical consent, insurance waiver, and physical to the coach.
7. Be in attendance for a full day on the day of the event, unless prior consent is given by the principal.
8. Pay the student participation fee.

**EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

Participants in all extra-curricular activities which are not part of the requirements of a class are subject to the following policies regarding eligibility.

To be eligible, participants must:

Be enrolled as full-time students.

1. Have passed at least 5 courses during the immediately preceding semester. (6 in 2004)
2. Be passing at least 5 courses during the current semester. The Principal will check each week with all teachers to be sure this requirement is met.

Be in attendance for a full day on the day of the event, unless prior consent is given by the principal.

Habitual tardiness, truancy, or frequent absence on days following activities may result in ineligibility.

Drinking, smoking, or use/possession of illegal drugs may result in immediate suspension and/or dismissal from the activity.

Suspension from school, arrest, indictment, or conviction for illegal acts will result in temporary suspension from the activity.

Any serious penalties, suspension, or activity dismissal will not be issued until a conference is held with the Athletic/Activities Committee.

Any questions concerning eligibility for extra-curricular activities should be referred to the Principal.

**BOYS' ATHLETICS**

<b>Sport</b>	<b>Coach</b>
Baseball .....	TBD
Baseball Assistant Coach .....	TBD
Basketball, Varsity .....	Mr. Rahn
Basketball, Fr/So .....	Mr. Knutti
Football, Varsity .....	Mr. Wroble
Football, Assistant Varsity .....	Mr. Digmann
Football, Assistant, F/S .....	Mr. Hefty
Football, Assistant .....	Mr. Engelkens
Golf .....	Coop with Eastland
Track .....	Mr. VanLangen
Track, Assistant .....	Mr. Wroble

**GIRLS' ATHLETICS**

<b>Sport</b>	<b>Coach</b>
Basketball, Varsity .....	Mr. Nesemeier
Basketball, Fr/So .....	Mr. Kelly
Golf .....	Coop with Eastland
Softball .....	Sarah Spears
Softball, Assistant Varsity .....	TBD

Track .....	Mr. VanLangen
Track, Assistant .....	Mr. Wroble
Volleyball, Varsity .....	Mrs. Engelkens
Volleyball, F/S .....	Mrs. Parks

**ADDITIONAL EXTRACURRICULAR ACTIVITIES**

<b><u>CLUB OR ORGANIZATION</u></b>	<b><u>ADVISOR</u></b>
Academic Bowl Advisor .....	Mr. Stauffer
Cheerleaders .....	Ms. Fryer
Freshman Class .....	TBD
Future Farmers of America .....	Mrs. Feltmeyer
Jazz Band .....	Mr. Linboom
Jazz Choir .....	Mrs. Weber
Junior Class .....	Mr. Pasch
National Honor Society .....	Mr. Pasch
Pom Pon Squad .....	Mrs. Daw Tyne
Senior Class .....	Mrs. Jogerst
Sophomore Class .....	Mr. Knutti
Musical/Play .....	TBD
Student Council .....	Mrs. Jogerst
Weightlifting .....	Mr. Digmann
Yearbook .....	Mrs. Jogerst

**STUDENT/PARENT NOTIFICATION OF RIGHTS**

Milledgeville High School is in compliance with the following legislative directives.

**FEDERAL RIGHTS AND PRIVACY ACT**

1. Students/Parents have the right to:
  - a. Inspect and copy any information contained in either the permanent or temporary record.
  - b. Challenge the contents of either record.
  - c. Receive copies of either record.

Students or parents who wish to view their permanent/temporary records must contact the principal or guidance counselor to make the necessary arrangements.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

The following is public information unless the student/parent requests that it not be released:

- Student's name and address, grade level, birthdate, and birthplace.
- Parents' names and addresses.
- Record of school activities and athletics.
- Student's major field of study.
- Period of attendance.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of Chadwick-Milledgeville Community Unit School District #399 that equal opportunities in educational programs, extracurricular activities, employment practices and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap or age.

### **GRIEVANCE PROCEDURE**

Student and parent complaints should be directed to the following people until the complaint is resolved:

The faculty or staff member directly involved.

