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*MILLEDGEVILLE  
HIGH SCHOOL*

*STUDENT  
HANDBOOK*

*2017-2018*

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## WELCOME TO THE HOME OF THE MILLEDGEVILLE MISSILES

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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,



Brian Maloy  
Principal  
Milledgeville High School

# CHADWICK-MILLEDGEVILLE COMMUNITY UNIT SCHOOL DISTRICT #399

## BOARD OF EDUCATION

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Mrs. Baylor-Schmidt, President  
Mr. Smith., Vice-President  
Mrs. Eubanks, Secretary

Mrs. Kappes                      Mr. Urish  
Mr. Wagenknecht              Mrs. Alexander

## ADMINISTRATION

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### SUPERINTENDENT AND CHADWICK JH/ELEMENTARY PRINCIPAL

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Mr. Schurman .....ext. 223 .....tschurman@dist399.net

### MILLEDGEVILLE HIGH SCHOOL AND ELEMENTARY PRINCIPAL

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Mr. Maloy .....ext. 224 .....bmaloy@dist399.net

### FACULTY

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TEACHER	POSITION	PHONE EXTENSION	EMAIL ADDRESS
Mrs. Erbsen	Agriculture	247	werbsen@dist399.net
Mrs. Jordan	Art	261	ajordan@dist399.net
Mr. Kelly	Physical Education/Health	231	tkelly@dist399.net
Mr. Scholl	Mathematics	241	sscholl@dist399.net
Mr. Nesemeier	Driver Education	262	jnesemeier@dist399.net
Mrs. Neumann	Instrumental Music	260	cneumann@dist399.net
Ms. Larson	English	236	llarson@dist399.net
Mrs. Moe	Social Studies	234	hmoe@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
Mrs. Deuth	English	233	edeuth@dist399.net
Mrs. Bontz	Guidance Counselor	238	sbontz@dist399.net
Mr. Stauffer	Science	266	mstauffer@dist399.net
Mrs. Schopf	Science	264	cschopf@dist399.net
Mr. VanLangen	Mathematics	240	dvanlangen@dist399.net
Mr. Mattison	Chorus	258	smattison@dist399.net
Mrs. Foley	Resource Room	243	sfoley@dist399.net
Mr. Wroble	Social Studies	235	jwroble@dist399.net

## STAFF

TEACHER	POSITION	PHONE EXTENSION	EMAIL ADDRESS
Mrs. Tarbill.....	Secretary .....	221.....	atarbill@dist399.net
Mrs. Carter.....	Nurse.....	226.....	scarter@dist399.net
Mrs. Pauley .....	Office Aide.....	223.....	tpauley@dist399.net
Mr. Geary.....	Custodian .....	267.....	none
Mrs. Ebersole .....	Cafeteria.....	246.....	none
Mrs. Ziduma.....	Cafeteria Manager .....	246.....	kziduma@dist399.net
Mr. Baldwin.....	Custodian .....	none.....	none
Mr. Hernandez.....	Technology Coordinator .....	239.....	ehernandez@dist399.net
Mrs. Leech .....	Cafeteria.....	246.....	none
Mrs. Meador.....	Cafeteria.....	246.....	none
Mrs. Pidde.....	Custodian .....	none.....	none

## CLASSROOM EXPECTATIONS

The following expectations apply to all students for each class at Milledgeville High School.

1. Bring laptop, textbook, notebook paper, pen or pencil, and other necessary materials to class. Coming to class unprepared may result in a tardy.
2. Be an active participant in the classroom by taking notes, listening well, and taking part in discussions.
3. When provided study time, use this time effectively and understand the assignment before leaving the class.

## DAILY SCHEDULE

We wish to remind parents and students that the school building is not open before 7:50 AM, at which time school employees will enable students to enter through the bus platform entrance. Students arriving after 8:15 AM, need to enter through the following locked 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 PM when there are not public activities taking place at the school.

<i>Period</i>	<i>Begin</i>		<i>End</i>	<i>Minutes</i>
HR	8:15		8:25	10
1st	8:25	-	9:13	48
2nd	9:16	-	10:04	48
3rd	10:07	-	10:54	47
4th	10:57	-	11:44	47
Lunch	11:44	-	12:14	30
5th	12:17	-	1:04	47
6th	1:07	-	1:54	47
7th	1:57	-	2:44	47
Advisory	2:47	-	3:10	23

# SCHOOL DISMISSAL AND BUS TRANSPORTATION TIMES

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## REGULAR ROUTE AND SHUTTLE BUS TIMES

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Regular route AM buses will drop off their students at either school at 7:45 AM and then shuttle to the other school, arriving at 8:00 AM

High School shuttle will leave at 3:15 PM, arriving at the other school at 3:30PM

**Regular school day dismissal** - students will be dismissed at 3:10 PM

**11:30 AM early dismissal** - students will be dismissed at 11:10 AM

**2:25 PM Early dismissal** - students will be dismissed at 2:05 PM

## CURRICULUM

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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

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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

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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

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The School Board determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the school district exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all courses as provided in the school code.
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education.
3. Complete all District course requirements. Each student shall successfully complete 26 academic credits, including the following specific credits:

<b>Subject</b>	<b>Credits</b>
ENGLISH	4
SCIENCE	3
MATHEMATICS	3
US HISTORY	1
SOCIAL SCIENCE**	1
PE	3 ½
HEALTH	½
FRESHMAN ACADEMY	½
DRIVER'S EDUCATION	½

GOVERNMENT	½
AMERICAN PROBLEMS	½
CONSUMER ED	½
ELECTIVES	7 ½
<hr/>	
TOTAL	<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

*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.*

4. Pass the US & Illinois Constitution Tests.
5. Take the Prairie State Achievement Examination, unless the student: (a) is exempt according to Illinois school code or (b) meets ISBE's requirements for seniors who did not take the PSAE as juniors and were unable to participate in the re-take.

