

# Mulberry Grove Jr/Sr High Handbook

## Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by 8-19-13.

Ryan Bauer  
Principal

To: Mulberry Grove Jr./Sr. High School

I have received and will review the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Mulberry Grove Jr./Sr. High School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. It is my responsibility to read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
1<sup>st</sup> Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
3<sup>rd</sup> Student's signature

\_\_\_\_\_  
Date

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# Mulberry Grove Community Unit District # 1

## General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.mgschools.com](http://www.mgschools.com) or at the Board office, located at:

Mulberry Grove C.U.S.D. #1  
801 W. Wall Street  
Mulberry Grove, IL 62262

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

Jim Quick	President
Bill Johnson	Vice-President
Teresa Tompkins	Secretary
Deb Jaskowiak	Treasurer
Bob Ketchem	Member
Dianne Neathery	Member
Jeff Koontz	Member
Keith Steiner	Member

The School Board has hired the following administrative staff to operate the school:

Michael Gauch	Superintendent
Ryan Bauer	Principal
Ryan Bauer	Athletic Director

The school is located and may be contacted at:

Mulberry Grove C.U.S.D. #1  
801 W. Wall Street  
Mulberry Grove, IL 62262

### Secretaries

Deborah Jaskowiak	Unit Bookkeeper
Jackie Paine	Jr/Sr High Secretary
Tammy Jolliff	Elementary Secretary

**Faculty**

Lyndsey Beckham	English
Denyse Blankenship	Science
Karen Clark	Special Education
Brian Cook	Business/Computers
Matt Elam	Industrial Arts/AG
Emily Griffin	Science, Health
Karla Harre	Guidance
Laci Hollenkamp	History, Science
Justin Joiner	Drivers Education
Angie Koontz	Special Education
Bobby Koontz	Social Sciences
Karen Neathery	Spanish
Chad Nelson	Physical Education
Shawna Nickel	English
John Paine	Math/Physics/Computers/Tech
Virginia Schoene	Librarian
Emily Thomas	Math
Caleb Thompson	Social Studies, Geography
Laura Wesselmann	Math
Lindy Zeeb	English

**Aides**

Alisha Johnson  
Pam Krutsinger  
Angie Willman

**Cafeteria**

Julie Elam  
Roberta Phillips  
Marilyn Swain

**Bus Drivers**

Keith Belcher  
Dale Deverick  
Cindy Dothager  
Randy Dugan  
Julie Elam  
Bill Eubank  
Terri Gannon  
Ruth Stone  
Dwight Volkmar

**Maintenance/Custodial**

Steve Swain	Mech./Trans. Dir.
Randy Dugan	Maint. Sup.
Dale Deverick	Custodian
Terri Gannon	Custodian

## **Jurisdictional Statement**

**This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner befitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, other student's visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures.**

**Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school district or school activity: conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline impose is based upon the facts and circumstances surrounding the incident and the student's record.**

**The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Dean of Student's office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.**

### *Mulberry Grove School Mission*

*Mulberry Grove Jr/ Sr High School exists for the purpose of developing individual students into lifelong learners. Students will not only understand the importance of being receptive to acquiring new knowledge, they will also gain insight as to the importance of teamwork, being flexible and open-minded, the need for technical skills, and the necessity for mutual respect among people.*

## **Introduction**

The following guidelines, rules, regulations, procedures and policies are established for the purpose of creating a positive and orderly educational environment.

It is the policy of Mulberry Grove schools to recognize, preserve, and protect the individual rights of all students, and yet encourage and enforce their rights within the necessary framework of an orderly efficient school program. This encompasses students, teachers, parents, school administrators, school board members, and community patrons.

We believe that discipline and academic achievement are closely related. We appreciate the fact that discipline, order, and cooperation are essential for people to meet and work together effectively. All individuals involved in the school must share the responsibility for creating and supporting an environment that is conducive to learning.

## **Notice of Nondiscrimination**

Mulberry Grove Jr/Sr High school does not discriminate in treatment, admission or access and participation in district programs and activities on the basis of sex, race, color, age, national origin or disability. Inquiries concerning the implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973 should be directed to Mr. Michael Gauch, Superintendent at (618) 326-8812.

## **Accommodating Individuals with Disabilities**

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

## **Care of Students with Diabetes**

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 326-8221.

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

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

### **Care for school property**

Taking pride in the appearance of the school grounds and buildings is essential in establishing a pleasant, wholesome atmosphere. Each student should assume the responsibility to pick up any litter they see and dispose of all litter in the proper containers. Students who damage and/or destroy any school property will be responsible for cost and replacement of the items, and could face charges if school officials deem involvement of authorities necessary.

### **Asbestos Information**

This is to inform all persons that Mulberry Grove Jr/Sr High School does have asbestos containing materials. A copy of the Asbestos Management Plan is available for public inspection in the unit office.

### **Animals on School Property**

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

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## Family Educational Rights and Privacy Act (FERPA)

### Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Student Records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington DC 20202-4605

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<sup>1</sup> This section is only applicable to high schools.

MULBERRY GROVE COMMUNITY UNIT SCHOOL DISTRICT NO. 1  
2013-2014 SCHOOL CALENDAR

August	16 School Opens - Teacher Institute 19 Full day student attendance
September	2 NO SCHOOL - Labor Day 13 School Improvement Day - EARLY DISMISSAL @ 11:50 27 School Improvement Day - EARLY DISMISSAL @ 11:50
October	11 NO SCHOOL - Teacher Institute Day 14 NO SCHOOL - Columbus Day 18 End of 1 <sup>st</sup> Quarter 24 EARLY DISMISSAL @ 11:50 - Parent/Teacher Conf. 4:00-7:00 p.m. 25 Parent/Teacher Conf. 8:00 - 11:30 NO SCHOOL
November	8 School Improvement Day – EARLY DISMISSAL @ 11:50 11 NO SCHOOL – Veterans Day 22 NO SCHOOL ATTENDANCE 28 & 29 Thanksgiving Break - NO SCHOOL
December	20 1 <sup>st</sup> SEMESTER ENDS - EARLY DISMISSAL @ 2:10 23 - January 3 CHRISTMAS BREAK - NO SCHOOL
January	3 Teacher Institute - NO STUDENT ATTENDANCE 6 School Resumes (Second Semester/Third Quarter Begins) 20 NO SCHOOL - Martin Luther King Holiday 31 School Improvement Day – EARLY DISMISSAL @ 11:50
February	14 School Improvement Day - EARLY DISMISSAL @ 11:50 17 NO SCHOOL – Presidents Day
March	3 NO SCHOOL – Casimir Pulaski Day 7 School Improvement Day – EARLY DISMISSAL @ 11:50 14 End of 3 <sup>rd</sup> Quarter 20 EARLY DISMISSAL @ 11:50 Parent /Teacher Conf. 4:00-7:00 p.m. 21 Parent/Teacher Conf. 8:00-11:30 NO SCHOOL
April	17-21 SPRING BREAK- NO SCHOOL 22 School Resumes
May	26 MEMORIAL DAY - NO SCHOOL
June	9 Teacher Institute- School closes

Progress Report Dates: 9/18/2013, 11/20/2013, 2/5/2014, 4/16/2014  
If No Snow Days Used – Last Student Attendance Day Will Be May 22<sup>nd</sup>, 2014

## Emergencies and Accidents

### Emergency School Closing

In the event that school is closed due to weather, building problems, or any other emergency, announcements will be made through the following ways ...

