

Mulberry Grove Jr/Sr High Handbook

Parent/Guardian Handbook Acknowledgement

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.

1st Student's signature

Date

2nd Student's signature

Date

3rd Student's signature

Date

MULBERRY GROVE JR/SR HIGH



2018-2019 HANDBOOK

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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 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:

Teresa Tompkins	President
Nathan Mollett	Vice-President
Jeff Koontz	Secretary
Regina Johnson	Treasurer
Steve Creek	Member
Dianne Neathery	Member
Keith Steiner	Member
Steve Swain	Member

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

Stephen Phillips	Superintendent
Casey Bowman	Elementary Principal
Robert Koontz	JH/HS Principal
Chad Nelson	Athletic Director

Secretaries

Regina Johnson	Unit Bookkeeper
Jackie Paine	JH/HS Secretary
Tammy Jolliff	Elementary Secretary

Faculty

Denyse Blankenship	Science
Shawna Bloemer	English
Karen Clark	Special Education
Brian Cook	Business/Computers/Industrial Arts
Matt Elam	Industrial Arts/AG
Amy Gruner	JH/HS Art
Laci Hollenkamp	JH History
Justin Joiner	Drivers Education/JH PE
Angie Koontz	JH Special Education
Misty Mezo	Math
Rachel Miller	JH/HS English
Chad Nelson	JH/HS Physical Education
Heidi Olson	JH Math/English
Emily Thomas	JH Math
Andrew Beckham	JH Science
Scott Voyles	Social Sciences
Lindy Zeeb	JH Social Studies/Tech
Karla Harre	Guidance
Chrissy Matthews	Nurse

Aides

Angie Willman
Denise Doll

Cafeteria

Robertta Phillips
Marilyn Swain
Julie Elam

Bus Drivers

Cindy Dothager
Randy Dugan
Julie Elam
Terri Gannon
Ruth Stone
Harold Thull

Maintenance/Custodial

Randy Dugan	Maintenance/Trans. Director
Tyler Brown	Custodian
Dennis Stewart	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 imposed 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. Brad Turner, 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.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home (</policy/gen/guid/fpco/index.html>)

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):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - 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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service (</about/contacts/gen/index.html#frs>).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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 10 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 have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. 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 send 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.¹

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

¹ This section is only applicable to high schools.

Mulberry Grove School District 2018-2019 Calendar

August	9	6 th & 9 th Grade Orientation -- 6 th grade @ 7pm 9 th grade @ 6pm
	13-14	School Year Begins - Teacher Institute
	16	Student Attendance – EARLY DISMISSAL @ 2:10 - Student will receive ID cards
	31	School Improvement Day - EARLY DISMISSAL @ 11:50 Hand out - Fall picture packets & Sports (HS Vball, JH Baseball & Softball)
September	3	NO SCHOOL - Labor Day
	13	FALL PICTURE DAY & Sports Pics (HS Vball, JH Baseball & Softball)
	21	Progress Reports - mailed
October	5	NO SCHOOL - Teacher Institute
	8	NO SCHOOL - Columbus Day
	19	End of 1st Quarter
	25	EARLY DISMISSAL @ 11:50 – Report Card Pickup-Parent/Teacher Conferences 4:00-7:00 p.m.
	26	NO SCHOOL – Report Card Pickup - Parent/Teacher Conferences 8:00-11:30 a.m.
November	1	Fall Picture Retake Day!!
	9	School Improvement Day - EARLY DISMISSAL @ 11:50
	16	Progress Reports - mailed
	20	Hand out - Sports picture packets (Jr/Sr High Boys/Girls Bball & Cheer)
	20	EARLY DISMISSAL @ 2:10
21-23	NO SCHOOL - Thanksgiving Break	
December	5	Sports Pics (Jr/Sr High Boys/Girls Bball & Cheer)
	21	End of first semester - EARLY DISMISSAL @ 2:10
	24-31	NO SCHOOL - Christmas Break
January 1-2	NO SCHOOL - Christmas Break	
	3	School Resumes (Second Semester/Third Quarter Begins)
	18	School Improvement Day - EARLY DISMISSAL @ 11:50
	21	NO SCHOOL – Martin Luther King, Jr Day
February	4	NO SCHOOL - Parent/Teacher Conferences 8am – 3pm (Appt not necessary but can call & request specific time/teacher)
	15	Progress Reports - mailed
	15	School Improvement Day - EARLY DISMISSAL @ 11:50
	18	NO SCHOOL - President's Day
	22	Hand out – Spring Picture Reminders
March	5	SPRING PICTURES & Club Pics for YB
	8	Handout - Sports Picture Packets (HS Baseball, HS Softball, JH Vball, Elem Bball & Cheer) End of Quarter 3
	13	Report Cards – mailed or handed out to student
	13	Sports Pics (HS Baseball, HS Softball, JH Vball, Elem Bball & Cheer)
April	18	Progress Reports - mailed
	18	School Improvement Day - EARLY DISMISSAL @ 11:50
	19-22	NO SCHOOL - SPRING BREAK
	23	School Resumes
May	27	NO SCHOOL - MEMORIAL DAY
	31	Last Day of School (pending - if any or all snow days are used)
June	3	NO SCHOOL - Teacher Institute (pending - if any or all snow days are used)