## CLASS STANDING

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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. A student who achieves the credits necessary to promote to the next class standing at the end of first semester will be promoted.

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

## DISTANCE LEARNING/DUAL CREDIT

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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.
6. Students will be allowed to take up to 12 credit hours (4 courses) of dual credit, with emphasis this should take place during the senior year (August-May). The cost for these courses will be paid by the student.



## CREDIT RECOVERY/CORRESPONDENCE PROGRAMS

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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

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<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
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
Physical Education	Health	Physical Education	
Drivers Education or Social Science Elective	Physical Education Drivers Education or Social Science Elective		

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.

For a list of offered courses please consult the district curriculum guide.

## COLLEGE PREPARATORY STUDENTS

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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

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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. Students that do not adhere to the code of conduct may be removed from the organization.

## WHITESIDE AREA CAREER CENTER (WACC)

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Attendance at WACC is a privilege offered to students seeking specific vocational training. In order for students to be eligible to attend, the student:

1. Must not have failed any required subjects.
2. Must not be deficient more than one-half (1/2) credit.
3. Must not possess a previous history of suspension(s) or expulsion(s).
4. Must not have absences/tardy in excess of 10 days within the previous school year.
5. Must have junior or senior status.
6. Must meet all other prerequisites as determined by WACC for acceptance in a given area.
7. Must have the approval of parents, counselor, and principal.

\*\*Students who do not meet the requirements outlined above may be considered on an individual basis.

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

1. 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.
2. 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.
3. All students attending WACC shall use only the transportation provided by the district.
4. 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.
5. 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.
6. When sharing transportation with Eastland High School, MHS students are subject to the rules and guidelines outlined in Eastland's transportation policy.
7. 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**

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Students may apply for the teacher aide program by requesting an assignment from the high school office. Students' interests and abilities will be matched with teachers' needs within the framework of the student's existing class schedule. Students may be removed from the Teacher Aide Program for poor attendance/performance/academics.

## **DROPPING AND ADDING CLASSES**

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Students will have until the announced date to add/drop classes. Procedure for dropping or adding courses is as follows:

1. Obtain a schedule change authorization from the counselor.
2. Get appropriate teachers' signatures.
3. Obtain parent/guardian signature.
4. If approved, report to new classes the next day.
5. Students who fail to turn in add/drop sheets prior to the deadline may not be allowed to change classes.

## **WITHDRAWAL FROM SCHOOL**

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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. All textbooks should be turned into their respective teacher and all fines and damage charges paid before the student leaves school. Students planning to enroll in another school should leave written parental permission in the office to send their records to the new school.

## **INCOMPLETES**

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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**

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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 must take exams at the designated time for make-ups or will receive a grade of zero for the exam.

Second Semester seniors who have achieved a minimum of a 2.0 g.p.a for the semester, received no suspensions or Saturday Schools, and has no unexcused absences including tardy or excessive excused absences (as outline in truancy language), will be exempt from all second semester exams.

## **SEMESTER GRADE**

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A semester grade is calculated as follows:

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

## **CHEATING & PLAGIARISM**

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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.

Internet plagiarism is a serious offense. The high school subscribes to a plagiarism prevention tool called "turnitin.com." A teacher may upload/submit for evaluation any or all of a student's written work for his/her class. If plagiarism is detected, a student may be given a chance to revise written work on a rough draft or he/she may receive a zero for a final paper/project. Subsequent Internet plagiarism offenses will be referred to the Principal immediately and will be subject to discipline measure.

## **GRADING SYSTEM**

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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**

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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.

The following classes are weighted: Physics, Calculus, Honors English 4, and Spanish 4

## **HONOR ROLL**

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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 achieve a 4.0 g.p.a

### **HONORS**

In order to receive this honor, students must achieve a 3.5 g.p.a

### **HONORABLE MENTION**

In order to receive this honor, a student must achieve a 3.0 g.p.a

### **PERFECT ATTENDANCE HONOR ROLL**

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

## **VALEDICTORIAN-SALUTATORIAN AWARDS**

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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.

## **Rtl/ENRICHMENT GUIDELINES**

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Academic growth will be measured three times throughout the school year using the NWEA Measures for Academic Progress assessment program. Students who are found not to be achieving a standard level of growth will be referred for Response to Intervention (Rtl) services. These services will occur within a specialized format during the common instructional study hall scheduled for Advisory. If after receiving services a student displays sufficient academic growth, their status will be reevaluated by the Problem Solving Rtl Team and may be released from the program.

Students who are not identified as requiring Rtl services will be allowed to participate in ongoing enrichment opportunities during the Advisory instructional study hall.

## **ATTENDANCE**

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### **ATTENDANCE POLICY**

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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.

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 are absent without reason will be unexcused from school.**

## **ABSENCE PROCEDURES**

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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.**

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.

