

MERCER COUNTY INTERMEDIATE SCHOOL



golden eagles

HANDBOOK

2011-12

OUR MISSION

**We, the Mercer County Intermediate School,
are committed to developing life-long learners
who value themselves, contribute to their community,
and succeed in a changing world.**

This information has been developed to help you become familiar with the facilities, activities, and guidelines concerning the Mercer County Intermediate School. Please take some time to read each section so that you become aware of items that pertain to you. Our challenge and hope for you is that you leave Mercer County Intermediate School more successful and more prepared for the future than when you arrived. Come to school every day ready to give it your best and we will help you to be successful. The provisions of this handbook are not to be considered as an irrevocable contract between the school and the student/parent. They simply reflect the current rules, practices and procedures and are subject to change.

CONTENTS

I.	SCHOOL OPENING AND CLOSING	2
II.	BREAKFAST AND LUNCH	2
III.	SCHOOL DISCIPLINE	3-8
IV.	ATTENDANCE POLICY	8 - 9
V.	VISITORS/NON-AUTHORIZED PERSONS	9
VI.	STUDENT RECORDS	10
VII.	GENERAL INFORMATION FOR STUDENTS	10 - 14
VIII.	STUDENTS' RIGHTS	14 - 16
IX.	MERCER COUNTY SCHOOL DISTRICT #404 EXTRA-CURRICULAR POLICY	17 - 18
X.	PERTINENT DISTRICT INFORMATION	19 – 24

2012 ISAT TEST DATES: MARCH 5 – MARCH 16, 2012



RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

I. SCHOOL OPENING AND CLOSING

The school building will open at **7:45 A.M.** **Students should not arrive at school before 7:45 A.M.** unless special arrangements have been made with the teacher or principal. The school day ends at **3:00 P.M.** and students should be out of the building by 3:15 p.m. unless arrangements have been made with the principal or teacher. If special arrangements have been made, students are to "sign in" in the office before going to their designated place.

REGULAR DAILY CLASS SCHEDULE		CLASS SCHEDULE FOR 1:00 DISMISSAL PERIOD		CLASS SCHEDULE FOR 2:00 DISMISSAL PERIOD	
Period	TIME	PERIOD	TIME	Period	Time
1	8:00 – 8:42	1	8:00 – 8:27	1	8:00 – 8:35
2	8:45 – 9:27	2	8:30 – 8:57	2	8:38 – 9:13
3	9:30 – 10:12	3	9:00 – 9:27	3	9:16 – 9:51
4	10:15 – 10:57	4	9:30 – 9:57	4	9:54 – 10:29
5	11:00 – 11:30	6	10:00 – 10:27	6	10:32 – 11:07
	11:30 – 12:00	7	10:30 – 10:57	5	11:10 – 11:40
6	12:03 – 12:45	5	11:00 – 11:30		11:40 – 12:10
7	12:48 – 1:30		11:07 – 12:00	7	12:13 – 12:47
8	1:33 – 2:15	8	12:03 – 12:30	8	12:50 – 1:24
9	2:18 – 3:00	9	12:33 – 1:00	9	1:27 – 2:00

WEATHER CANCELLATIONS

Occasionally, school and/or sporting events are postponed or cancelled due to adverse weather conditions. Parents will be notified of emergency school closings through a phone notification system as well as announcements through local media.

Television

KLJB FOX (18)
WHBF (14)
KWQC (6)
WQAD (8)

Radio-FM

WRMJ 102.3 KFM 105.3
WLLR 103.7 WAAG 94.9
KCQQ 106.5 WVIK 90.1
KUUL 101.3 WLSR 92.7

Radio-AM

WOC 1420
WFXN 1230
WGIL 1400
KMXG 96.1

II. BREAKFAST AND LUNCH

- Eating well balanced meals is essential for the physical and mental growth of each child. For this reason, the Mercer County Intermediate School provides both a lunch and a breakfast service for the students. Lunches are \$1.85 per day and breakfast is \$1.10 per day. An extra milk is \$0.35.
- Breakfast will be served each day in the Commons beginning at 7:30. On the 11:30 dismissal days when lunch is not served, breakfast will still be available.
- We expect students to come for breakfast/lunch into the Commons in a quiet manner, to be polite when going through the line, and also use proper manners at the table. Books are to be placed in the shelves in the Commons when arriving. We want the students to be proud of their lunchroom and their behavior there.
- During the lunch period**, students will remain on the school grounds. Students will be expected to line up after recess
- Students are not to bring pop from home for their lunch.
- If a student is going to eat hot lunch, it is **very** important that they raise their hand to be counted for the lunch count during 1st period that day.
- The forms for the Free and Reduced Lunch/Breakfast program are available in the office at any time during the school year for families to fill out to see if a student qualifies.

III. SCHOOL DISCIPLINE

P.B.I.S

Positive Behavior Supports and Interventions (P.B.I.S.) is a proactive systems approach to preventing and responding to classroom and school discipline problems. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and children can learn. The purpose of the P.B.I.S. approach is to provide Mercer County Intermediate School with the capacity for systematic planning and problem solving when responding to problem behavior.

SAT PROGRAM

SAT (Student Assistance Team) is a comprehensive program combining the **"Positive Behavior Interventions and Supports (P.B.I.S.) System"**. It is a joint school staff and community effort to identify, intervene, and support all students who have actual or potential problems that interfere with their academic or extracurricular performance. Faculty, staff, parents, and students will be able to notice and respond to students who are exhibiting difficulties and refer them through the SAT Core Teams.

The main goal of SAT is to identify students whose behavior, attendance, health or grades indicate that they may have problems or be at-risk. After the identification has occurred, interviews and information will be collected, and a plan of action will be implemented. Finally, the team's intervention plan will be assessed as to its effectiveness.

GENERAL INFORMATION

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is the joint responsibility of the Board of Education, its staff, the pupils, and their parents.