If no snow days used, the last day of student attendance will be May 16th, followed by a Teacher Institute Day

**** Last day of student attendance will be @ 2:10 dismissal time ****

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

Radio Stations:

WPMB-WKRV (AM1500 FM 107.1) Vandalia

WGEL (FM 101.7) Greenville

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 four emergency signals while in attendance at school:

1. An intermittent **SHARP PIERCING TONE** means to **evacuate** the building immediately and in an orderly fashion. (FIRE)
2. A **LONG, HIGH BUZZING TONE** means to proceed in an orderly fashion to the designated shelter areas. (TORNADO)
3. A **LONG HUM TONE** means to get under a desk or against an interior wall in the correct manner. (EARTHQUAKE)
4. A **CHIME TONE** means to lock the door(s) and cover the windows immediately and group together in the designated location within the room. (LOCK DOWN)

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.

Mulberry Grove Jr/Sr High School Fees 2017-2018

Registration / Book Fees

Grades 6-8	\$45.00
Grades 9-12	\$50.00

(OKAW students will be charged an additional \$50 fee)

Additional fees

Jr High Art	\$10.00
H.S. Art	\$15.00
H.S. Industrial Arts	\$20.00
H.S. Agriculture	\$10.00
H.S. Lab Science	\$10.00 per class – Bio I/II, Chemistry, Intro to Chemistry, Physics
Driver Education	\$50.00
Yearbook	\$35.00
PE Uniform	\$11.00
Locker Ladder	\$20.00 (optional)

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	\$1.10 a day (\$5.50 per week)
If you qualify for reduced	.30 a day (\$1.50 per week)
Lunch 6-12	\$1.85 a day (\$9.25 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 ICE CREAM**
unless there is a positive balance on the card.
(Students may bring their lunch)

Insurance

OPTIONAL: Student accident insurance is offered through the District and can be purchased for individual students by parent/guardian.

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 receive their ID’s the first week of school and will have their 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.
 - *Open containers (food and drink) shall not be kept in a student's locker
- 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 back entrance of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. 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

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision with administrative approval. 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 upon arrival.

Returned Check Policy

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.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in 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.

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

In the interest of the student's safety and in compliance with State law, students are 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 below marked line.
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.

Video and audio cameras may be active on buses 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: Randy Dugan @ 326-8221 x213

Parking

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.

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. Once a student has parked and entered the building, they will not be permitted to return to their vehicle without prior approval from the building Principal.

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. **Revealing tops, tank tops (cut-off or store purchased), 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. 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.
9. Any make-up or cosmetic products, which are distracting or deemed by administration as inappropriate.
10. Students may **NOT** wear pants with holes above the knees.

****This is NOT an all-inclusive list. Any article of clothing, jewelry, or other attire that is deemed to be offensive or disruptive will be addressed by school administration.**

If a student's attire is deemed a disruption to the learning environment they will be required to change their clothing and may be assigned a disciplinary action if necessary.

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 the immunizations against, and screenings for, preventable communicable diseases and a health examination within one year prior to:

1. Entering Kindergarten;
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, 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) evidence 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. ***Exemptions are possible under the approved guidelines (see administration)**

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/or parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

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: Karla Harre, Counselor.

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 counselor 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 the counselor 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:

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

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 six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, 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, attending a military honors funeral to sound TAPS, or other reason as approved by the principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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 9:00 a.m. on the day of a student's absence, a school official may 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 physician's 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.

Perfect Attendance Reward

Any student who has perfect attendance will be eligible for an end of the year award. Any student with more than 5 tardies to 1st hour will be ineligible for this reward.

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 be allowed to make up all missed work for equivalent academic credit. Students who are suspended will be given a reasonable opportunity to make up the missed work, as determined by school administration.

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

Tardies are recorded each hour by the teacher of each classroom, a student is considered tardy if they are not in the classroom after the tardy bell has rang. Being on time is a serious matter of training for the real world, therefore there is repercussion for these actions. Tardy numbers are reset at the beginning of each quarter.