## **BACK TO SCHOOL GUIDELINES FOR COMMON CHILDHOOD ILLNESSES**

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- **CHICKEN POX:** Cases must be excluded from school for not less than five days after the eruption of the last vesicles (blisters) even if the case is very light or until all vesicles are dry in more severe cases.
- **PINK EYE:** May return to school 24 hours after treatment with proper antibiotics.
- **STREP THROAT:** May return to school 24 hours after the start of treatment with antibiotics.
- **FEVER:** May return when temperature has been normal for at least 24 hours without the use of fever reducing medications such as Tylenol.
- **VOMITING OR DIARRHEA:** May return when symptoms have been gone for 24 hours.
- **HEAD LICE:** May return after treatment with proper pediculicide shampoo. Proper washing and drying of all clothing, coats, hats and bedding are necessary. After treatment, students must be checked by the school nurse prior to returning to class. More information is available from the school nurse.
- **SCABIES:** May return 24 hours after the start of treatment.
- **IMPETIGO:** May return 24 hours after the child has been treated with proper medication.
- **OPEN WOUNDS:** All open wounds must be covered.
- **RASHES:** Undiagnosed rashes may require a physician's note.

## **EXCUSED ABSENCES**

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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 will 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/MAKEUP POLICY**

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

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)**

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***IT IS THE STUDENTS' RESPONSIBILITY TO OBTAIN ANY HOMEWORK THAT WILL BE MISSED DURING A PRE-ARRANGED 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.

Reasonable parental requests as determined by the principal.

Students are allowed 1 excused absence for the purpose of hunting. Students must provide the office with a copy of a hunting tag for the absence to be excused.

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 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**

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The following are examples of unexcused absences.

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

Any student that is **unexcused 1 time** will have a letter sent home informing the parents of the absences. After **2 unexcused absences**, the truancy officer will be notified. If a student has **3 unexcused absences**, the student's parents will be required to have a conference with the principal.

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

## **TRUANCY**

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Chadwick-Milledgeville CUSD #399 considers students truant after two (2) unexcused absences or any absences that exceed 5% of the school year. If a student reaches either the R.O.E will be notified and Truancy Protocol will be initiated.

### ***Carroll County Truancy Protocol***

Introduction: In the State of Illinois, minors between the ages of six (6) years and seventeen (17) years of age are subject to compulsory school attendance. Therefore, all children of these ages in the State of Illinois shall attend a public school within the district wherein the child resides the entire time that school is in regular session. (105 ILCS 5/26-1). There are three primary entities which are responsible for enforcing the compulsory education law and for addressing the issue of truancy in this State. Those three entities are 1) the individual school districts, 2) the Regional Office of Education, and 3) the Juvenile Court. The purpose of this

protocol is to ensure that each of those entities understands its responsibilities, as well as those of the other entities, in order to achieve the best possible outcomes in addressing truancy in Carroll County.

#### **PART A: SCHOOL DISTRICT RESPONSIBILITIES**

- A. School districts are mandated by statute to adopt policies consistent with rules developed by the State Board of Education to address the issue of truancy within their district (105 ILCS 5/26-13).
- B. School officers and teachers must assist the truancy officer or truancy specialist in gathering information regarding the student and his/her attendance. (105 ILCS 5/26-9).
- C. Definitions of: a) "truant" - a child subject to compulsory school attendance who is absent without valid cause; b) "valid cause" for absence-illness, observance of religious holiday, death of immediate family member, family emergency, and other such situations beyond the control of the student or family as determined by the Board of Education or such other circumstances
- D. related to the safety or health of the child; c) "chronic or habitual truant" - a child subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days; d) "truant minor" - a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been offered and refused, (105 ILCS 5/26-2a).
- E. The school district is responsible for making a good faith effort to notify the parent/custodian of a student who is absent without valid cause. (105 ILCS 5/26-3b).
- F. A report of non-attendance shall also go to the Regional Superintendent of Schools who shall notify the truant officer or truancy specialist of the situation.
- G. No punitive action, including out of school suspensions, expulsions, or court action, shall be taken against chronic truants unless available supportive services such as tutoring, counseling, testing for special education, a referral to the TAP program, or other remedial resources have been provided to the student.

#### **PART B: REGIONAL OFFICE OF EDUCATION/TRUANCY OFFICER RESPONSIBILITIES**

After notice given to the truancy officer or truancy specialist by the Regional Superintendent, the truancy officer or truancy specialist shall begin an investigation into all truancy or non-attendance cases. (105 ILCS 5/26-5)

- A. At two (2) unexcused absences, the truancy officer or truancy specialist shall begin the intervention process with the student and family.
- B. If the intervention is unsuccessful, at three (3) unexcused absences, the student and family shall be given the Notice of non-compliance. Said notice shall state the following:
  - 1. The date that attendance at school must commence; and
  - 2. That said attendance must be continuous in the school district during the remainder of the school year. The teacher or principal of said child shall be notified that the statutory notice has been given and shall advise the truancy officer or truancy specialist of non-compliance. (105 ILCS 5/26-7).
- C. After the notice outlined in paragraph 3 above has been given, the Regional Superintendent of Schools or his/her designee shall determine compliance with said notice. If three (3) compliance notices have been given and the parent/custodian has knowingly and willfully allowed the truant behavior to continue, the Regional Superintendent of Schools or his/her designee shall conduct a truancy hearing. (105 ILCS 5/26-8). However, if one such Notice has been given to the parent of a child who is 11 years old or younger and the child has one more unexcused absence after the Notice has been served upon the parent, the ROE shall notify the State's Attorney's Office and provide documentation of having served the Notice upon the parent and of the child's unexcused absences. The State will consider filing a complaint against the parent of the child (or person having control of the child) for Permitting a Child to be Truant, in violation of 105 ILCS 5/26-10, which is a Class C misdemeanor. Initial sanctions should be geared toward gaining the parent's compliance, which could include placing the

parent on conditional discharge and requiring the parent to report in to the attendance office with the child at the beginning of each school day.