The dignity of the pupil, as an individual, should be protected with proper consideration for his personal feelings, which may be associated with race, color, creed, and physical and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish a mutual respect, which should stimulate a sound basis for carrying out school procedures.

The dignity of the teacher, the principal, and all staff as individuals, and the respect for the teacher, the principal and all staff in their professional capacity as an important part of the school system, should be protected with proper consideration for the personal feelings of the individuals associated with the complexities and problems of teaching and administration.

Members of the various staffs shall have the authority necessary to carry out such school procedures, including the use of reasonable physical force to prevent and stop any act of interference with the scholarly, disciplined atmosphere of the school.

The Board and the Superintendent's Office in cases involving correctable behavior assure teachers, principals, and all staff of prompt and decisive support.

Lockers and other school properties are loaned to the pupils for their use by the Board of Education and are subject to the inspection by the administration anytime it is deemed necessary for the safety and welfare of the pupils and the school. It is desirable that the students be present at inspection time, but not necessary.

Students or faculty for any kind of problem shall not bypass the school administration. The general procedure would be from student to teacher, to principal, to superintendent and to the Board of Education.

DISCIPLINING SPECIAL EDUCATION STUDENTS - Special education students are expected to be in compliance with the discipline plan set by the district for all students. In the event that a behavior management plan needs to be implemented, the Mercer County School District has adopted a policy concerning discipline and special education students. The policy explains the rules and procedures that will be followed when disciplining special education students.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

BREACH OF DISCIPLINE IS ANY CONDUCT OF PUPILS WHICH INTERFERES WITH THE MAINTENANCE OF SCHOOL DISCIPLINE

Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Insubordination and misbehavior are incompatible with school discipline. Offenses that constitute disobedience and/or misconduct are, for disciplinary reasons, divided into three groups based upon the severity of the offense:

Group I offenses are major, severe or repeated actions that are extreme enough that the continued presence of the student would be either disruptive, dangerous, or in the best interest of the student and school for removal. Actions of this type require a minimum of temporary removal of the offender from the regular school program, through alternative educational placement or out of school suspension. Repeated offenses or those of extreme severity of Group I will lead to a recommendation for expulsion of the offending student from the regular school program.

Group II offenses are acts of a nature that require, at a minimum, an office referral report that could lead to the use of the school detention system or an alternative educational placement. Group II offenses are infractions, which, if repeated, will require the temporary removal of the offending student from the regular school program.

Group III offenses are actions, which may or may not require use of the school detention system or loss of privileges. Other interventions that could possibly be used are verbal correction, Respect & Protect form, mediation, contacting parents/guardian, counselor referral, detention, etc. Group III offenses are usually the result of procedural neglect such as being unprepared for class, minor classroom or study hall disruptions, minor rudeness or discourteous behavior, inappropriate language, horseplay in the hallways, etc.

SEVERE CLAUSE: In the case of severe disruptive behavior, a student will be removed from class immediately and will be subject to advancement in the steps depending on the nature of the offense.

THE FOLLOWING ACTIONS ARE AUTHORIZED TO BE TAKEN IN CASES OF BREACH OF SCHOOL REGULATIONS AND BREACHES OF DISCIPLINE:

Detention: Any member of the faculty or administration may assign a student detention. Detentions may be served during the lunch period/recess or after school at the teacher or administrator's discretion. After school detentions are 3:00-4:00 PM on Tuesday, Wednesday, and Thursday in an assigned classroom.

1. Students are required to bring schoolwork to detention or work will be provided.
2. Parents must notify the office if their child cannot serve at the assigned time.
3. No shows will add 1 detention.
4. Accumulation of 3 or more detentions may result in a suspension/Friday Extended Detention, and a parent conference may be scheduled. Student may also be referred to the Student Assistance Team.

Denial of privileges, exclusion from school/district activities.

Monetary reimbursement for damage.

Friday Extended Detention

A student may receive a Friday Extended Detention at the principal's discretion for an infraction or for a student who has repeated minor offenses when other reasonable disciplinary means have been exhausted. Friday Extended Detentions are held at Mercer County Intermediate School and run from 3:00 to 6:00.

Alternative Educational Placement (AEP)

Alternative Educational Placement will move a student to a more restrictive environment within the school. Students are to get their assignments from their teachers before the first period on the day of placement. No credit will be given for labs or other no-repeatable activities; however, students will not be given a zero. Equivalent assignments may be given in their place.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

Suspension of the pupil from school and school district activities. After reasonable investigation into the nature and extent of regulations or discipline, the principal shall have the discretionary authority to suspend a pupil from school and school activities. The pupil and his or her parents shall be notified in writing immediately of the suspension and the reasons therefore. The principal may schedule a conference with the pupil and his or her parents or guardian to be held as soon as possible after the suspension.

Students who have been involved with substance violations will be provided information pertaining to treatment options. Students or parents may also request information or assistance.

The student who is guilty of gross disobedience or misconduct is subject to suspension by the following process:

- a. Notice will be given that suspension may occur, with the reason for suspension.
- b. The student may respond to the charges.
- c. A judgment will be rendered regarding the suspension.

Parents will be notified prior to the suspension. They will be given a full statement of the reasons for the suspension and the beginning and ending dates of the suspension. They will also be advised of a right to a hearing with the Superintendent of Schools. A follow-up letter will include details of the suspension, appeal procedures, and school policy on conduct and discipline

No suspension will be greater than ten days. A third suspension will likely lead to a recommendation for expulsion, particularly in circumstances of repeated malicious, disruptive behavior and poor attitude on the part of the student.

Make-up Work For Suspended Students:

A request for homework will go out to teachers as soon as possible following a suspension. Assignments and homework can be picked up by a relative or designee (not the suspended student) after school in the office the first school day following the suspension. Work completed at home must be submitted to the office before 8:00 AM on the first scheduled day of return. Homework submitted after this time on the first scheduled day of return will not be accepted. Students make individual arrangements with teachers on the first day of return to make up tests and quizzes. Tests and quizzes are to be completed on the first day of return. (This policy takes precedent over other policies, i.e. making up work after illness, etc.)