School Reach – All call phone system (message sent out to homes)

School Website – [www.mgschools.com](http://www.mgschools.com)

Radio Stations:

WPMB-WKRV (AM1500 FM 107.1) Vandalia

WGEL (FM 101.7) Greenville

KMOX (AM 1120) St. Louis WSMI (FM 106.1)

On some occasions weather conditions develop during the day, which present a need to dismiss school early to allow buses additional time and better road conditions. Heavy snow, ice or drifting snow has made early dismissals necessary in the past. Please take necessary precautions during the winter season for early dismissals.

### Emergency Procedures

Students are instructed that they could hear two emergency signals while in attendance at school:

1. An intermittent **TONE** means to **evacuate** the building immediately and in an orderly fashion. (FIRE)
2. A **Telephone Page will be announced for** means to proceed in an orderly fashion to the designated shelter areas. (TORNADO)

*Emergency procedures are posted in all classrooms. Students are to closely follow their teacher's instructions in all emergency situations. A complete Crisis Management Plan is available in the district office.*

*In the event of any emergency, the administration will notify teachers and students when conditions are clear for safe return to the normal routine and provide further instructions if needed.*

### Accidents

All accidents, which occur at the school or on school-sponsored activities, are to be reported to the school office immediately. The supervising teacher will fill out an accident report and it will be kept on file in the office for insurance purposes. If medical attention is required, an insurance form must accompany the student to the medical facility.

## Mulberry Grove Jr/Sr High School Fees 2013-2014

### Registration / Book Fees

Grades 7-8	\$40.00
Grades 9-12	\$45.00

(OKAW students will be charged an additional \$7.00)

### Additional fees

Jr High Career Ed	\$10.00
H.S. Industrial Arts	\$20.00
H.S. Agriculture	\$10.00
H.S. Lab Science	\$10.00
Driver Education	\$50.00
Yearbook	\$23.00

### Athletic Passes

Student	\$20.00
Single Adult	\$25.00
Senior Adult	\$15.00
Family	\$50.00

(Allows parents/guardians and all children of same household, under 18 admission to games excluding tournaments)

### Breakfast/Lunch Charges

Breakfast K-12	\$1.00 a day (\$5.00 per week)
If you qualify for reduced	.30 a day (\$1.50 per week)
Lunch 7-12	\$1.60 a day (\$8.00 per week)
If you qualify for reduced	.40 a day (\$2.00 per week)

*Fee Waiver Forms & Free/Reduced Forms are available in the Jr/Sr High Office.*

**ID card will continue to be used as a debit card.  
Students will not be able to purchase MEALS unless  
there is a positive balance on the card  
(Students may bring their lunch)**

### Insurance

Student supplemental accident insurance is required and will be purchased by parents/guardians.

Student Insurance	
Junior High Student	\$2.50
High School Student	\$5.25

## **WHO IS HOMELESS?**

The definition of “*homeless*” under Illinois (and federal) law is very broad. It includes a person who lacks a “fixed, regular and nighttime” abode; a person whose primary nighttime residence is a shelter (including transitional housing or hotels) or a place not ordinarily used by human beings for sleeping (box, car, etc.) This definition is broad enough to include “the hidden homeless,” i.e., children and youth that are temporarily doubled-up in housing because they cannot afford a place to live.

If you have questions regarding the educational rights of homeless children and youth in Illinois, you can contact your local school homeless liaison, Karla Harre, at 326-8221.

## **Communication with Parents & Students**

### **Guardianship and Legal Residency**

All students in attendance at Mulberry Grove Schools must reside with a legal parent or guardian and within the boundaries of the school district. **If the student is living with anyone other than a natural parent, guardianship papers must be presented to the principal.**

### **Changes in Address or Telephone Number**

Students must immediately report a change in address or telephone number to the office.

*The school must have a current telephone number in case of an emergency.*

### **Telephone Information**

The phone in the office may be used for authorized school business calls, or for emergency calls only (such as sickness). Students should not be excused from class to make personal calls. Students will be given emergency messages, but will not be called from class to take personal calls. **Students are not allowed to use classroom phones for any reason. Any calls by students must be approved and placed in the office.**

### **Delivery of Student Mail**

It is the policy of the Board of Education that the Board, the School District, and the Board’s employees and agents shall not assume responsibility for the delivery of U.S. Mail to students. All mail sent will be marked “Return to Sender” and deposited into the U.S. Mail.

### **Closed Campus / Appointment Procedures**

Mulberry Grove Jr/Sr High School has a closed campus policy. Students must remain on campus, in the building from the time of their arrival until the entire school day ends.

**Students will not be permitted to check out or leave the building without parental permission.**

Appointments - A parent/guardian must come into the office and sign-out the student. Upon returning the student to school a parent/guardian signature is not required. – *A note or phone call from a parent is required to dismiss a student from school early for an appointment if the student is to drive or if you want the student in the office before sign-out time.*

## **Safety Drill Procedures and Conduct**

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

## **Withdrawal from School**

When a student transfers to another school or withdraws from school for any other reason, he/she must pay all fees owed, return all library books, and turn in textbooks to the office. Before the principal can sign the “Student in Good Standing” report (required by state law) for student withdrawal, all the student’s teachers, the librarian, and the school secretary must sign off on a form indicating all textbooks, library books, and other school equipment and fees have been paid.

## **Child Abuse or Alcohol/ Drug Abuse**

If the student needs help because of alcohol or drug abuse, child abuse, or other similar problems, the counselor and/or principal can refer the student to trained professionals who can provide assistance. If physical and/or sexual abuse is indicated, the teacher and/or principal are required by law to report such to the proper authorities.

## **Sex Offender & Violent Offender Community Notification Laws**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at:  
<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at:  
<http://www.isp.state.il.us/cmvo/>.

## **Student ID’s**

HS/JH students will have ID’s in their possession at all times during the school day. Each student receives an I.D. at no charge the first day of school. There will be a \$5.00 charge for replacement of lost ID’s

## **Cafeteria Guidelines**

ID card will continue to be used as a debit card. All students must have their I.D. card. If a student does not have their I.D., they will be sent to the end of the lunch line. They must also maintain a positive balance on their account. If upon buying a lunch the balance goes negative they will be told to bring money for their account. **Replacement I.D. cards are available for \$5 dollars**

### **School Lockers**

- \* A locker and a lock are provided for each student. Students must keep their hall and P.E.lockers locked at all times.
- \* All student lockers are the property of the school and must be used for the purpose intended, which include: outdoor garments, books, and school supplies.
- \* The school is not responsible for stolen and /or lost articles. Security of personal property is the individual responsibility of each student.
- \* For the health, safety, and welfare of the students, it may be necessary to occasionally open and check lockers.