- D. If, as a result of said hearing, the Regional Superintendent of Schools or his/her designee determines that the minor is truant, he or she shall, if the student is age appropriate, require the student to perform 20 to 40 hours of community service hours over a ninety (90) day period. If the truant behavior persists after the imposition of community service, the Regional Superintendent of Schools or his/her designee shall a) make complaint against the persons having custody or control to the State's Attorney where such person resides or b) conduct truancy mediation and encourage the student to enroll in a graduation incentives program (105 ILCS 5/26-16) and or other district support services, such as credit recovery, and counseling services through a comprehensive community based youth service agency. In the event that the truant behavior has continued after the notice outlined in paragraph 3 above and the child is beyond the control of the parents, guardians, or custodians, a truancy petition shall be filed (105 ILCS 5/26-8.)
- E. In the case of a minor who is on probation, the Probation Department shall be immediately notified of all unexcused absences and the Probation Department, in conjunction with the State's Attorney's Office, shall decide on a case-by-case basis whether a petition alleging violation of probation shall be filed with the Court.

### **PART C: JUVENILE COURT RESPONSIBILITIES**

- A. After the school district and Regional Superintendent have exhausted all statutory requirements and possible remedies, a petition shall be filed in Juvenile Court by the State's Attorney. If the minor child who is subject of the petition is under the age of 13 years, a petition alleging educational neglect shall be filed. If the minor child is 13 years of age and older, a truancy petition shall be filed. In either case, said petition shall provide the following information:
1. the names and addresses of parents, guardians or custodians of the student;
  2. the dates of the truant behavior;
  3. the dates and nature of contacts or conferences with the student and the parents, guardians of custodians of the student;
  4. the nature of the proffered supportive services;
  5. the alternative programs and other school resources that the district provided to the student in an effort to correct the truant behavior (105 ILCS 26-8a).
- B. Adjudicatory hearing must be held within ten (10) days and a finding must be acted upon within thirty (30) days. (105 ILCS 5/26-8b).
- C. Possible dispositions upon a finding of either educational neglect or truant minor in need of supervision include but are not limited to the following:
1. the minor may be committed to the Regional Superintendent for a multidisciplinary case staffing, individualized educational plan or service plan, or referred to a comprehensive community-based youth services;
  2. the minor may be required to comply with an individualized educational plan or service plan as specifically provided by the appropriate Regional superintendent;
  3. the minor may be ordered to obtain counseling or other supportive services;
  4. if the Court makes an express written finding that a truancy prevention program previously has been offered to the minor, he/she may be fined in an amount in excess of \$5.00 but not more than \$100.00 per day for each day of an unexcused school absence, required to perform some reasonable public service work such as picking up litter or maintenance of a public facility, and/or subject to having his or her driver's license or driving privileges suspended up to age 18. (705 ILCS 405/3-33b).
- D. In the event that the parent, guardian or custodian of the minor has been non-compliant, and he/she has been given notice of the State's intent to pursue sanctions, and the Court finds that the parent, guardian custodian has knowingly and willfully



permitted the child to persist in his/her truancy within the school year, he/she shall be guilty of a Class C misdemeanor and shall be subject to not more than thirty (30) days imprisonment and/or fine of up to \$500.00. (105 ILCS 5/27-10).

- E. Any person who is found to have induced or attempted to induce a child to be absent from school unlawfully, or to knowingly employ or harbor, while school is in session, any child unlawfully absent from school for three (3) consecutive days is guilty of a Class C misdemeanor. (105 ILCS 5/26-11)

## PE EXCUSES

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If a student is to be excused from PE, the student must bring a note signed by the parent, stating the reason and date.

A note from the parent will excuse the student from PE for **1 day only**.

If a student must be excused from PE for more than 1 day at a time, a note, signed by the doctor, may be required.

Students who are excused from PE for an extended period of time may be required to complete written work in place of physical participation.

PE participation is expected and required. Students choosing not to participate in daily activities will receive a zero for the day. After 3 are accumulated the student will receive a detention for each additional day of non- participation.

A student may opt out of PE if they are participating in a sport if they are a Junior or Senior, have met the graduation requirement, or if they have an academic conflict which cannot be remedied. An academic class must be substituted for the PE class.

## SKIPPING CLASS

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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

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Students will be allowed two (2) unexcused tardy without penalty. The third unexcused tardy will result in a detention.

Once a student has received a detention for the 3<sup>rd</sup> unexcused tardy, the following rules will apply:

4<sup>th</sup> unexcused tardy – detention

5<sup>th</sup> unexcused tardy – 1-hour detentions

6<sup>th</sup> unexcused tardy – Saturday Detention

7<sup>th</sup> unexcused tardy and beyond may result in further disciplinary action

\*\*Discipline tiers accumulate on a semester basis.

## SIGN-OUT PROCEDURE

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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.

## STUDENT CONDUCT

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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.

It is recognized that not all disciplinary problems and situations can be identified in the “general” guidelines. The administration reserves the right to act appropriately at its discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures or overrule or suspend the guidelines due to an unusual or unique set of circumstances. Any such “change” or “ruling” by the administrator is not deemed to be policy or precedent setting.