Any student whose presence poses an immediate threat to the school may be immediately removed, with notice and hearing to be provided as soon as possible.

The student who would appeal the decision of the principal may receive a hearing with the Superintendent of Schools. If the student is still dissatisfied, he/she may meet with the Board of Education. Board policy on suspensions, including time lines, would be provided to those who initiate an appeals process, or upon request. If the suspension decision is reversed at any point, all references in the student's records would be removed and whatever assistance is necessary to the student to make up missed schoolwork would be provided.

Expulsion

A recommendation for expulsion may occur as a result of a third suspension in the academic year or for gross disobedience or misconduct showing a clear and flagrant disregard for the educational process. The student may be temporarily suspended from school pending a hearing before the Board of Education to determine the outcome of the case. Board of Education policy will govern the procedure, and a copy of the policy will be made available to the student at the same time he/she is advised that a recommendation for expulsion is to be made.

Search and Seizure

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 Superintendent 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 by the use of specially trained dogs.

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 are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner, which is reasonable, related to its objectives, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows: outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or liaison police officer of the same sex as the student. If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Following is a partial list of offenses that constitute disobedience and/or misconduct gross enough to warrant some type of disciplinary action:

1. Temper tantrums, which disrupt the orderly process of the school - Group I, II, III.
2. Bully type behavior - Group I, II, III.
3. Refusal to conform to the rules and regulations, profane or obscene language, gestures, inappropriate physical contact during a dispute, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school, refusal to comply with the request or direction of teachers, administrators, or other personnel or similar actions - Group I, II, III.
4. Physical attack and/or threats of physical attack, or physical violence to teachers, to the pupils, or any personnel - Group I, II. All of the participants in question may be liable for violation of this guideline. Self-defense shall not be a justification under this guideline unless the student can prove the following: a) that in the event of an unprovoked attack, the student first tried to seek the assistance of school personnel or attempted to avoid physical confrontation b) that in the event of assistance or avoidance of a physical confrontation was not possible, the student used only such force as was necessary to prevent serious bodily harm to himself or others.
5. Personal misbehavior such as extortion, intimidation, sexual harassment or possession of dangerous objects - Group I, II.
6. Display of overt bigotry or intolerance - Group I, II, III.
7. Disrespect to a staff member - Group I, II.
8. Libel or slander - Group I, II, III.
9. **DRUG FREE SCHOOL ZONES** - Group I, II. **Drug Free School Zones** include all areas within one block of school property. **Possession of drugs, look-alike drugs, alcohol and tobacco in Drug Free School Zones** will result in an immediate suspension from school.
10. Gang-related activities such as wearing of gang colors to show affiliation, gang gestures, drawing gang signs or graffiti, or any other behavior associated with gang activity. - Group I, II, III
11. Criminal acts - "criminal acts" may include:
 - a. Assault: The attempt to apply force to another with intent to do physical injury and with present means to execute the attempt. There may be an assault even though there is no personal injury inflicted. Group I, II
 - b. Battery: A successful assault, i.e. the actual unlawful application of force to the person of another. Group I, II.
 - c. Larceny: The taking of property of another with intent to permanently deprive the owner of useful enjoyment. Group I, II.
 - d. Robbery: The taking of property of another by force. Group I, II.
 - e. Malicious Mischief includes malicious injury, defacing or destruction of any building or fixture, and includes willful writing, making marks, drawing characters, etc., on walls, furniture, and/or fixtures. Group I, II, III.
 - f. Unlawful Assembly: There is an unlawful assembly when three or more persons assemble in a violent and tumultuous manner to do unlawful acts to the disturbance of others. Group I, II.
 - g. Disturbing Public Assembly: A person disturbs the public assembly whenever he or she makes or excites any disturbance at any public meeting or other place where citizens are lawfully assembled. There must be a threat of immediate violence. Group I, II, III.

- h. Malicious Threats: The conveyance of threats or false information concerning the placement of bombs is a felony. Any person who, knowing the information to be false, willfully conveys or causes to be conveyed to any other person any false information concerning the placement or an attempt being made or to be made to place any bomb or other explosive or destructive substance or device in or upon the premises of any school shall be guilty of a felony. Group I
- i. Affrays: There may be an affray when two or more persons engage in any fight or violence toward each other in an angry or quarrelsome manner in any public place to the disturbance of others. Group I, II, III. All of the participants in question may be liable for violation of this guideline. Self-defense shall not be a justification under this guideline unless the student can prove the following: a) that in the event of an unprovoked attack, the student first tried to seek the assistance of school personnel or attempted to avoid physical confrontation b) that in the event of assistance or avoidance of a physical confrontation was not possible, the student used only such force as was necessary to prevent serious bodily harm to himself or others.
- j. Profanity: A person may be prosecuted for using profanity when the use of obscene language publicly disturbs the public peace and quiet. This is an offense against the public peace and the statute does not intend to protect morals. Group I, II, III.
- k. Malicious use of the telephone: It is unlawful for any person to telephone another and use any obscene, lewd, or profane language, or threaten to inflict injury or physical harm to the person or property of the person. The use of obscene, lewd, or profane language or the making of a threat or statement as set forth in Chapter 416 shall be a prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy, or offend. Group I, II, III.
- l. The use or possession of tobacco, including snuff and chewing tobacco, while attending a school function as a participant or spectator or while on school transportation is prohibited. Group I, II.
- m. The use or possession of alcoholic liquor or beer, drugs, including look-alikes, or any controlled substance (as defined in the Uniform Controlled Substances Act) by any student on school property or while attending a school function as a participant or spectator, or while on school transportation is prohibited. Group I, II.
- n. The possession or use of dangerous objects is prohibited. They are anything that can be potentially dangerous or be used as a weapon. Group I, II, III

DISCIPLINARY CONTROL OF PUPILS IS TO BE EXERCISED AS FOLLOWS:

While on school premises.