The following discipline will result for students being tardy:

- **4th & 5th Tardies = Lunch Detentions**
- **6th & 7th Tardies = After School Detention (Every other Friday)**
- **8th & 9th Tardies = ISS per Tardy**

***Excessive tardiness may result in more severe consequences as determined by administration.**

**Tardies will be used to determine adequate progress for attending school functions such as Prom and Homecoming*

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 3 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. All decisions made regarding eligibility for any extra-curricular activities will follow IHSA eligibility guidelines.

Attendance Policy

Students who participate in school sponsored activities such as Homecoming and Prom will be required to have no more than 5% unexcused absenteeism, **no more than 10% unexcused tardies to school**, no out of school suspensions, and fewer than 3 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 for JH classes. Full Year class - Quarter grades are averaged together to get a Semester grade each semester. Semester Exams will be scheduled over the last week of each semester for HS classes.

Exemptions from Quarter Exams

High School **Seniors** may be exempt from **2nd semester exams** if they maintain an "A" average in that class during second semester. Students in semester classes will be required to take the exam regardless of their grade. (Ex. Resource Management, Civics, Health, etc.)

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.

College /Career days (maximum of 4 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 1st & 3rd 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. Report cards for 1st and 2nd semesters will be mailed home.

Quarter grades - Quarter grades are given at the end of each 9/10 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 in Junior High.

GRADING SYSTEM

90-100	A
80-89	B
70-79	C
60-69	D
< 59.5	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 4 of 4 core curriculum classes (Math, Science, English, Social Studies) to be promoted to the next grade.
- * Students who successfully complete 3 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 3 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

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, and Psychology. Dual credit in College Bound Writing is dependent on the required ACT 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 exams.

Honor Roll

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

High Honors – **4.0**
Honor Roll – **3.5-3.99**

Graduates, who have a cumulative GPA of 3.5 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 Junior 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
1	credit of U.S. History I (must pass US and Illinois Constitution)
1	credit of Social Studies
2	credits of Tech Prep/Vocational; Art, Music, Foreign Language
½	credit of Health
½	credit of Civics/Government
½	credit Resource Management
4	credits of Physical Education *unless exempt*
5 ½	Elective credits

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 12th and 8th 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 5 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 11th and 12th 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” 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 unexcused absences are the only students who will be eligible to be in Prom Court. In the case of legal charges the Principal will make the final determination.
2. Students must have class dues paid and must be making “Adequate Progress” 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” 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 will vary depending on the number of students in each class and the number of students who pay their dues.

Prom Attendance

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 11th or 12th 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.*** These guests must have a “Good Standing” form completed by their parent/guardian and home school’s administration.

***In order to attend Homecoming or Prom, a student must NOT owe more than \$40.00 in school fees and no more than \$10.00 in lunch fees.**

Senior Trip Policy

Qualify for trip

1. Students must pay class dues. These dues are set at 15 dollars for freshman, 20 dollars for sophomores, 25 dollars for juniors and seniors.
2. Student must be making adequate progress (pg. 26) as defined in the student handbook, and be on track to graduate with his/her class at the time of the trip.
3. **Starting with class of 2020 point requirements will be as follows: 650 or 450 points: (Freshman 100, Sophomore 125, Junior 150, and Senior 175)**
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 middle of the junior year.

Points system for senior trip

1. Students will earn 1 point per dollar profit of merchandise sold.
2. Students will earn 1 point per hour worked. **(Must equal 15% of total points Earned)**
3. Students will earn 1 point per dollar donated **(Ex: A box of candy bars is \$15 they will earn 15 points)**
4. Sponsors will keep records of **all** points earned. Point totals should be posted at the end of each semester. Sponsors will submit point totals to administration at the end of each year.
5. Seniors must have their required 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 guardians may assist in fund raising activities to earn points as long as the student is present. (1/2 point maximum per hour; non-working hours)
8. 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. There will two separate tracks for students to choose from
 - a. Track 1: Washington D.C.
 - i. Trip can be up to 3 full school days and weekend
 - b. Track 2: Alternate location
 - i. Trip can be no more than 2 full school days and weekend
 - ii. Location can be no more than 500 miles from school grounds
 2. Ratio of supervisors: students should be 1:8
 3. Appropriate behavior is expected. All school policies apply 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.
- *Trip must be approved by the district school board**

Fund Raiser Events

1. Classes are limited to one selling project per year, not including Turkey Tournament.
2. Concessions: Each class will be given the opportunity to secure 2 nights of concessions during our sports seasons. The Senior class will run concessions for the entirety of the Turkey Tournament. 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 car washes are acceptable examples. These must be authorized through administration in advance and be placed on the district calendar in the Jr./Sr. High office. Any class may do unlimited additional fundraisers that are community service based and solicit donations only.
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.