\*\*The commission of, or participation in, criminal acts can result in report to, or involvement of, law enforcement or other outside authorities.

Certified personnel have the right to use sufficient force to prevent personal violence, injury and/or property damage.

All disciplinary policies shall be in force at all school activities, home and away. Students participating in or attending school-sponsored activities away from the school are still subject to and governed by the Milledgeville High School regulations. Students may be disciplined for off-campus conduct if the student behavior is reasonably connected to school interests.

## **DISRUPTIVE BEHAVIOR**

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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.

## **DISCIPLINE STEPS**

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### **Step One - Teacher Conference**

Teacher contact and conference with the student will be used as the first step in changing behavior. If the problem is deemed serious, a teacher should issue an immediate detention and/or immediate principal referral. If the problem continues, a teacher initiated parent contact should be made. These conferences should be conducted outside class time whenever possible.

### **Step Two – After School Detention**

If the problem continues without a change in behavior, the student will be given a detention. The teacher assigning the detention will be responsible for following up on the serving of the detention. If a student is removed from class by the teacher and sent to the office, the student will automatically receive a detention to be served with the teacher.

### **Step Three - Principal Referral**

If the problem continues or the detention is not served, the student will be referred to the principal. At that time the principal will determine the appropriate action.

## **AFTER SCHOOL DETENTION**

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After school detentions will be held each Thursday for up to one hour (3:15 PM to 4:15 PM). 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 PM. 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: Saturday School

2<sup>nd</sup> offense: 1 Day Out of School Suspension (OSS)

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

## **SATURDAY SCHOOL**

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A Saturday School is a discipline consequence that will be issued to a student for gross disobedience or repeated violation of school rules. A Saturday School is scheduled with the building principal and will take place from 8:00 a.m to 11:00 a.m. on a scheduled Saturday.

## **SUSPENSION**

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A temporary termination of enrollment until stipulated conditions are met. The responsibility for suspending a student shall reside with the administration.

The Milledgeville Board of Education does hereby authorize the superintendent of the district and the building principals in charge of student affairs to suspend pupils guilty of gross disobedience or misconduct. Such suspensions shall not exceed ten days and shall be reported immediately to the parents or guardians of such pupil along with a full statement of the reasons for such suspensions and a notice of their right to review, a copy of which shall be given to the school board by sending notice to the board president.

Parents will be responsible for the student during the suspension. A student is not to be on school grounds or attend any school activity on school grounds during an out-of-school suspension. 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.

Procedure - The following procedures or guidelines shall govern school suspension:

#### Suspensions of 1-3 Days

- In the written suspension decision, the school must explain (1) the specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension.
- Suspensions of three days or less may only be used if the student's presence poses a threat to school safety OR a disruption to other students' learning opportunities.
- Students must be provided an opportunity to make up any missed work for equivalent academic credit.

#### Suspensions for 4 Days

- In the written suspension decision, the school must (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions.
- Schools may only use suspensions of 4 days if other appropriate and available behavioral and disciplinary interventions have been exhausted AND the student's presence in the school (1) poses a threat to the safety of other students, staff, or the school community, OR (2) substantially disrupts the operation of the school.
- Students must be provided an opportunity to make up any missed work for equivalent academic credit.

#### Suspensions of 5-10 Days

- In the written suspension decision, the school must (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions; and (4) document whether appropriate and available support services are to be provided or whether it was determined that there are no appropriate and available services for the student.
- Schools may only use suspensions of 5-10 days if other appropriate and available behavioral and disciplinary interventions have been exhausted AND the student's presence in the school (1) poses a threat to the safety of other students, staff, or the school community, OR (2) substantially disrupts the operation of the school.
- Students who are suspended must be provided with appropriate and available support services during their suspensions.
- Students must be provided an opportunity to make up any missed work for equivalent academic credit. Expulsions

The following, but not limited to, may be grounds for suspension of a student:

#### Defiance of authority or not observing school rules and regulations

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 and/or drug paraphernalia
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. Continued and repeated tardiness
18. Retaliation against students who have reported offenses by students to school personnel

19. Gross disrespect, insubordination, or verbal abuse of school personnel or other students
20. Any tampering with the fire alarm, which is responsible for setting off a false fire alarm, or tampering with the fire extinguisher
21. Possession of stolen property
22. Any behavior, which directly or indirectly jeopardizes the health, safety, or welfare of students and school personnel.

## **RE-ADMISSION AFTER SUSPENSION**

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The purpose of the re-admission policy is to help students understand the poor choice they made, factors that led to it, and how they can handle the situation differently in the future. Upon the completion of the following activities, the student will reintegrate with their classmates.

### Procedure:

1. On the date the student returns to school from a suspension they will meet with the building principal or their designee. All efforts will be made for this to occur prior to school beginning on the day the suspension ends.
2. The meeting with the building principal or designee will consist of a discussion around three areas:
  - a. The completion and explanation of expectations of a discipline contract signed by the student and principal or their designee.
  - b. A student completed reflection sheet.
  - c. Discussion of grades and facilitate a schedule for completion of assessments missed due to suspension.
3. Student will meet with the school counselor to discuss reintegration to class and any applicable coping skills, resources, or supports needed to make the reintegration successful.