While on school owned and operated school buses or on chartered buses supervised by school personnel.

Conduct of pupils away from school grounds: "Whenever, in the judgment of the Superintendent of Schools and administration, incidents of students behavior occur off school property, which grow out of a school sponsored activity and influence the morale or the operation of the school system, the administration may take whatever steps it deems necessary to cope with the situation and report to the Board at the next meeting.

Incidents of student behavior which occur off school property and do not grow out of school-sponsored activities are not the responsibility of the school or its authorities, but the school may counsel and assist with students who are in difficulty in whatever way possible. It should be pointed out that parents or legal guardians of pupils are responsible for the actions and conduct of their children on and off school premises at all times. Other agencies, such as the Police Department, Juvenile Dept., and the Courts, as well as other community agencies, have responsibilities either defined by law or by purpose of the agency to assist juveniles whenever possible.

THREATS AND ASSAULTS TO SCHOOL PERSONNEL

Whenever a pupil is charged with assault or assault and battery upon a staff member, the principal shall immediately be notified and shall act upon the charge. If the principal so determines, the pupil shall be suspended immediately.

PHYSICAL FORCE/BREACH OF DISCIPLINE/RESTRAINT

Physical force may be used only to prevent a breach of discipline or to stop a continuing breach of discipline. Physical force is not to be used in relation to any breach of discipline, which has been completed. No corporal punishment is permitted.

Restraint, which is considered the act of controlling the actions of a pupil when such action may inflict harm to himself/herself or others, is not considered physical punishment. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming himself/herself or others.

IV. ATTENDANCE POLICY

Attendance

The school laws of the State of Illinois require school attendance. Any absence from school hinders the individual student and the entire school system as well. All excused absences must be made up. For cases other than personal illness, serious illness in the home, or death in the family, arrangements for the absence must be made in advance. It is best that parents or legal guardians cooperate by planning trips and vacations, which coincide with school vacation periods.

Excessive Student Absenteeism

In the event that a student is absent from school for more than **ten** days during any given semester of school, a medical statement from a licensed physician or health department official may be required in order to excuse each and every subsequent absence from school during the remainder of that particular grading period. The Regional Office of Education will also be notified of the excessive absences at this time.

Notification of absence

It will be the policy of the Mercer County School District to require all parents to call the school before 8:30 A.M. to notify us of the nature of the absence. The purpose of this is not only to explain the reason for the absence, but also to confirm the child's safe arrival to school.

Request for Homework: After notifying the school of the absence, homework can be requested. This is for the purpose of someone picking it up at the end of the school day. Otherwise, the student can contact his teachers on the day he/she returns.

Returning to school after absence

When a student returns to school after an absence, the following procedures must be followed:

1. Bring a written statement signed by his/her parent/guardian stating the reason for the absence if no phone contact was made. Students who forget to bring a written excuse will be allowed one day to bring it in, or after that time he/she will be considered unexcused.
2. Inquire about schoolwork missed.
3. School work previously assigned prior to the absence should be completed within one day after returning to school. New assignments must be completed within two days after returning to school. Extended absences require arrangements to be made with the teachers.

Leaving school

Students are required to report to the office and have a parent/guardian sign them out before leaving school for an appointment or illness.

Student attendance at school for participation in extracurricular activities

In order for a student to participate in or attend a scheduled extracurricular practice or activity on a school night, he/she must be in attendance all day (periods 2-9). The only exception will be prearranged administrative approval.

Prearranged absences

For certain reasons (to be decided by the office) a student may be allowed to prearrange an absence, thereby receiving an excused absence. Students will obtain their prearranged absence slip from the office and will take it to each of their teachers for signature and comment. This must be completed and returned to the office **at least 2 days** prior to the absence. The teachers will inform the student as to what work and assignments will be required, **and when it will be due.**

If the student does not complete all assignments when required, the absence is recorded as unexcused in those classes in which the assigned work was not completed. The responsibility for make-up work rests entirely with the student.

Vacations during school must be approved by the building principal 2 weeks in advance. Students must be accompanied on their vacation by parent or guardian in order for the absence to be excused.

Doctor or dentist appointment absence

1. Students will be excused for ½ day, maximum, for doctor/dental appointments. **A note from the medical professional will be required for the absence to be excused and if a longer time is needed for the appointment.**
2. Students may be required to bring a note to the office from a parent or legal guardian stating the time of the appointment and **doctor's name.**
3. **Every effort should be made to schedule appointments after 3:00 P.M. on school days or on Saturdays.**

Religious instruction

Students of the Mercer County School District may be excused from school for religious services or instruction at any time.

Truancy - subject to Illinois House Bill 971.

Unexcused absences

Unexcused absences are given to those students who don't fall in the above categories. The classroom teacher may require missed work to be made up without credit. For unexcused absences the detention system may be used for minor infractions and when in excess, the school suspension system may be used. The following are examples of unexcused absences:

1. Haircuts
2. Shopping trips
3. Oversleeping
4. Any absence during the school day if the student fails to check out through the office.

Tardiness *BE THERE, BE READY!*

1. All students should be seated and ready to work when the tardy bell rings. Adequate time is provided to accomplish this. All teachers will tell students when they are tardy to class.
2. During the first week of school, tardiness will not be counted against the student unless the student is not being conscientious.
3. In the event of 2 tardies to a class in a nine-week period, the student will be placed on the detention list. For each tardy thereafter, the student will receive an additional detention.
4. In the event of excessive tardies, a parent conference will be scheduled to discuss the problem.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

V. VISITORS/NON-AUTHORIZED PERSONS

All visitors and non-authorized persons may enter the building through the northeast entrance. Upon entering the building they must report to the office. Non-authorized persons may be:

1. Students not assigned to that specific building.
2. Any person not an employee of the Mercer County School District

Non-authorized persons (intruders) should not be in the school building or on the school premises at any time without authorization of the school. They may be compelled to leave the school premises, and if their activity disrupts the disciplined, scholarly atmosphere, they may be subject to prosecution. School administrators may enlist the aid of the Police Department to remove any non-authorized persons.