**Locks lost or stolen will be the responsibility of the student to reimburse – Report & Pay \$10.00 at the office.**

### **Visitors/ Trespassing**

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

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

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

### **School Volunteers**

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

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Returned Check Policy**

When checks are returned to the district due to insufficient funds, the district is charged a fee. When a check is returned, the person who wrote the check will be notified by mail that the check has been returned. Payment for the amount of the check plus \$ 15.00 (or acceptable arrangements to repay that amount) must be made within 10 days of receipt of the check.

If payment has not been made by the date, the check will be turned over to the Bond County States Attorney’s office for collection.

## **Transportation and Student Driving Guidelines**

Bus transportation is available to all Mulberry Grove Jr./Sr. High School students. It is recommended that students use the bus transportation to get to and from school. Students who come to school by bus will be expected to go home by bus unless parents authorize other transportation.

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

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

**Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.**

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

For questions regarding school transportation issues, contact: Steve Swain.

*Driving is a privilege not a right. Any inappropriate behavior could result in a temporary or permanent loss of those privileges as determined by administration.*

### **Parking**

Students may park their vehicles in the lot designated student parking between the hours of 7:00 A.M. and 6:00 P.M. Vehicles must be parked according to signs, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated Staff Parking are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **Student Appearance Policy**

Any student's dress or choice of clothing which threatens the health, safety, or welfare of the individual or the student body as a whole, which might cause defacement of school property and/or equipment, which disrupts the educational process, or which tends to cause a breakdown in the morale and general discipline of the school is prohibited. Students are to wear clothing, which is clean and safe. Shoes must be worn at all times. Clothing that is revealing or is suggestive may not be worn. The school administration will be the judge as to the appropriateness of a student's clothing. These include but are not limited to:

1. Tube tops, halter-tops, short shorts, pajama bottoms, bare midriff all are considered inappropriate for school. Shorts must reach the tip of the index finger when one's arms hang normally at the side. **Revealing tops, tank tops or spaghetti straps are not allowed**
2. Hats/headgear are not to be worn in the building
3. Only prescription glasses can be worn. **No Sunglasses**
4. No clothing or dress accessory (jewelry) will be allowed that has any vulgar, obscene or suggestive message on them.
5. No clothing or dress accessory that promotes prejudice, disrespect or illegal activity will be allowed.
6. Pants must be worn so that the waistband is at waist level.
7. Undergarments may not be exposed, including bra straps, sports bras, boxer shorts, etc.
8. Spandex, cutoff shorts or any other skintight material may not be worn as outer clothing, which includes yoga pants.
9. Any clothing and/or dress accessory that indicates any possible affiliation with a gang or similar organization will not be allowed and face possible suspension and/or expulsion.
10. Any make-up or cosmetic products, which are distracting or deemed by administration as inappropriate.
11. Link chains worn as Jewelry and/or to secure wallets to pants, could be considered as weapons and should not be worn.
12. Students may not wear pants with holes above the knees.

**Students may be required to change clothing or may be assigned a disciplinary action from these dress code violations.**

## **Health and Medical**

### **Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunizations**

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

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

#### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

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

## **Physical Education Guidelines**

All students are required by the state of Illinois to take Physical Education as per Illinois School Code.

A student in Physical Education may be excused for 2 days with a parental note. To be excused for longer than 2 days requires a doctor's excuse. Student may be asked to complete an alternate assignment during that time.

A student who does not dress out and/or participate in Physical Education will lose points toward their grade. These points are discussed in the instructor's class rules. Continual offenses of students not dressing out and/or participating can also result in discipline by the instructor and/or administration.

## **Student Medication**

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

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

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

## **Home and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Ryan Bauer, Principal.

## **Communicable Diseases**

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

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

## **Guidance & Counseling**

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## **Attendance / Homework / Exams / Report Cards**

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Absence/Attendance Policy**

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **Student Absences**

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

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 618-326-8221 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

When a student is absent for more than **6** days per semester or **more than 2 days** in succession they will be required to provide a physicians note. Once a student has been absent for **6** days per semester a doctor's note will be required for each absence for the remainder of the semester. This will not be required for any student who has an extended illness or hospitalization stay as noted by a physician, or approved by the principal.

### **Release Time for Religious Instruction/Observance**

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

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

### **Make Up Work Due to Absence**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. There will be exceptions made for major tests and projects.

**Absence due to Suspension** – Students suspended from school will not be allowed to make up daily work. Students will be allowed to make up quarter exams, major tests, and major projects when they return from their suspension. However there will be no additional time allotted for this make up work. Students are expected to make up all work the day they return from suspension.

### **Pre-arranged Absences**

All assignments are due the day a student returns to school from a pre-arranged absence. The student is solely responsible to collect and complete work assigned prior to the pre-arranged absence.

### **Absence and Extra Curricular Activities**

Students wanting to attend or participate in any extra-curricular activity must be in attendance at school for 3 hours and 15 minutes (half) of the school day. Extenuating circumstances will be ruled upon by administration.

**\* Note- Athletic Participation and attendance at school are covered in the athletic handbook.**

### **Tardiness/Punctuality**

It is imperative for students to be in the classroom before the tardy bell has finished ringing. Students who are unable to accomplish this will be recorded as tardy for class. Students are considered tardy if they are not in the classroom after the tardy bell finishes ringing. The following is a list of consequences for failure to adhere to this policy.

**A student will be allowed two tardies per semester per class. If a student has three tardies or more per class that student will be assigned a lunchtime detention. When a student receives six (6) or more tardies in a class per semester they will receive a Saturday School. Any student who receives seven (7) or more will receive an In-School-Suspension for each tardy thereafter in that class.**

**Three tardies per class ----- 1 lunch detention for each tardy (3,4,5)  
Once student gets to 6 ----- Saturday School for each  
Anything 7 or above ----- 1 in- school suspension will be assigned per tardy**

### **Adequate Progress**

Through this handbook the definition of a Student making adequate progress is as follows: *Students must have no out-of-school suspensions and less than 5 in school suspensions for the school year.* The Principal will make final determination on other factors including attendance, tardies, fees and legal charges that could affect a student's standing.

### **Attendance Policy**

Students who attend class and club sponsored activities such as Homecoming and Prom will be required to have no more than 15% absenteeism, no out of school suspensions, 5 or fewer in-school suspensions. Daily attendance will be used to determine eligibility to participate in these activities. Students on suspension from school may not attend any school activity. These guidelines will apply to homecoming, prom, and the senior trip. Extenuating circumstances due to an extended illness, hospitalization, or other serious event will be ruled on by administration on an individual basis.

### **Students Needing Academic Help/Tutoring**

The staff and administration are at Mulberry Grove Jr/Sr High to help the students. If extra help or attention is needed, the students and/or parents should contact the teacher or principal to arrange to meet the needs of the student.

**Exam Policy**

Quarterly exams will be scheduled over the last week of each quarter.  
Full Year class - Quarter grades are averaged together to get a Final grade.  
The final grade is the only grade that appears on the student’s permanent record.

**Exemptions from Quarter Exams**

High School Students may be exempt from 4th quarter exams if they maintain an “A” average in that class for the semester.