## **EXPULSION**

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The Milledgeville Board of Education has the authority to expel students following expulsion procedures. The following reasons for expulsion of a student include, but are not limited:

1. Truancy
2. Defiance of school rules and regulations after having been warned or conferences between student, teachers, parents, administrators, guidance counselor, and service personnel
3. Immoral conduct or illegal activity on the school campus
4. Defiance or disobedience to school personnel
5. Extortion or intimidation of other students
6. Physical attack on any school employee
7. Continued acts of conduct which effect the welfare and/or protection of the student or staff subsequent to the student being warned about his course of conduct
8. Weapons (a student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonable be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years.
9. Sale or delivery of illegal drugs.

### Expulsions

- In the written expulsion decision, school boards must: (1) detail the specific reasons why removing the student from the school is in the school district's best interest; (2) provide a rationale with respect to the specific duration of time for the expulsion; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions.
- Schools may expel a student only if other appropriate and available behavioral and disciplinary interventions have been exhausted AND the student's presence in the school (1) poses a threat to the safety of other students, staff, or the school community; OR (2) substantially disrupts the operation of the school.
- A school may refer expelled students to appropriate and available support services during the time the student is expelled.

## **DUE PROCESS**

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In accordance with the School Code, Section 10.22.6, a written notice of out-of-school suspension, in-school suspension, and/or recommendation for expulsion shall be sent to the parent, guardian, or student. This notice shall include information explaining the right to appeal a decision and the right to a due process hearing.

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

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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, handshakes, 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:
4. Soliciting others for membership in any gang.
5. Requesting any person to pay protection or otherwise intimidating or threatening any person.
6. Committing any other disruptive activity, illegal act, or violation of school district policies.
7. 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 and 715.05.

### **BULLYING, INTIMIDATION AND HARRASSMENT**

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Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Bullying is an act of repeated aggressive behavior in order to intentionally hurt another person, physically or mentally, and preventing students from engaging in these disruptive behaviors is an important District goal. Bullying, harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status is prohibited.

The following, but not limited to, may be examples of prohibited behaviors:

1. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.
2. Use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
3. Accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
4. Creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Once such incidents are brought to the attention of the administration, the following shall occur:

1. Conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct.
2. Providing each student who violates one or more of these policies with appropriate consequences and remedial action
3. Protecting students against retaliation for reporting such conduct.

Effective January 1, **2014**, the General Assembly passed Public Act 98-129, prohibiting school officials from demanding a student's social network password, unless school officials have reasonable cause to believe the student's social network site contains a violation of a school rule or policy.

### **SEXUAL HARASSMENT**

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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**

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Cell phones, mp3, cd players, iPods and other electronic devices must be kept off and out of sight during the school day. Only school-sanctioned devices may be used during the school day. 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.

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

**1<sup>st</sup> time:** Confiscated by staff and held in office until end of day.

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

**3<sup>rd</sup> time:** Confiscated by staff 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....

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## GENERAL INFORMATION

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### CAFETERIA AND LUNCHTIME

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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 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.

No student will be allowed to leave school during lunch without permission from the office. Milledgeville High School has 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 SUPERVISED PLACES: LIBRARY, CAFETERIA, GYM, OUTSIDE OR A SUPERVISED TEACHER'S CLASSROOM.

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

### STUDENT EMAIL

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With the 1:1 Laptop Initiative, it is imperative that students check their school email several times a day. This will be the primary tool used for communication between teachers, students and administration.

Students should follow school policy and use appropriate language when composing emails and documents. Administrators have the ability to view all correspondence at their discretion and take disciplinary action when necessary. Students are reminded that correspondence sent via email can easily be forwarded by the recipient. **Private or personal information should never be sent in an email because it may end up getting forwarded to others**

### HOMEROOM

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

### NO FOOD OR DRINK ALLOWED

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No food or drink will be consumed outside of the cafeteria. Cold lunches must remain stored in lockers until lunch time. Students with open beverages and food in the halls, classrooms or lockers will be required to dispose of them. Repeat offenders will receive additional disciplinary action and their parents will be contacted. Water bottles will be allowed only during hot weather 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.

### LIBRARY

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The library is available for student use from 8:00-3:45 on school days. To maintain an atmosphere that is conducive to learning, students are expected to work quietly. As a member of the RAILS library system, the librarian can request books and materials from other libraries. If the high school collection does not have what you want, please ask the librarian for help in locating a copy elsewhere. In addition:

1. No library materials should be removed from the library without it being checked out or with the consent of the librarian.
2. Returned items should be placed in the return slot not back on the shelf.
3. Students will be responsible for any fees or costs associated with lost or damaged books.
4. No food or drink is allowed in the library.
5. Inappropriate behaviors will result in disciplinary actions.

## **GUIDANCE SERVICES**

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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:

### **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 act 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**

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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**

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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:

1. Student's name and birth date
2. Physician's name, signature and phone number
3. Name of medication, including dosage, route of administration, frequency and time of administration
4. Beginning and ending dates of prescription/order
5. Diagnosis requiring medication and intended effect
6. Other medications the student is receiving
7. 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**

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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. As required by the health department, students who are sent home from school because of fever or vomiting may not return to school for 24 hours.

## **ACCIDENTS**

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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.

## **DISPLAYS OF AFFECTION**

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Displays of affection between students (except for holding hands) will not be allowed in the building, on the school grounds, or at school sponsored activities/events. Violations could result in disciplinary action.