Procedures developed for dealing with non-authorized persons and/or civil disturbances shall be determined by the principal.

VI. STUDENT RECORDS

A student's records may be examined by the student's parent/guardian following receipt of a written request by said person. Additional information regarding the rights of students and parents where student records are involved is available in the junior high school and district office.

VII. GENERAL INFORMATION FOR STUDENTS

Academic Standards and Grades

The school year is divided into four quarterly grading periods of approximately nine weeks duration. Two quarters make a semester. Report cards are sent home at the end each quarter.

Midterm reports are mailed to parents if a student is receiving a "D" or "F" grade in a course and/or if the student is not working up to his/her capability.

Weekly grades are checked each Friday. Students who are receiving a "D" or "F" are listed. Parents may call each Monday for that information.

The grading system used is as follows:

A	95-100	A-	93-94		
B+	91-92	B	85-90	B-	83-84
C+	81-82	C	74-82	C-	74-75
D+	72-73	D	76-71	D-	64-65
F	0-63	I	Incomplete		

Honor Roll: MCIS students are recognized for their quarterly academic achievements. A student must have no grade lower than a "C" to be eligible for the honor roll.

High Honors, (3.8 – 4.0) Honors, (3.3 – 3.79) Honorable Mention, (3.0 – 3.2)

An Incomplete will be followed by the current letter grade. If a student fails to make up work, the current grade will become effective.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

5th Grade Class Offerings

Literature
English
Science
Social Studies
Math
Art
Physical Education
Music

6th Grade Class Offerings

Literature
English
Science
Social Studies
Math
Art (elective)
Band (elective)
Chorus (elective)
Physical Education

Students advance through Mercer County Intermediate School on a grade system. A student must take a minimum of seven classes per year, and to be considered for promotion, must accumulate twenty-one passing grades for all four quarters. A student taking eight classes must accumulate twenty-four passing grades for all four quarters. In addition to the above, a student who fails two required courses for all four quarters will also be considered for retention.

In all instances of retention, the child's parent or guardian must be kept informed of the child's lack of progress throughout the year. Cooperation with the parent must be sought in helping the child find success in school. Parents will be notified quarterly if their child is in jeopardy. The district recognizes that the decision to promote or retain a child is a very serious matter.

Dropping Elective Classes: (6th Grade)

Students are permitted to withdraw from Band, Chorus, or Art only during the first week of a semester. It is in the best interest of the group and individual to make a semester commitment. Request to withdraw must occur during the first week of the semester and must be written and signed by the student's parent or legal guardian. Students in 6th grade are required to take at least one elective according to Board Policy.

Homework

A variety of homework assignments will be assigned to students at Mercer County Intermediate School throughout the school year that reinforce classroom learning objectives. Homework should provide students an opportunity to apply information they have learned in their classes, complete their assignments and independently fulfill their academic responsibilities.

Homework assignments include:

- **Practice** exercises to follow the classroom instruction.
- **Preview** assignments to prepare for subsequent lessons.
- **Extension** assignments to transfer new skills or concepts to new situations.
- **Creative** activities to integrate many skills toward the production of a response or product.
- **Reading** assignments to increase their understanding and comprehension. This will also help to improve vocabulary development.
- **Study** to review key information that is contained in class notes and assignments.

Students should:

- Write down assignments in their "Mercer County Intermediate School Student Planners".
- Be sure all assignments are clear; ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work. Students should always strive to do their "best".
- Make sure that assignments are done according to the given instructions and completed on time.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

Suggestions for Parents/Guardians:

- Set up a quiet, organized place for completing homework. Have necessary supplies and resources available.
- Help your child develop a schedule for each night for completion of homework, projects, or tasks. All Mercer County Intermediate Students have a school-issued planner to keep track of assignments, projects, and tasks. Putting social, family, and extra-curricular events in the planner helps students to prioritize and manage their time effectively. Ask to see your child's planner on a regular basis.
- Be available to look over and review completed homework. Help your child work to find the answer, not just get it done. Be supportive when the student gets frustrated with difficult assignments.
- Encourage, motivate, prompt, model and reinforce positive behaviors.
- Strive to connect the homework to the real world and everyday skills. Homework also promotes responsibility, following directions, time management, and positive work habits.

ZAP (Zeros Aren't Permitted) (6th Grade)

Mercer County Intermediate School will hold a lunch/recess time study hall for 6th grade students who have not completed assignments on time. The program is called **ZAP**. This program is to provide motivation for students to complete their assignments on time and to meet their academic responsibilities. When a student does not turn in an assignment or has an incomplete assignment, he/she will be required to attend a ZAP session during their lunch period. ZAP study halls will be held on Mondays and Tuesdays. During the prior week, students will have until the end of the day Friday to turn in any late work. Any work that was not turned in during the prior week will be placed on the ZAP list for Monday. Teachers may assign a second ZAP on Tuesday, if the student still is missing any assignments at the end of the day on Monday. Study hall teachers will inquire with students on the ZAP list and assist with helping looking for, obtaining the assignment, or making sure the student is staying on task for completion. All students are responsible for checking the ZAP lists posted along the gym wall in the Commons and reporting to the designated ZAP room as quickly as possible with all their work. AR goals are not added to the ZAP list. There will be a one-hour after school reading intervention after mid-term for students who are not making adequate progress towards their AR goal. This is not an activity or club, but rather a strategy for ensuring student success.