Students who are exempt **may** choose to take the exam to potentially raise their grade.

**Note ---- All Junior High Students are required to take exams.**

**Senior College /Career days** (maximum of 2 days)

All College visitation days must be approved and scheduled through the Guidance Counselor’s office. A permission note from parent/guardian must be presented to the Guidance office prior to scheduling the appointment. A verification of the appointment signed by a college official on letterhead stationary must be returned to the Guidance office upon return. All students should complete a pre-arranged absence form and all work will be due on the students return to school.

**Report Cards**

Grade cards are issued to report the student’s grades and attendance. It is the joint responsibility of parent and the student to make certain that all reports are seen and evaluated. Parents are responsible to pick-up report cards 1<sup>st</sup> & 3<sup>rd</sup> quarters at the Parent/Teacher Conferences (see school calendar for dates). You may pick them up in the office after those dates if you’re unable to attend. Only 2<sup>nd</sup> quarter report cards will be mailed. 4<sup>th</sup> quarter will be sent home with students on the last day of school.

**Quarter grades** - Quarter grades are given at the end of each 9-week grading period.

**Semester grades** – Will be determined by averaging the two-quarter grades together.

**Final Grades** – Will be determined by averaging the four-quarter grades.

**GRADING SYSTEM**

A+	98-100	B	86-88.9	C-	74- 76.9
A	95-97.9	B-	83- 85.9	D+	71- 73.9
A-	92-94.9	C+	80- 82.9	D	68- 70.9
B+	89-91.1	C	77-79.9	D-	65-67.9

64.9 and below—F

**Progress Reports**

Progress reports are given at approximately 4 ½ weeks or halfway through each quarter. Teachers are encouraged to give all students their mid-term grades, but parents of students with D or F averages will receive progress reports. In addition, teachers may send more frequent reports if they feel it is required.

## **Jr. High Policy for Retention and Promotion**

- \* Students are required to successfully complete 3 of 4 core curriculum classes (Math, Science, English, Social Studies) to be promoted to the next grade.
- \* Students who successfully complete 2 of 4 core classes could be eligible for Summer School if offered by the district. Should the student successfully complete the Summer School Program they will be promoted. Should they fail to meet the requirements of Summer School or if the program is not offered the student will be retained at the same grade level the following year.
- \* Students who do not successfully complete at least 2 of 4 core curriculum classes will not be eligible for Summer School and will be retained at the same grade level the following school year.
- \* Eighth Grade students who are required to attend Summer School or are being retained will not be allowed to participate in the commencement/graduation ceremonies.

## **GPA & CREDITS, GRAD. REQUIREMENTS, VAL/SAL, HONOR ROLL**

### **Course Credit**

In High School, the student must have a passing grade by averaging all four quarters to receive credit for a full year course. There may be courses offered that are semester courses. These courses will require the student to pass for the semester to receive that credit.

### **Dual Credit Classes**

The high school offers dual credit courses through Kaskaskia including but not limited to the following: Biology II, Chemistry, Speech, College Bound Writing, Psychology, Sociology, and Web Page Design. Placement in the College Bound Writing dual credit class is dependent on the required ACT, ASSET, or COMPASS score. Students enrolled in dual credit courses will receive the grade in which they receive in the class which will also be posted directly to the Kaskaskia College transcript. In addition, dual credit students must follow the Kaskaskia College drop and withdrawal dates stated by the aforementioned institution. Students enrolled in dual credit courses are required to take all quarter exams.

### **Honor Roll**

Honor roll is established from each quarter's grades. P.E. and Drivers Education *are not* calculated into grade point average.

<b>High Honors</b>	–	<b>4.0</b>
<b>Honor Roll</b>	–	<b>3.5-3.99</b>
<b>Honorable Mention</b>	–	<b>3.0-3.49</b>

**Graduates, who have a cumulative GPA of 3.0 or greater, will be honored at graduation ceremonies with honor cords.**

## National Honor Society

To be eligible for NHS, a student must:

1. Be a second semester Sophomore with at least one semester at Mulberry Grove High School.
2. Have a minimum 3.0 GPA.
3. Receive a faculty recommendation based on a 5-point system of character. Retention in NHS requires that a student maintain standards of membership.

A student may be placed on probation or dismissed for failure to maintain standards.

***Completion of these requirements does not guarantee membership in the NHS.***

## Graduation Requirements

- 4 credits of Language arts
- 3 credits of Mathematics one of which must be Geometry
- 2 credits of Science one of which must be Biology
- 2 credits of Social Studies; one of which must be U.S. History 1
- 2 credits of Tech Prep/Vocational; Art, Music, Language, or Vocational
- ½ credit of Health
- ½ credit of Government (must pass US and Illinois Constitution)
- ½ credit Resource Management
- 4 credits of Physical Education \*unless exempt\*
- 5 ½ Elective credits

**20 hours of Community Service per year**

**Students must earn 24 credits for graduation**

## Early Graduation

The requirements for early graduation at Mulberry Grove are:

1. All required credits must be attained
2. The student must apply for early graduation by the April 1 of his/her Junior year and the application must be approved by the Board of Education.
3. Student must pass examinations on the Constitutions of the United States and the State of Illinois.

## Requirements to attend college part-time

To attend college during the school day on a part-time basis, while still a high school student, the student must:

1. have a 3.0 or higher GPA on all high school work.
2. be admitted to a pre-approved program at the college
3. submit a request to the School Board and have Board approval
4. have the ability to meet all the credit requirements for graduating

### **Jr./Sr. High Valedictorian and Salutatorian**

The Valedictorian and Salutatorian for 12<sup>th</sup> and 8<sup>th</sup> grades will be selected on the basis of highest Grade Point Average (GPA).

All courses will be calculated in determining the average, excluding P.E. and Drivers Ed.

- **NOTE— ½ credit courses including Band, Chorus, and Health are included in determining the average.**

These honors presented at graduation, are for students who exhibit sustained excellent academic performance at Mulberry Grove. A student must complete 7 semesters of high school work including 3 semesters as a full time student at Mulberry Grove to qualify for these honors. Jr High students must also have been a full time student for 3 semesters.

### **Student Course Load**

All students in grades 9 and 10 are required to take a course load consisting of a maximum of 6 classes and Physical Education.

Schedules for all 11<sup>th</sup> and 12<sup>th</sup> graders will be determined based upon an evaluation of their individual transcripts and credits needed for graduation.

### **Driver Education**

In accordance with state law, students may not be enrolled in driver education classes unless they have successfully passed 8 courses during the previous 2 semesters.

### **Teacher Placement Recommendations (Junior High)**

Students entering high school are given recommendations for placement in high school courses in the areas of Science and Mathematics. These recommendations are based on achievement, aptitude for the subject and student work habits demonstrated during junior high.

## Events and Trips

### **Homecoming**

Only students who meet the criteria for a “Student Making Adequate Progress” (pg. 25) as defined in this handbook will be eligible to be a member of Homecoming Court.