## **SCHOOL DANCES AND ACTIVITIES**

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Throughout the year, various organizations may sponsor dances. These dances are open to the students of our school, to their guests who are enrolled in another high school, and to guests who are not enrolled in high school as long as they are under the age of 21. Guests must be approved by the Principal. Forms are available in the office for this purpose. The forms must be submitted by a deadline date which is announced. No Junior High students will be allowed as guests. Students who bring a guest are responsible for the conduct and behavior of their guest. Guests are to abide by the same rules as Milledgeville students. Students who dance in an inappropriate manner (ex. Grinding) will be asked to leave the dance and will not be allowed to return. All students and/or guests may be required to take a breathalyzer test upon arrival to the dance and are subject to the District Student Discipline Policy. All students and/or guests who leave the building during school dances are not allowed to return.

## **DRESS**

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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, sunglasses, hoods 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 should be able to be made to touch the pants. Low cut tops are not allowed.
4. Shirts without sleeves should have straps at least two inches wide. No see-through shirts or shirts with open sides unless an appropriate shirt is worn underneath (i.e. two inch straps).
5. Shorts, skirts, and dresses should be the equivalent of at least a 4 inch inseam.
6. Leggings, yoga, and other similar pants are prohibited unless a top of appropriate length (equivalent of a three inch inseam) is worn over them.
7. Pants should be worn at waist, no sagging.
8. No distracting chains or billfold chains will be worn.
9. No clothing that exposes undergarments of any kind.
10. No shirts or pants with large holes in them. Any holes must be below short line.
11. Wearing shoes in school is required by State Law.

**Because of continually changing fashion trends, this policy is subject to change at any time.**

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



## **STUDENT LOCKERS**

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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.

Lockers are to remain locked at all times.

## **BACKPACKS**

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Students are allowed to carry ONE school-issued backpack during school hours to carry books and their laptop computer which is provided by the District.

## **VISITORS**

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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**

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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**

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School bus transportation is provided for students who live more than 1 1/2 miles from school, and to those students living within the 1/2 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**

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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.

## **WORK PERMITS**

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Child Labor Law regulates the employment of workers under 16 years of age. The law protects children by requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education. A student under the age of 16 may NOT work:

1. Before 7 a.m.
2. After 7 p.m. between Labor Day and June 1.
3. After 9 p.m. June 1 through Labor Day.
4. More than 8 hours on non-school days.
5. More than 3 hours on school days.
6. More than 24 hours during school weeks.
7. More than 48 hours during non-school weeks.
8. More than six days per week.

Your employer must request this work permit. Permits must be handled through the principal's office.

## **WORK RELEASE**

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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 PE
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**

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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 **school reach**, radio, and television as soon as a decision has been reached to close school. Hopefully, this decision will be made no later than 6:30 AM. The following radio stations will be given this information:

WSDR .....	Sterling .....	1240 AM
WFRL .....	Freeport .....	1570 AM or 98.5 FM
WCCI .....	Savanna .....	100.3 FM
KROS .....	Clinton .....	1340 AM
WLLT .....	Dixon .....	107.7 FM
KWQC TV.....	Davenport .....	Channel 6
WQAD TV .....	Moline .....	Channel 8
WREX TV .....	Rockford .....	Channel 13

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 via **school reach** and 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.

## **SEVERE WEATHER/DISASTER PROCEDURES**

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Severe weather is continuously monitored using NOAA weather information and if warranted, the severe weather/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.

Grade	Assigned Area
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.

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

## **FIRE PROCEDURES**

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When the fire alarm is sounded, students should walk quickly and quietly to a distance of at least 75 feet from the building. Students are expected to follow the posted procedures and remain silent and listen to instructions.

### **Fire Exit Routes**

<b>Room</b>	<b>Exit</b>
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
Teacher’s Lounge .....	South Main Exit
Gym.....	North Rear Exit (Girls)
Gym.....	Northwest Side Exit (Boys)

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

## **ASBESTOS**

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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.

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## TECHNOLOGY USE POLICY

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### ACCESS TO TECHNOLOGY – Including Student Laptops, Networked Computers and the Internet

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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

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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 will 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

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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. Appropriate uses, ethics, and protocol for the internet and student laptops are listed below. Electronic communications and downloaded material may be monitored or read by school officials.

### AUTHORIZATION FOR TECHNOLOGY ACCESS

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

The failure of any student to follow the terms of the *Student Laptop Home Agreement* 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. The *Student Laptop Home Agreement* 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. Consequences may include the following steps:

1. Loss of home computer use for 2 weeks + detention.
2. Loss of home computer use for 4 weeks + detention or suspension.
3. Loss of home computer use for remainder of school year.

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

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1. **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, or for legitimate business use.

2. **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 and/or system 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.
3. **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or virus free;
  - c. Downloading copyrighted material for personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user’s account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or otherwise engaging in cyber-bullying. Cyber-bullying is defined as the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner; and
  - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** – The user is expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your message to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. **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.
6. **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 these procedures.
7. **Security** – Network security is a high priority. If the user can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problems to other users. Keep the user’s 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.

8. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.

#### 11. Use of Electronic Mail

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of the School District’s electronic mail system constitutes consent to these regulations.

#### 12. Internet Safety

- a. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

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### INTERSCHOLASTIC ELIGIBILITY

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Participants in all interscholastic activities, including Spirit Squad, 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 6 courses during the immediately preceding semester.
3. Be passing at least 6 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

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Participants in all extra-curricular activities which are not part of the requirements of a class are subject to the following policies regarding eligibility. ***These rules apply twenty-four (24) hours a day, seven (7) days a week, twelve (12) months a year, in and out of school.*** There are no exceptions.