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 gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vape pens, and Juul's.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance prohibited by this policy.
- g. 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.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body; including without limitation, pure caffeine in a tablet or powdered form.

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 "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smart-phone, 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, including using the device to take photographs or video in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting". Unless otherwise banned under this policy or by the building principal, all cell phones, smart-phones 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); (c) it is used during the student's lunch period; or (d) 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, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in 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 using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. Operating an unarmed aircraft system (AUS) or drone or any purpose on school grounds or at any school event unless granted permission by the building principal.
22. 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.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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 psycho-stimulant 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

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

1. Notifying parents/guardians
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community Service
9. Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes”, alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case.

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.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year, but not more than 2 calendar years.

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

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

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or 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.

Re-Engagement of Returning Students

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

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.

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

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, Teen Dating Violence & Harassment

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school- related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology) and 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 one or more of the following:

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 interfering with the student’s academic performance.
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Complaint Managers:

Robert Koontz

Karla Harre

801 W. Wall Street

801 W. Wall Street

Mulberry Grove, IL 62262

Mulberry Grove, IL 62262

618-326-8811

618-326-8221

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. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation regarding harassment may also be subject to disciplinary consequences.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Suicide and Depression Awareness and Prevention

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

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

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 Junior High student’s locker and turned off during the school day. High School students may keep their cell phones on their person and they will be provided a place for safe keeping in the classroom. High School students will be permitted to use their cellphones at lunch and at their lockers.***Students will not be allowed to charge their cell phones during the school day.**

1st Offense – Confiscate phone, student picks up the phone at the end of the day

2nd Offense – Confiscate phone, Parent picks up the phone at the end of the day, lunch detention.

3rd Offense – Confiscate phone, Parent picks up the phone at the end of the day, after school detention.

4th Offense – Confiscate phone, Parent picks up the phone at the end of the day, 1 day I.S.S.

***Every offense thereafter will be handled at the administrations discretion**

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.20) (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 affecting 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. (One credit)

**Prerequisite:* Intro to Ag

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. (One credit)

**Prerequisite:* Intro to Ag (offered every other year)

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. (One credit)

**Prerequisite:* Intro to Ag

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 full-time employment, scholarships, and awards through the FFA. This 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.) (One credit)

**Prerequisite:* Intro to Ag and Permission from Instructor

BSAA (Biological Science Applications in Agriculture)

*Full Year class

Semester 1 - Plant Science

This course is designed to reinforce and extend students understanding of science by associating basic scientific principles and concepts with relevant applications in agriculture. Students will examine major phases of plant growth and management in agriculture and the specific biological science concepts that govern management decisions. Topics of study are in the areas of initiating plant growth - germination, plant sensory mechanisms, enzyme action, absorption, and managing plant growth - photosynthesis, respiration, translocation, metabolism, and growth regulation. The course will be valuable preparation for further education and will increase the relevance of science through the applied setting of agriculture by enhancing literacy in science and the scientific process. 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.

Semester 2 - Animal Science

This course is designed to reinforce and extend students understanding of science by associating scientific principles and concepts with relevant applications in agriculture. Students will examine major phases of animal agriculture and specific biological science concepts that govern management decisions in the animal industry. Topics of study are in the areas of growth and development of animals - embryology, ethology, nutrition, immunity systems, and processing animal products - preservation, fermentation, and pasteurization. The course will be valuable preparation for further education and will increase the relevance of science through the applied setting of agriculture by enhancing literacy in science and the scientific process. 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)

**Prerequisite:* Intro to Ag and Ag Science (offered every other year)

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)

CEO

Entrepreneurship courses acquaint students with the knowledge and skills necessary to own and operate their own businesses. Topics from several fields typically form the course content: economics, marketing principles, human relations and psychology, business and labor law, legal rights and responsibilities of ownership, business and financial planning, finance and accounting, and communication. Several topics surveyed in Business Management courses may also be included.

Fine Arts

Art I

Art I (Creative Art)—Comprehensive courses provide students with the knowledge and opportunity to explore an art form and to create individual works of art. These courses may also provide a discussion and exploration of career opportunities in the art world. Initial courses cover the language, materials, and processes of a particular art form and the design elements and principles supporting a work of art. As students advance and become more adept, the instruction regarding the creative process becomes more refined, and students are encouraged to develop their own artistic styles. Although Creative art courses focus on creation, they may also include the study of major artists, art movements, and styles.