### **Prom Guidelines**

1. Students who have paid class dues, have no suspensions, have two or less detentions, and have no violations of the tardy policy are the only students who will be eligible to be in Prom Court.
2. Students must have class dues paid and must be making “Adequate Progress” (pg. 25) as defined in the student handbook to vote on any aspect of the Prom
3. Students must have class dues paid and must be making “Adequate Progress” (pg. 25) as defined in the student handbook to attend Prom and/or Post Prom.
4. Prom funding: Each junior class responsible for Prom will set a goal to spend only funds that are equal to the dollars collected for class dues the class’s first three years. Regardless of that amount there will be a minimum budget of \$1000.00 dollars. Any expense over the total dollars of dues collected will need approval of administration. This number would vary dependant on the number of students in each class and the number of students who pay their dues.

### **Prom Attendance**

Students must meet the criteria of a student making “Adequate Progress” (pg. 25) to attend prom. No students below the ninth grade may attend the Jr/Sr Prom. A student below the eleventh grade may only attend as a guest of an 11<sup>th</sup> or 12<sup>th</sup> grade student. Persons above the age of 20 may not attend Prom. Proof of age may be required. ***All students must have guests that are not current Mulberry Grove students approved by administration.***

## Senior Trip Policy

### Qualify for trip

1. Students must pay class dues. These dues are set at 10 dollars for freshman and sophomores, 15 dollars for juniors and seniors.
2. Student must be making adequate progress (pg. 25) as defined in the student handbook, and be on track to graduate with his/her class at the time of the trip.
3. Each student must earn 25 pts. Per year minimum (50 as a Junior). Sponsors will keep track of all points earned beyond the minimum. This will be used in the event there are extenuating circumstances that prevent a student from meeting the minimum requirements. **(Starting with class of 2011 point requirements will be as follows: Fr. = 25, So. =35, Jr.= 40, Sr.= 25)**
4. Transfer students will be dealt with on a case-by-case basis.
5. Student must notify sponsors of the intent to go on senior trip by the end of the junior year.

### Points system for senior trip

1. Students will earn ½ point per dollar profit of merchandise sold.
2. Students will earn 1 point per hour worked.
3. Students are required to earn a minimum of 25 pts. Per year as (Freshman, Sophomore, Senior). Juniors are required to earn a minimum of 50 pts.
4. Sponsors will keep records of **all** points earned. Sponsors will submit point totals to administration at the end of each year. **(Points above the yearly requirement will be carried over and used if student faces extenuating circumstances. This will be dealt with by administration on a case-by-case basis. Starting with the class of 2011)**
5. Seniors must have their 25 points completed by the last day of the first semester of their senior year to be eligible for the trip.
6. Students who transfer in to the district and any situation involving extenuating circumstances will be dealt with on a case-by-case basis by administration.
7. Parents, Grandparents, and other family members working in place of a student to achieve points will be dealt with on a case-by-case basis by administration.
8. Students will be allowed to make up points to meet the criteria. The deadline for any points to be made up is the end of the student's junior year.
9. Points cannot be purchased

## The Trip

### **Students who have met qualifications necessary to be a part of the trip at the time of the vote will be the only students allowed to vote on any issue pertaining to senior trip.**

1. The normal trip will allow students to miss no more than one school day. Weekends may be used for travel time.
2. Ratio of supervisors: students should be 1:8
3. Appropriate behavior is expected. All normal applicable school policy applies during the trip.
4. Options for the trip will be discussed as a class and only students who are current with dues and points will be allowed to vote on any aspect of the trip.
6. Trip should be scheduled in the months of April or May.
7. Trip should be by ground transportation only. **(Starting with class of 2011)**
8. Trip should be in a 350-mile radius of Mulberry Grove. **(Starting with class of 2011)**

## **Fund Raiser Events**

1. Classes are limited to one selling project per year, not including junior/senior fair stand and senior magazine sales.
2. Concessions: Each class will be given the opportunity to secure 2 nights of concessions during our sports seasons. The balance will then be offered to other school organizations. The remaining nights will be split in order from Senior to freshman.
3. Any class may do 2 additional fundraisers per year. These must not include selling merchandise. Food stands, dances, and carwashes are acceptable examples. These must be authorized through administration in advance and be placed on the district calendar in the Jr./Sr. High office.
4. Parental **volunteers** may be asked to help with any or all of these events.
5. Sponsor is responsible for planning and scheduling of workers, logging time worked, supervise workers, and depositing funds. One sponsor **should** be present at each fund raising activity. However, if this is impossible the sponsor is to designate 2 parents as the responsible parties for that time. This person would supervise, log hours worked by students for points, and assist in cleanup in place of the sponsor. Those two designees would return money to the sponsor to be deposited.
6. Fair Stand will be shared by outgoing Sophomores and Juniors each year.

## **Athletic Events**

It is expected that persons who attend school athletic events do so in order to see the contest. If you come to an athletic event, you are expected to cheer on and support our team. Students are to remain in the bleachers and watch the game. At half times and between games, students may use restrooms and visit the concession stand. Good sportsmanship is to be shown at all times.

After arriving at the school to attend an athletic event, students may not leave the building except to go home for the night. If you do leave the building you will not be readmitted to the event.

***Any misconduct at athletic events may result in being barred from all future extra-curricular activities at Mulberry Grove Schools.***

## **Field Trips**

Since a field trip is considered a learning experience outside the classroom, the following information applies:

- All school rules for behavior and dress code are in effect for all field trips:
- A student on a field trip is not considered absent in the daily attendance count.
- A completed, pre-arranged form is required to attend the field trip;
- All assignments are due the first day a student returns to school following the trip.

## CODE OF CONDUCT & DISCIPLINE

### **Internet/Technology Use Policy**

All students and parent/guardians will be issued a copy of policy, and will be required to sign an agreement stating their adherence to and their appropriate and legal use of the Internet and related technology.

Failure to sign and/or failure to use the Internet and related technology in accordance with the district's policy may result in disciplinary and/or legal action.

### Student Discipline

#### Prohibited Student Conduct

**Students may be disciplined for misconduct, including but not limited to the following:**

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription. <sup>2</sup>
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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<sup>2</sup> May be removed in K-8 schools.

**For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.**

**No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.**

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

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

### Disciplinary Measures

**Disciplinary measures may include:**

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

## **Corporal Punishment**

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

## **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

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

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

## **Gang & Gang Activity**

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

## **Student Discipline/ Conduct**

Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students.

Mulberry Grove Jr./Sr. High School functions under an Assertive Discipline Plan. Assertive Discipline operates on the premise that all students have the right to learn and all teachers have the right to teach without disruptions. Assertive Discipline provides a structure in which each teacher establishes a discipline plan for the classroom.

Assertive Discipline Rules for our school is as follows:

## **Classroom Rules**

1. Follow directions the first time they are given.
2. Be in the classroom when the tardy bell finishes ringing.
3. No loud talking, teasing, name calling or other disruptive behavior.
4. No one leaves class without permission & agenda
5. The teacher may add to these rules for their class as needed.

## **Hallway Rules**

1. Follow directions the first time they are given.
2. Always walk on the right side of the hallway (no running)
3. Hallway conversation should be minimal and not obstruct the flow of traffic moving to and from class.
4. Students in the hallways during class time, must have their agenda signed by their classroom teacher & have it with them.