The Principal

The Superintendent

The Board of Education

## **SCHOOL SONGS**

### **Football**

Fight on for Milledgeville;  
We've got the team,  
We've got the will.  
Fight on for Milledgeville;  
You know our team  
Is never standing still.  
Fight on for Milledgeville;  
We've got to keep our honor high!  
So let's go! go! go!  
Across the field  
And let's win this game tonight! Hey!  
(repeat)

### **Basketball** (Tune: "Illinois Loyalty")

We're loyal to you Milledgeville,  
We're orange and black Milledgeville.  
We'll back you to stand  
Against the best in the land  
For we know you have sand, Milledgeville.

So break that defense, Milledgeville.  
We're backing you on, Milledgeville.  
Our team is a fame protector,  
On, boys, 'cause we expect a  
Victory for you, Milledgeville!

Bring out the dear old flag of orange and black  
Because our sons and daughters are fighting for you  
Amid the old and giants,  
Racing reliance, shouting defiance,  
OSKEEWAHWAH!

Amid the broad green plains that nourished our land,  
For honest labor and for learning we stand;  
And unto thee we pledge our hearts and hands  
For dear old high school Milledgeville!

## **SCHOOL COLORS**

**Orange and Black**

## **SCHOOL NICKNAME**

**Missiles**

**CHADWICK-MILLEDGEVILLE CUSD #399**  
**2010-2011 SCHOOL CALENDAR**

August	18	.....	Teachers Institute – NO SCHOOL
August	19	.....	First Day of School – 11:30 Dismissal. 1 <sup>st</sup> Day for WACC
August	20	.....	First Full Day of School. First Day for Lunch Program.
September	6	.....	Labor Day – NO SCHOOL, NO WACC
September	24	.....	11:30 a.m. Dismissal – School Improvement Teacher Meetings. No student lunches will be served.
October	11	.....	Columbus Day – SCHOOL <u>IS IN</u> SESSION, NO WACC
October	15	.....	End of 1 <sup>st</sup> Quarter
October	22	.....	Report Cards Issued
October	28	.....	11:30 a.m. Dismissal - School Improvement Teacher Parent/Teacher Conferences 4 – 8:00 p.m.
October	29	.....	NO SCHOOL, but WACC is in session. Parent/Teacher Conferences – 8:30 a.m. - Noon
November	11	.....	Veteran’s Day – NO SCHOOL, NO WACC
November	12	.....	Teachers Institute – NO SCHOOL
November	24-26	.....	NO SCHOOL - THANKSGIVING VACATION; NO WACC
November	29	.....	School Resumes, WACC Resumes
December	17-21	.....	Semester Exams for Grades 9-12
December	21	.....	End 1 <sup>st</sup> Semester
December	22	.....	Winter Break (Unless snow day used)
December	23-31	.....	WINTER BREAK (WACC Winter Break is Dec. 20-31)
January	3	.....	School & WACC Resume
January	7	.....	Report Cards Issued

January	14	.....	11:30 Dismissal – School Improvement Teacher Meetings No student lunches will be served.
January	17	.....	Martin Luther King Day – NO SCHOOL, NO WACC
February	18	.....	Teacher Institute – NO SCHOOL, NO WACC
February	21	.....	Presidents’ Day – NO SCHOOL, NO WACC
March	7	.....	Casmir Pulaski Day – SCHOOL <u>IS IN</u> SESSION (No WACC)
March	11	.....	11:30 Dismissal – School Improvement Teacher Meetings No student lunches will be served. End of 3 <sup>rd</sup> Quarter
March	18	.....	Report Cards Issued
March	28-Apr. 1	.....	WACC’s Spring Vacation
April	18-20	.....	Spring Vacation (Unless snow days are used) WACC in session
April	21-25	.....	NO SCHOOL Spring Vacation (WACC in session except 4-22)
April	26	.....	School Resumes, WACC Resumes
May	22	.....	Baccalaureate – 7:00 p.m.
May	20, 23, 24	.....	Semester Exams for Grades 9 – 11
May	24	.....	Last Day of School – 2:00 p.m. Dismissal for Teacher In-service
May	25	.....	Teacher Institute – NO SCHOOL
May	26-27	.....	Emergency Attendance Days if needed
May	26	.....	8 <sup>th</sup> Grade Graduation – 7:00 p.m.
May	27	.....	High School Graduation – 7:00 p.m.
May	30	.....	Memorial Day – NO SCHOOL