General Rules

Lockers: *Keep your locker combination to yourself!* Sharing is an invitation to loss or theft, and the school is not responsible for loss of property. Interior decoration of lockers is permitted but nothing inappropriate can be displayed. Only magnets can be used (no tape). Periodic locker inspections will occur.

Behavior: All behavior, which presents itself as a safety hazard is prohibited; i.e. pushing, running, hitting, rough play, etc. **No shouting, fighting, screaming, or inappropriate or obscene language, etc.** No inappropriate writing or drawings on school materials or personal belongings.

Book bags with wheels do not fit in your locker. Do not bring them.

Student Planners will be provided to all students and are expected to be used by students at MCIS. Do not tear pages out of planners. Use them in an appropriate manner. Students are responsible for their own planners.

Borrowing planners for use of the passes is not allowed. Use passes for that week wisely.

Gum, candy, food or beverages are not to be consumed from 7:55 A.M. to 3:00 P.M. except at lunch (in the Commons) or with direct supervision by a teacher. All of the above will be confiscated and not returned. All opened beverages or thermoses can be subject to inspection. A detention may be assigned for each offense. All treats given by teachers will be consumed during that period or at lunch in the Commons.

Email is to be used by teacher assignment only. No emailing or messaging is allowed.

Inappropriate physical display of affection during school and school activities is not permitted.

Electronic devices, entertainment devices, and/or other possibly disruptive devices are not to be used at school. This is to include, but not limited to, iPods, laser pointers, tape/disc players, boom boxes or any item that may be seen as disruptive to the educational process or as a safety hazard.

Cell phones and similar electronic devices must be kept "powered-off" and kept out of sight during the regular school day. Students will be issued a warning the first time their phone is taken, a parent will have to pick up the phone the second time, a detention will be assigned the third time and the student will have to check the device into the office from then on.

Note writing between students is an infraction of the school rules. Violators will be dealt with at the discretion of the teacher or principal.

No one is allowed in the halls during class periods without a pass from an authorized staff member. Violators will be sent back to class or to the office.

Do not disturb classes in session.

Passes can be secured only at the discretion of the teacher for whom work is being done.

Students may use the **telephone** in the office **only** with permission. **Students will not be allowed to use the school phone for non-essential calls.** This includes calling for forgotten items, homework, or scheduling evening activities. Personal business should be handled outside of school. Students will not be called from classes to talk on the phone other than emergency situations. In non-emergency situations, we will deliver a message to that student.

The following **forms** are available from the office:

- a. Prearranged absence
- b. Insurance

The building principal must approve all student visitors in advance.

Scooters, Skateboards, Roller Blades: Even though these items make for good recreation and fun, they are not allowed to be brought to school due to safety considerations and lack of available storage.

Students who live within biking distance from school are allowed to ride their **bicycles** to school. Parents are encouraged to make sure their child is knowledgeable in bicycle safety rules and regulations. Safety helmets are recommended. Bicycles are to be parked in the bike racks located at the northeast corner of the school. Bicycles are not to be ridden on school grounds.

RESPONSIBILITY FOR BOOKS: The textbooks issued to students are the property of the Mercer County School District #404. The books should be used with care and returned in good condition. Students will be responsible for books, which are lost, stolen or damaged beyond use. The student must also pay for library books, which are lost or damaged.

Bus Transportation

1. Students are expected to sit in their seats and conduct themselves in a manner that will enhance the safety and comfort of fellow passengers aboard the school bus.
2. The school will work closely with bus drivers in disciplinary cases
 - a. Bus riders must be in seats at all times.
 - b. The main aisle must be clear at all times.
 - c. Silence is to be observed during all critical driving situations, **especially at railroad crossings.**
 - d. Observe regulations of courteous behavior as requested by the driver.
 - e. No food or beverages are allowed on the bus without driver permission.
 - f. A student may ride a bus other than his/her own when a note written by his/her parent or legal guardian is approved by the bus driver.
 - g. Bus Loading and Unloading Procedure:
 - (1). Buses will load and unload on the north side of the building.

- (2). Parents who pick up their own children should not use the above area. **Please** do not deliver and pick up students on the north side of the building.

h. Students are not to leave school grounds upon arrival to school.

School Functions

Mercer County Intermediate Students and audience should exhibit sportsmanlike conduct at all games and events, which they attend.

Loyal supporters of Mercer County athletics want their team to win fairly and cleanly. They respect the decision of the referee(s) even they believe it to be wrong. They never display inappropriate behavior.

Conduct not befitting the reputation of Mercer County Intermediate School can result in the loss of the privilege of attending or participating in extracurricular activities.

Any student on **out-of-school school suspension will not be** permitted on school premises until reinstated. (This includes any school extracurricular activities.)

Medication Policy

The School Nurse of Unit #404 will give first aid only as authorized by the State Board of Health. This means no medications, including aspirin, will be given with the exception of aromatic spirits of ammonia for fainting. Medication will be administered in school only if the family physician requests it in writing to the school, and with the following guidelines:

Any child taking medication must:

1. Leave medication at school office.
2. Have medication in bottle or box plainly marked with the following:
(1) Name; (2) Medication; (3) Dosage; (4) Doctor; (5) Reason for taking medication.
3. Be responsible to come at designated time to take medication.
4. Be responsible for picking up medication if it is to be taken home at the end of the day.

Asthmatic students are allowed to carry their inhalers with them as long as they have parents' and physician's approval. However, parents/guardians must fill out certain forms, which can be obtained from our school nurse, Becky Hyett before the student may carry the inhaler with them at school.

Fees

Registration (includes computer usage, catastrophic insurance, art, band, and chorus fees) **\$54.00**

VIII. STUDENTS' RIGHTS

All students at Mercer County Intermediate are responsible for their actions. To succeed, discipline must ultimately be "self-discipline". When a student is not capable of exercising appropriate self-discipline, the school will impose sanction. Teachers and administrators have a legal and moral mandate to insure an orderly educational climate in the school. We take the student body and this mandate seriously and believe they deserve to have a school experience uninterrupted by disorder or disrespect.