To be eligible, participants must:

1. Be enrolled as full-time students.
2. Have passed at least 6 courses during the immediately preceding semester.
3. Be passing at least 6 courses during the current semester. The Principal will check each week with all teachers to be sure this requirement is met.
4. Be in attendance for a full day on the day of the event, unless prior consent is given by the principal.

The following may be grounds for extracurricular ineligibility and/or dismissal from the group or activity.

- Habitual tardiness, truancy, or frequent absence on days following activities.
- Drinking, smoking, or use/possession of illegal substances. A student in the company of persons in violation of the above regulations will be considered to be in possession.
- Suspension from school, arrest, indictment, or conviction for illegal acts.

Enforcement of these rules is not the sole responsibility of the coach, but must be shared by parents and team members. Both parents and team members sometimes have knowledge of extra-curricular policy violations and, therefore, has an obligation to report the situation to the coach or administration.

Two categories of extracurricular activities are offered at MHS:

- Group 1 is athletics, spirit squad, and the theatre department.
- Group 2 are activities such as FFA, NHS, and Student Council.

Consequences for 1<sup>st</sup> Violation:

- Group 1 activities upon the first violation of the athletic code will lose participation in 20% of the regularly scheduled events they are currently in or the next event they participate in. If a student is involved in multiple Group 1 activities at once the 20% will be applied to activity that has the next scheduled event. While that consequence is served they are ineligible for all

Group 1 activities. (Example: Next event is basketball game; they are also in scholastic bowl. They are out of scholastic bowl until the 20% of basketball is served.)

- Group 2 activities upon the first offense the student loses all leadership role in the activity and any other punishment as set out by national bylaws of the organization (ie. NHS). At the advisor’s discretion, the student will be held out of any non-academic events that are used for incentive or “fun”.

**Consequences for 2<sup>nd</sup> Offense:**

The individual will be suspended from all athletic competition for a calendar year beginning with the date of the infraction. He/She will take a treatment program recommended by the school counselor. To be a member of the team, the athlete must still attend all practices.

**Consequences for 3<sup>rd</sup> Offense:**

The individual will be suspended from participation in all extra-curricular activities during the remainder of his/her time as a student of Milledgeville High School.

Any serious penalties, suspension, or activity dismissal will not be issued until a conference is held with the Athletic/Activities Sponsor. Any questions concerning eligibility for extra-curricular activities should be referred to the Principal.

**BOYS ATHLETICS**

<b>Sport</b>	<b>Coach</b>
Baseball .....	Mr. Kelly
Baseball Assistant Coach.....	Mr. Maloy
Basketball, Varsity .....	Mr. Grenoble
Basketball, Fr/So .....	Mr. Scholl
Football, Varsity .....	Mr. Wroble
Football, Assistant Varsity .....	Mr. Digmann
Football, Assistant, F/S .....	Mr. Hartje
Golf.....	Coop with Eastland
Track .....	Mr. Wroble
Track, Assistant .....	Mr. Scholl

**GIRLS ATHLETICS**

<b>Sport</b>	<b>Coach</b>
Basketball, Varsity.....	Mr. Folk
Basketball, Fr/So .....	Mr. Kelly
Golf.....	Coop with Eastland
Softball .....	Mr. Grenoble
Softball, Assistant Varsity.....	Mrs. Engelkens
Track .....	Mr. Wroble
Track, Assistant .....	Mr. Scholl
Volleyball, Varsity .....	Mr. Folk
Volleyball, F/S .....	Miss Degelau

**ADDITIONAL EXTRACURRICULAR ACTIVITIES**

<b>CLUB OR ORGANIZATION</b>	<b>ADVISOR</b>
Academic Bowl Advisor (Group 1) .....	Mr. Stauffer
Freshman Class (Group 2).....	TBA
Future Farmers of America (Group 2) .....	Mrs. Erbsen
Jazz Band (Group 2) .....	Mrs. Neumann
Jazz Choir (Group 2) .....	Mrs. Weber
Junior Class (Group 2) .....	Ms. Larson
National Honor Society (Group 2) .....	Mrs. Schopf
SADD (Group 2).....	Mrs. Peugh
Senior Class (Group 2) .....	Mrs. Schopf



Sophomore Class (Group 2) .....	Mrs. Moe
Musical/Play (Group 1) .....	Mrs. Pauley/Mrs. Black
Spirit Squad (Group 1).....	Mrs. Nye
Student Council (Group 2) .....	Mrs. Deuth
Weightlifting (Group 1) .....	Mr. Digmann
Yearbook (Group 2) .....	Mrs. Deuth

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## MILITARY OPT OUT REQUEST

School districts are required to release student names, addresses, and phone numbers to military recruiters upon their request. As a student you have the right to request that your private information not be released to military recruiters and others. Military Opt Out forms are available in the office for this purpose.

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## STUDENT RECORDS

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### FEDERAL RIGHTS AND PRIVACY ACT

Students/Parents have the right to:

1. Inspect and copy any information contained in either the permanent or temporary record.
2. Challenge the contents of either record.
3. Receive copies of either record.
4. 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:

1. Student's name and address, grade level, birth date, and birthplace.
2. Parents' names and addresses.
3. Record of school activities and athletics.
4. Student's major field of study.
5. Period of attendance.

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### 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.

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### 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

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## 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 will stand, Milledgeville.

So bring down the ball, Milledgeville.  
We're backing you all, 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,  
Facing 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!

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## **SCHOOL COLORS**

**Orange and Black**

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## **SCHOOL NICKNAME**

**Missiles**