## **Search and Seizure**

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

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

## **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **Seizure of Property**

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

## **Preventing Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

## Discipline Code of Procedure

The following is a list of actions and *possible* consequences regarding inappropriate actions here at Mulberry Grove Jr/Sr High School. *This list is not all-inclusive and incidents not listed will be dealt with on a case-by-case basis at the discretion of the administration*

- A. Building, Bus and Classroom Minor Procedure – Reasonable loss of privileges (including but not limited to removal from class, after school or Saturday detention, and any other sanction contemplated.)**
- B. In-School Suspension (1-3 days per case)**
- C. Out-of-School Suspension (3-5 days per case)**
- D. Up to 10 days Suspension per case**
- E. Expulsion**
- F. Report to police**

1. **Academic Dishonesty** including but not limited to: cheating, forgery, or plagiarism. (A,B,C,D,E)

2. **Alcohol** – using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. (D,E,F)

3. **Aggressive Behavior** – using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, or other comparable conduct. (A,B,C,D,E,F)

4. **Arson**- setting a fire or attempting to set a fire to the school or on school property. (E,F)

5. **Attendance** – Truancy- unexcused absence from school  
Absenteeism- lack of satisfactory attendance (A,B,C,D,E)

6. **Bomb Threats and False alarms** – Making a false statement regarding the possession or location of explosive or incendiary or activating the fire alarm system on school property or reporting a fire when none exists. (D,E,F)

7. **Bus Conduct** – failure to comply with bus procedures and rules (A,B,C,D,E,F)

8. **Disrespect** – lack of respect with either verbal or physical gestures toward other students and/or parents and staff. (A,B,C,D,E)

9. **Disruptive Behavior** - acting in a disorderly manner to disrupt the peace of the school, or any action and/or behavior that interrupts the school environment. (A,B,C,D,E)

10. **Drugs** – using, possessing, selling, distributing (or being under the influence of) any narcotics or controlled substances or paraphernalia on school property or at a school function. This includes having such items in one’s locker, or other hiding places. (D,E,F)

11. **Electronic Devices** – radios, walkmans, I-pods, laser pointers, video games, are prohibited in school. Must lock in hall locker upon entering the building. **Personal cameras are not allowed on the bus or in the school.** (A,B,C,D,E)

12. **Cell Phones --** Cell Phones are to be stored in each student’s hall locker or left in his/her vehicle once on school grounds. Cell phones should not be in purses or pockets and are not permitted in classrooms. Since the District is supplying locks for lockers, everyone is expected to have his/her cell phone locked in their hall locker for the entire day, upon entering the building.

**1<sup>st</sup> Offense** – Confiscate phone, Parent picks up the phone

**2<sup>nd</sup> Offense** – Confiscate phone, Parent picks up the phone, assign Saturday School Detention

**3<sup>rd</sup> Offense** – Confiscate phone, Parent picks up the phone, 1-3 days O.S.S.

**4<sup>th</sup> Offense** – Confiscate phone, Parent picks up the phone, 5-10 days O.S.S.

(O.S.S. = Out-of -School Suspension)

*Every offense after four (4) will result in a 10 day O.S.S. with a possible Board Hearing for Expulsion.*

13. **Extortion or Coercion-** forcing an individual to act by threat or force to obtain money or property or services that a person is unwilling to give. (A,B,C,D,E,F)

14. **Fighting** – physical contact between two or more persons. (A,B,C,D,E,F)

15. **Forgery** - placing the name of another person on school related documents or altering time, dates, grades, passes and permits. (A,B,C,D,E)

16. **Gambling** - playing any game of chance for money or anything of value. (A,B,C,D,E)

17. **Gross Disobedience/Defiance** – Any action, behavior, or gesture that is deemed as a blatant disregard to rules and/or authority. (B,C,D,E,F)

18. **Inappropriate Attire** –As discussed in the handbook. (pg.19) (A,B,C,D,E)

19. **Inappropriate display of affection in school** – hand holding, fondling, hugging, kissing. (A,B,C,D,E)

20. **Inappropriate materials** - pornography, slanderous or libelous material, games, cards (playing or trading), and any other object/material deemed inappropriate by administration. (A,B,C,D,E,F)

21. **Insubordination-** unjustifiable and knowing refusal to comply with reasonable school rules or instruction of school authorities.(A,B,C,D,E)

22. **Leaving school or classroom without permission** – self defined (A,B,C,D,E,F)

23. **Profanity and Obscenity** – swearing, cursing or making obscene gestures.(A,B,C,D,E)

24. **Racism** – Any action or behavior that exhibits discrimination or prejudice against another student, staff member, and/or guest in our school. This also relates to any display of materials, symbols, and/or signs that promote or signify this behavior. (A,B,C,D,E,F)

25. **Sexual misconduct** – Touching or exposing areas of the genitals or breasts of any person. ( D,E,F)

**26. Sexual Harassment – Sexual harassment of students is prohibited. Sexual harassment is defined as follows:**

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with at student’s educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affection a student(s)”.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal. An allegation that one student was sexually harassed by another student shall be referred to the building principal. **(D,E,F)**

27. **Theft** – Stealing or attempting to steal money or property of another. **(A,B,C,D,E,F)**

28. **Threats** – Any action, verbal or physical intended to intimidate, bully, coerce, and/or frighten another individual. **(A,B,C,D,E,F)**

29. **Trespassing** – being in or around the school building or in a particular place without permission or refusing to comply with a request to leave the school premises. **(A,B,C,D,E,F)**

30. **Tobacco** – using, possessing, distributing, purchasing, or selling tobacco and/or tobacco materials. **(C,D,E,F)**

31. **Vandalism** - willful destruction or defacing of school property or equipment. **(B,C,D,E,F)** **(And restitution of damages)**

32. **Weapons or Dangerous instruments** – possession, transmitting or use of any kind of firearm, knife razor, club or any other object which can reasonably be considered a weapon or dangerous instrument. **(C,D,E,F)**

**Students are expected to follow the guidelines set forth by the district and the Board of education. Discipline for students will be in accordance with the Illinois School Code and the district policy. Please note that in all cases the administration will examine all aggravating and mitigating circumstances before action is taken regarding any student.**

**The Board of Education reserves the right to review any and all discipline for possible board action.**

***\*\*\* In all cases where a student’s action results in loss or damage to school property the school will seek restitution from the student, parent and/or guardian.***

# **Curriculum Guide**

## **Agriculture**

### **Introduction to Agricultural Industry**

This orientation course is open to all grade levels and provides an opportunity for students to learn how the agricultural industry is organized; its major components; the economic influence of agriculture at state, national and international levels; and the scope and types of job opportunities in the agricultural field. Basic concepts in animal science, plant science, soil science, horticulture, natural resources, agribusiness management, agricultural mechanics. Improving computer and workplace skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts. (One credit)

### **Ag Science**

This orientation course builds on basic skills and knowledge gained in the Introduction to Agriculture course. Major units of instruction include: soil science, advanced plant science, advanced animal science, and agricultural mechanics. Applied science and math skills and concepts will be stressed throughout the course as they relate to each area. Improving computer and workplace skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