In school there are numerous opportunities for disagreement between people to arise. When such occasions occur there must be someone who has the responsibility for settling the disagreements in order to avoid complete disorder in the school. Such a structure is necessary to facilitate the teaching/learning process. The power and the responsibility for the settlement of disagreements has been given to the Community Unit District #404 Board of Education and, through them, to the principals and teachers. In order for this power to be exercised fairly, and so that the students know their responsibilities, it is necessary that each student's rights be stated.

1. All students have the right to be free from harassment (which includes sexual harassment), physical torment, bullying, or any threat of violence while on buses, in class, and while passing legitimately on the school grounds. INCIDENTS SHOULD BE REPORTED TO THE TEACHERS, COUNSELOR, OR PRINCIPAL.
2. All students have the right to dress as their parents see fit, so long as the school judges it sanitary, decent, safe, and not disruptive to the learning process. **The correlation between proper dress attire and behavior is very significant.**

No clothing advertising alcohol, drugs, tobacco, lewd behavior, or double-meanings will be allowed while attending school or school-sponsored activities. All spaghetti strap shirts are not allowed in the school building or at school activities. Sleeveless shirts must have a 2-inch band over the shoulder. Also, shirts need to cover completely in the front and back while sitting or standing. Shorts worn to school are not to be too short. Shorts will be deemed too short if they are above the student's fingertips when their arms are held straight down at the sides. There is to be no writing or large letters on the posterior side of pants or shorts. No head apparel (hats) is to be worn during district indoor activities. No wallet or pocket chains are allowed. Undergarments are not to be showing. House slippers, wheeled shoes (Heelies) or the like may not be worn due to health and safety reasons. Neatness and grooming are very important. Jackets and coats are not to be worn or taken to class except in the cases of extreme cold weather.

3. All students and staff members have the right to be treated with respect.
4. All students have the right to participate in curricular and extra-curricular activities as long as they have met the requirements of the State of Illinois, Community Unit School District #404, and Mercer County Intermediate School.
5. All students have a right to a fair hearing on disciplinary matters with the understanding that the final decision must be made by the school.
6. All students have the right to bring their concerns about school matters to the attention of the staff and administrators of the building.

Along with these personal rights go the obligation and responsibility to respect these as the rights of all students. Any student violating the rights of others will be held responsible and appropriately disciplined (including forfeiture of their attendance rights) at the directions of the Board of Education.

Generally, teachers are accorded full responsibility for discipline within their classrooms. They are also expected to assist with student control in hallways and areas away from their classrooms, including extracurricular activities.

All school discipline policies are in force at all school events, whether held on Mercer County school grounds or elsewhere.



RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

IX. Mercer County Intermediate School Extra-Curricular Code of Conduct

Name of Extra-Curricular Participant: _____ Grade: _____

Policies

1. A) Any extra-curricular participants caught in possession of/or using tobacco products, alcoholic beverages, and/or drugs (not prescribed by a medical doctor), will be suspended for the next five contests of that season for the first offense. B) A second offense of Rule #1 by any extra-curricular participant will result in a ten (10) game/contest suspension following the infraction of that season. C) A third offense of Rule #1 will/ may result in expulsion from all athletic and or club teams (after due process is afforded) for the remainder of their public school career at Mercer County Intermediate School.

Note: Any reinstatement for participation after expulsion must 1st be formally heard by the athletic director, coaches, and building administration. This procedure will not guarantee reinstatement, however, the right to apply for reinstatement falls within the rights of participation for an extra-curricular activity. Remember that there are no property rights regarding "the right to participate" in an extra-curricular activity. An extra-curricular activity is not a right, but a privilege.

Reasons for Policy

- a) Keep each extra-curricular participant in top physical, mental, and emotional condition
- b) Improve the overall physical, mental and emotional well-being of the extra-curricular participant
- c) Allow for consistency among consequences for rules violations

Any violation during school hours will be dealt with in addition to what is done by the administration under school handbook policy. It should be understood that these are not the only violations that could lead to an expulsion from an athletic, academic or club team. Each coach may add to these rules and they will be clearly communicated to each extra-curricular participant throughout the season as it is deemed appropriate by Mercer County coaches. These rules remain in effect until the final team activity and or meeting. In addition, the coach may counsel an individual during the off-season or between seasons concerning their behavior as it may impact involvement in their sport(s).

Concerning Accidents

Parent(s) and or guardian(s) are responsible for insurance coverage of students involved in extra-curricular activities. This includes deductibles, premiums, and all other expenses. Mercer County Intermediate School is not responsible for payment of accident expenses incurred through extra-curricular activities. MCIS does have access to a student insurance policy from a reputable insurance carrier if parents are interested in inquiring about it.

I understand and agree to abide by all provisions of this policy

Student Signature

Date

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

RULES AND REGULATIONS GUIDELINES

Extra-Curricular Participants

1. Proven use of tobacco products, illegal drugs and or alcohol will result in a suspension for 1st and 2nd time offenders (this applies for a student-athlete for the entirety of their career at Mercer County Intermediate School). A third violation will result in an expulsion from all sports/academic/club teams during the remainder of their time at MCIS.
2. Hair and grooming shall emphasize neatness and safety. Coaches shall use reasonable discretion when determining an appropriate dress code for their players to and from athletic and academic contests.
3. Attendance at practice is required. The coach will decide what is excusable and what is not.
4. To better ensure the health and safety of our extra-curricular-participants, coaches may recommend and enforce a curfew during the season for their teams.
5. Abusive and unsportsmanlike conduct is absolutely unacceptable. Coaches shall take steps necessary to eliminate such behaviors.
6. All extra-curricular-participants deserve to be worked with in a fair, consistent manner. However, it must be understood that habitual violations of team rules may very well result in a suspension from the team.
7. If a student is failing a class the week eligibility is determined, that student is ineligible to participate in interscholastic contests for that week. If the student is no longer failing a course after the week of ineligibility, he or she will be eligible to participate in interscholastic contests. In all cases, students' participation in interscholastic activities must meet the requirements of the IESA.