Art II

Art II (Art History) – introduces students to significant works of art, artists, and artistic movements that may have shaped the art world and have influenced or reflected periods of history. These courses often emphasize the evolution of art forms, techniques, symbols, and themes.

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 SAT test. (One Credit)

English IV

This class is a study of England's literary works from the Anglo-Saxon Period to the 20th 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)

Novels

Literature courses offer the opportunity for students to study and reflect upon the themes presented in the body of literature being presented. Students improve their critical-thinking skills as they determine the underlying assumptions and values within the reading selection and as they understand how the work reflects society's problems and culture. Oral discussion is an integral part of literature courses, and written compositions are often required. Literature courses may survey representative works, reflect a particular genre or a specific theme, or survey works of a particular time or people.

Mathematics

Mathematics I

This course will formalize and extend the mathematics that students learned in the middle grades. Mathematics 1 will deepen and extend understanding of linear relationships, in part by contrasting them with exponential phenomena, and in part by applying linear models to data that exhibit a linear trend. Mathematics 1 uses properties and theorems involving congruent figures to deepen and extend understanding of geometric knowledge from prior grades. This course ties together the algebraic and geometric ideas studied and improves problem solving. (One credit)

Mathematics II

This course will extend student's knowledge of functions to new functions, in particular, quadratic and polynomial functions. Students will also complete a study of similarity and trigonometry, area and volume, probability and counting methods, and circles with quadratic and algebraic representations. The eight Mathematical Practice Standards will be applied throughout.

***Prerequisite:** Mathematics 1 or Accelerated 8th grade and teacher recommendation.

Mathematics III

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

Calculus

This course treats all the topics normally covered in an Advanced Placement AB-Level program. The text begins with review of concepts and skills required for calculus. Numerous applications to physics, chemistry, engineering, and business are also treated in both the lesson and the problem sets. Use of this text has allowed students to take the Advanced Placement examination and score well. (One credit)

Statistics

This course is an elementary statistics course designed to introduce statistical concepts for a variety of courses of study. The applications span a broad range of topics. Students will have opportunities for using graphing calculators and spreadsheets for solving statistical problems. (One credit)

***Prerequisite:** Algebra II or permission from instructor

Science

Earth & Space Science

Earth and Space Science is a course focusing on the study of the Earth's lithosphere, atmosphere, hydrosphere, and its celestial environment. Students enrolled in this course analyze and describe Earth's interconnected systems and how they are changing due to natural processes and human influence. Topics covered include rocks, minerals, natural resource management, sculpturing of Earth's surface, plate tectonics, earthquakes, volcanoes, geologic history, the atmosphere, weather, climate, history of astronomy, the solar system, stars, and galaxies. (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.

Introduction to Chemistry

Introduction to chemistry is a two semester class for high school students who have completed physical science. This course will help prepare students to complete General Chemistry for college credit, emphasizing problem solving. Students explore the fundamental principles of chemistry which characterize the properties of matter and how it reacts. Computer-based and traditional laboratory techniques are used to obtain, organize and analyze data. Conclusions are developed using both qualitative and quantitative procedures.

Topics include, but are not limited to: measurement, atomic structure, electron configuration, the periodic table, bonding, gas laws, properties of liquids and solids, solutions, stoichiometry, reactions, equilibrium, acids and bases. (One credit)

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

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. All students must pass the U.S. and Illinois Constitution exams in order to graduate from high school. (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 21st 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)

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)

Civics

This course will examine the general structure and functions of American systems of government, the roles and responsibilities of citizens to participate in the political process, and the relationship of the individual to the law and legal system. (One-half credit)

Current Events

Contemporary World Issues courses enable students to study political, economic, and social issues facing the world. These courses may focus on current issues, examine selected issues throughout the 20th century, and look at historical causes or possible solutions.

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. (One credit)

**Prerequisite:* Spanish I

Spanish III

Student's use of Spanish will continue to improve through the assigned reading and oral discussion, written responses of the reading, as well as additional material. Students will also improve vocabulary through watching videos depicting Hispanic life, and reading magazines and newspapers in Spanish. (One credit)

**Prerequisite:* Spanish II

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 lifelong sports. All classes are co-ed and student participation is heavily counted in grading. ***Exemptions are permitted if they meet the state/school required guidelines** (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)

Self-Administration of Medication Asthma Inhalers/Epinephrine auto-injector (EpiPen)

Parent(s)/ Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

Please initial to indicate (a) receipt of this information and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian Initials

For All Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I 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 the administration or the child’s self-administration of medication.

Parent/Guardian Printed Name

Address (if different from Student’s above):

Phone: _____ Emergency Phone: _____

Parent/Guardian Signature

Date