*\*Prerequisite:* Intro to Ag (One credit)

### **Ag Sales and Marketing**

This course is designed to develop student knowledge and skills in agricultural sales, agribusiness marketing, commodity marketing, and general problem solving. Instructional units include: agricultural economic principles, marketing and advertising, product development, sales techniques and strategies, communicating with employees and customers, managing risk, studying various agricultural companies and career opportunities, and agricultural problem solving. Computer software applications and the Internet will be integrated through data management, inventories, and accounting. Student skills will be enhanced in math, reading comprehension, and writing through agribusiness applications. Improving computer and workplace skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

*\*Prerequisite:* Intro to Ag (One credit)

### **Agricultural Business Management**

This course will develop student's understanding of the agricultural industry relating to the United States and World marketplace. Instructional units include: business ownership types, planning and organizing the agribusiness, financing the agribusiness, keeping and using records in an agribusiness, operating the agribusiness, agricultural law, taxes, and developing employability skills. Student skills will be enhanced in math, reading comprehension, and writing through agribusiness applications. Improving computer and workplace skills will be a focus. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

*\*Prerequisite:* Intro to Ag (One credit)

### **Supervised Agricultural Experience (SAE I)**

This course is designed to establish knowledge and skills in various agricultural careers. Students will gain credit by establishing a project at their home, at a local business, or at their school usually after normal school hours. Example projects may include, but are not limited to: working at a garden center, raising vegetables/grain/livestock, conducting agriscience experiments in a greenhouse, and training horses at a stable. Students will be required to verify their experiences by keeping written or computerized records including: business agreements, budgets, inventories, daily activities, hours worked, income and expenses, total earnings, depreciation, and net worth. Instructor supervision will be conducted to the student's home or place of employment. SAE records will be evaluated at least once per month. In addition, SAE lessons are integrated in each agricultural course. SAE participation can lead to fulltime employment, scholarships, and awards through the FFA. His course will also allow time for preparation for the various Career Development Events (CDEs) that the FFA has to offer. (Ex: Livestock Judging, Public Speaking, Ag Mechanics, Ag Business, etc.)

*\*Prerequisite:* Intro to Ag and Permission from Instructor (One credit)

## **Business and Technology**

### **Accounting**

The textbook for this course is the Century 21 Accounting. Program goals include: knowing how accounting relates to careers, accounting terminology, understanding accounting concepts, principles and practices, and how to apply accounting procedures for sole proprietorship, partnerships, and corporations. Accounting procedures are described, drilled and practiced, then reinforced. Accounting I - Open to all grades (One credit)

Accounting II - *\*Prerequisite:* Accounting I (One credit)

### **Computer Concepts**

This course will expose the students to Microsoft Office and Open Office. Students will use and compare the office suite programs for similarities and differences. Students will complete various projects using these applications. (One credit)

### **Digital Media**

This course provides an introduction to the fascinating technology that is catapulting the photographic and audio world into the 21st century. We'll discuss the basics of digital photography and audio, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. Also, the course looks at digital technology's impact on visual media. Lectures, reading, research and projects explore how new digital technologies affect creative practice and the subsequent impact on society. Students examine new forms such as Internet and software art, digital installation, computer gaming, robotics, animation and virtual reality.

*Prerequisite:* Open to all grades (One credit)

### **Web Page Design I**

This course is offered to juniors and seniors. Students will work with the Mulberry Grove High School website. You will be in charge of designing and keeping the page current throughout the year. You will learn how to create pages by using the Macromedia Dreamweaver program. You will learn codes for web pages to be written in HTML format.

*\*Prerequisite:* Introduction to Computers (One credit)

## **Fine Arts**

### **Chorus**

This course is open to all students in the high school. It is an extension of the skills acquired in the junior high. Quarter exams will be in written and/or performance form. Participation in the Greenville College Choral Festival is required, but participation in IHSA Solo/Ensemble contest and IMEA District Music Festival is voluntary. Some assignments, which require development of writing skills, will be incorporated.

(One-half credit)

### **Band**

This course is open to all students in the high school. Students must be able to play an instrument or have previous band experience. It is an extension of skills acquired in prior band experience.

Quarter exams will be in written and/or performance form. Pep Band performances and participation in the Bond County Band Festival are mandatory, but participation in ITISA Solo/Ensemble contest and (MEA District Music Festival is voluntary. Some assignments, which require development of writing skills, will be incorporated. (One-half credit)

## **Language Arts**

### **English I**

This course consists of the study of formal English grammar, paragraph and short essay writing, short stories, poetry, a novel, and Shakespeare's Romeo and Juliet. Spelling and vocabulary will be stressed throughout the year.

(One Credit)

### **English II**

This course continues English grammar and usage study. It also includes the following units: advanced paragraph writing, short story, poetry, a novel, spelling, vocabulary, Shakespeare's Julius Caesar, and the library research paper. The research paper is a course requirement, and the following steps are required in the formulation of the paper: outline, bibliography cards, note cards, rough draft, final copy with parenthetical documentation, and a works cited page. (One credit)

### **English III**

This course covers American literature and its relationship to American history. Writing focuses on narrative and expository essays. Grammar, usage, and mechanics are reviewed in preparation for the PSAE. (One Credit)

### **English IV**

This class is a study of England's literary works from the Anglo-Saxon Period to the 20<sup>th</sup> century. Emphasis is placed on the historic background, the characteristics, and the outstanding writers of each of the major periods. Types of literature include poetry, essays, drama, short story, and a novel. Several short papers may be required during the course. (One credit)

### **College-Bound Writing \*(Dual credit class)**

This is offered to seniors and will cover the total writing experience from the beginning thought processes to the final writing of the complete expository composition. The emphasis is on writing literate, organized, coherent essays and basic research papers. This course will also include advanced sentence structure, correct usage, and punctuation. The study of vocabulary and correct word choice will be an essential part of this class. (One credit)

### **Speech \* (Dual Credit Class)**

Students will develop speech writing and presentation skills by preparing and delivering a variety of different types of speeches of varying lengths according to class requirements. Writing, grammar, spelling, and punctuation will be an integral part of evaluation of all written work. Presentation techniques will be stressed. Students will have experience speaking in a variety of situations under differing circumstances. Videotaping of speeches is anticipated allowing students the opportunity for self-criticism to improve delivery techniques. Prepared as well as extemporaneous speeches will be included. (One credit)

## **Mathematics**

### **Algebra I**

This covers topics typically treated in the first-year algebra course. Algebra I is considered to be college-prep by many colleges for admission requirement. (One credit)

### **Algebra II Concepts**

Transition Algebra courses review and extend algebra and geometry concepts for students who have already taken Algebra I and Geometry. Transition Algebra courses include a review of such topics as properties and operations of real numbers; evaluation of rational algebraic expressions; solutions and graphs of first degree equations and inequalities; translation of word problems into equations; operations with and factoring of polynomials; simple quadratics; properties of plane and solid figures; rules of congruence and similarity; coordinate geometry including lines, segments, and circles in the coordinate plane; and angle measurement in triangles including trigonometric ratios. (One credit)

### **Algebra II**

This course, topics from algebra, geometry, trigonometry, discrete mathematics, and mathematical analysis are interwoven to form a fully integrated text. (One credit)

### **Geometry**

This is the second course in the post high school prep curriculum and is open only to those students who complete Algebra I in high school. Content areas include angles, lines, polygons, similarity and congruence, area, volume and trigonometry. Logical reasoning is developed through geometric proofs. Algebra skills, applications, tech prep simulations, critical thinking, problem solving, labs and activities are part of the curriculum. Successful completion of this course permits the student to enroll in Algebra II. (One credit)

**Advanced Math** This course is for seniors who have completed Algebra 2 and Geometry. It reviews basic concepts of Algebra and extends concepts of Algebra 2, including series and limits. It also includes a semester in trigonometry. (One credit)

## Science

### General Science

This is an introductory course to both the physical and biological sciences. This course is designed for the student who plans to meet the minimum requirement for graduation. The course tries to show students how science affects their everyday lives and tries to help students become aware of basic scientific principles behind the use of everyday items. Laboratory activities involve observation & analyzing of basic scientific phenomena. Basic math skills are required. (One credit)

### Physical Science

This is an introductory course to the physical sciences, which include basic chemistry and physics. This course supplies students with necessary skills & knowledge to be successful in future chemistry and physics classes. It would be an asset to students who are planning a Tech-prep curriculum. Laboratory activities consist of basic lab skills & procedures, safety, & experiments in physical phenomena. Basic math skills are required. (One credit)

### Biology I

This is an introductory course in biology. Studies include cell structure, cellular processes, genetics, ecology, invertebrates, and vertebrates. Laboratory activities consist of observation and modeling of natural phenomena. (One credit)

### Biology II \* (Dual Credit Class)

This course is an introduction to human anatomy and physiology. Topics include extensions of studies from Biology I such as cells, cellular transports genetics, and genetic diseases. Second semester involves studies of human anatomy and includes dissection of a rat. The course also includes in-depth study of how species change over time. (One credit)

*Prerequisites:* Minimum of Junior standing, having completed Biology I.

### Chemistry \* (Dual Credit Class)

This is an introductory course in chemistry. The course supplies students with basic knowledge of chemistry and includes the study of elements, atoms, atomic structure, electron configuration, chemical bonding, chemical equations, stoichiometric calculations, states of matter, solutions, acids and bases, and thermodynamics. Laboratories require basic lab skills and safety and examine basic chemical phenomena. (One credit)

*Prerequisites:* Minimum of Junior standing, having completed Physical Science

### Physics

Welcome to the world of Physics! Here, we will explore the natural laws of how the universe operates. This introductory course covers all the fundamentals of Physics, and is comprehensive enough for students already familiar with the subject. Together we'll learn about momentum and energy, force and motion, gravity, particles, the five states of matter, temperature and heat, sound waves, electricity, magnetism, and light.

Today, much of technology and our lifestyles are brought to us by the laws of Physics, yet surprisingly, most people don't understand the fundamentals. Acoustics, astronomy, electromagnetism, electronics, nuclear power, optics, nanotechnology are just a few of the industries requiring an understanding of Physics. (One credit)

## **Social Science**

### **U.S. History I**

This is a course for *juniors* only. It encompasses a history of the United States from the beginning of the Civil War through WWII. Students will work with maps; utilize critical thinking skills and source documents. A minimum of one project (incorporating computer technology) per semester will be required. (One credit)

### **U.S. History II**

This course is for *seniors* only. It continues on from U.S. History I from the period of time in the United States from the end of the WWII to present day. Students will do some work with maps; utilize critical thinking skills, and primary source documents. One report each semester and a project second semester (both incorporating computer technology) will be required. (One credit)

\**Prerequisite*: U.S. History I

### **Modern World Geography**

Modern World Geography provides students with an overview of world geography in the 21<sup>st</sup> century and can vary widely in the topics covered. Topics typically include, but are not limited to, the physical environment; the political landscape; the relationships between people and the land; economic production and development; the movement of people, goods, and ideas; and societal organization and structure with an emphasis on understanding the relationships within society and how those relationships change over time. (One credit)

### **World History**

This course is a study of the world from prehistoric times to the 20<sup>th</sup> century. Students will work with maps, utilize critical thinking skills, and research source documents. A minimum of one project per semester is required. (One credit)

### **Psychology \* (Dual Credit Class)**

This will be a year-long introductory course in the study of human behavior. It will include subjects such as development of the personality, various theories of psychology, abnormal psychology, and will include tests, papers, projects, quizzes and homework. (One credit)

### **Government**

This class is required of all juniors and is a *semester* course and is offered in conjunction with Resource Management. The student will learn about the U.S. Government and IL Government. All students must pass the U.S. and Illinois Constitution exams in order to graduate from high school. (One-half credit)

## **Consumer Science**

### **Resource Management**

This is the State required course of graduation. It is a *semester* course and covers all aspects of being a consumer and consumer education class. (One-half credit)

## **Foreign Language**

### **Spanish I**

Students will learn to speak, understand, read and write Spanish by studying vocabulary and grammar. You will also learn about the culture of the Spanish-speaking people by reading, current events, research, and class projects. (One credit)

### **Spanish II**

Students will continue to learn Spanish through vocabulary, grammar, more speaking and reading in Spanish. You will continue to study the culture of Spanish-speaking countries.

*\*Prerequisite:* Spanish I (One credit)

## **Industrial Arts**

### **Industrial Arts I - Production/Transportation Technology**

A one-year general orientation course in the study of industry - its history, problems, processes, and products. Industry is studied in relation to basic areas such as drafting, woodworking, metalworking, electronics, electricity, machine operations, transportation systems, energy systems, and safety. Projects are produced in most of the areas of study, which demonstrate mastery, and use of skills. Students will pay a lab fee to cover the costs of materials used in this class. (One credit)

### **Industrial Arts II - Communications/Energy Technology**

The first semester students study industrial manufacturing and production systems including the historical development of mass production and its effect on the development of this country. Students learn through laboratory experiences in designing, drawing plans, planning and laying out a production line and producing a product using mass production and assembly line techniques.

Financial matters including stock sales, tit and toss calculations, and materials purchasing, cost estimating and analysis, pro records keeping are also covered. Second semester course is a further study of the principles, processes, tools equipment, and practices employed in the prostration, fabrication, and repair of sheet metal products and assemblies with emphasis on shearing, bending, forming, and hand, bench, and power tools, sheet metal layout methods, bending and cutting.

(One credit) *\*Prerequisite:* Industrial Arts I (one credit)

## **Physical Education**

This course is required for each year a student is in high school. Various skills will be taught and will be tested with written quizzes or demonstrative tests. Activities include basketball, volleyball, horseshoes, archery, bowling, soccer, hockey, badminton as well as many other team and life long sports. All classes are co-ed and student participation is heavily counted in grading. (One credit)

## **Health**

This class is one semester is usually opposite Driver's Ed. This class covers every aspect of human health, good and bad. There will be a lot of group work and discussion.

(One-half Credit)