Coaches and Sponsors

- The Athletic Director should be considered as a resourceful professional to whom coaches may turn to when disciplinary problems or other problems occur. Scheduling shall be coordinated by the Athletic Director
- Learn about the IESA rules and regulations and abide by them. It is recommended that you become familiar with the rules and guidelines of the IHSA as well.
- Coaching conduct should reflect pride in our school and our community. Place special emphasis on sportsmanship and scholastic achievement. Remember that we are role models at all times!
- Attend coaching clinics and rules interpretation meetings annually. Professional development also applies to coaching.
- All purchase orders must be signed by the Athletic Director, Principal, and Superintendent. All purchases shall be approved by the Athletic Director and the Administration.
- Cooperate with one another.....Loyalty among coaches, faculty and staff is imperative for a successful learning community. Please refrain from commenting on other coaches' decisions, strategy and or handling of problems etc. We must all remember that we, also, are a team.

Rules for Each Sport and or Activity

Head coaches and sponsors will be responsible for communicating their team rules to the following persons prior to the beginning of each sport season:

- a. Players, managers, and stat takers
- b. Parents/Guardians
- c. Athletic Director

The respective coaches will house a copy of their rules and procedure with the Athletic Director. Coaches are expected to handle any problems that may arise with players and parents first. The Athletic Director and or Administration will only be asked to become available if the problem(s) cannot be solved via a coach/player meeting or a coach/parent meeting.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

X. PERTINENT DISTRICT INFORMATION

A. CIVIL RIGHTS GRIEVANCE PROCEDURES

Notice of Nondiscrimination

The Mercer County School District will not discriminate and will provide equal educational and extra-curricular opportunities for all students, without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and/or mental disability, age, sexual orientation, economic and social conditions, or actual or potential marital or parental status.

Gender Equity

The Mercer County School District does not discriminate on the basis of gender in the provision of programs, activities, services or benefits, and it guarantees both genders equal access to educational and extra-curricular programs and activities. Facilities and related services, equipment and supplies are neither assigned nor limited on the basis of gender (excluding shower and toilet facilities, locker rooms, dressing areas and facilities used by exempt organizations).

Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title 2 of the Americans With Disabilities Act;
2. Title 9 of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. 1400et seq.
5. Title 6 of the Civil Rights Act, 42 U.S.C. 2000d et seq.
6. Equal Employment Opportunities Act (Title 7 of the Civil Rights Act). 42 U.S.C. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title 7 of the Civil Rights Act of 1964, and Title 9 of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decisions and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code. This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

The complaint managers are listed as follows:

Gavin Sronce, Principal
Mercer County High School
1500 S. College Ave.
Aledo, IL 61231
(309) 582-2223

Robert Reed, Principal
Mercer County Junior High School
203 North Washington Street
Joy, IL 61260
(309) 584-4174

B. STUDENTS WITH DISABILITIES

All children with disabilities have a right to a free appropriate public education as provided under the Illinois School Code. The Mercer County School District shall provide, upon request, written materials and other information that indicates the specific policies, procedures, rules and regulations regarding the identification, evaluation or educational placement of children with disabilities. Inquiries should be directed to:

Director of Special Education
Mercer County Intermediate School
1002 SW 6th Street
Aledo, IL 61231
Phone: 309/582-2441

C. STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incrimination, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of -*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old
Mercer County School District #404 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Mercer County CUSD #404 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mercer County CUSD #404 will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Mercer County CUSD #404 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

E. SEXUAL, RACIAL, ETHNIC AND RELIGIOUS HARRASSMENT

Sexual, racial, ethnic and religious harassment of students is prohibited.

Sexual Harassment

An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a 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 a rejection of such unwelcome conduct the basis of academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!

Racial, Ethnic and Religious Harassment

Racial, ethnic and religious harassment include, but are not limited to: verbal or physical conduct that denigrates or shows hostility or aversion towards an individual in that:

1. has the purpose of affecting or creating an intimidating, hostile or offensive educational environment;
2. has the purpose or effect of unreasonably interfering with an individual's academic performance;
3. or otherwise adversely affects an individual's academic opportunities.

Examples of harassment might include, but are not limited to, threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures, or physical contact and display or circulation of derogatory or inappropriate written or other physical materials, cartoons or pictures.

Reporting Harassment

Students who believe they are victims of sexual, racial, ethnic or religious harassment or have witnessed such harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator or the Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

The names, addresses and telephone numbers of the District's current Nondiscrimination Coordinators and Complaint Manager are as follows:

Nondiscrimination Coordinators:

Name: Mercer County Intermediate School Principal Douglas Nelson
Address: 1002 SW 6th Street, Aledo, IL
Telephone No.: 582-2441

Name: Mercer County High School Principal Gavin Sronce
Address: 1500 South College Avenue, Aledo, IL
Telephone No.: 582-2223

Complaint Manager:

Name: Superintendent of Schools Alan Boucher
Address: 1002 SW 6th Street, Aledo, IL
Telephone No.: 582-2238

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual, ethnic or religious harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual, racial, ethnic or religious harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual, racial, ethnic or religious harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any student making a knowingly false accusation regarding sexual, racial, ethnic or religious harassment will likewise be subject to disciplinary action up to and including suspension and expulsion.

F. SEX OFFENDER REGISTRY

The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof. The list can be viewed by going to the following web address: <http://www.isp.state.il.us/sor/>. The school district will be happy to assist you with getting access to the registry if you do not have Internet access.

G. PARENTAL RIGHT TO REVIEW CURRICULUM

Parents have a right to review the instructional materials used by their child's classroom teacher. Parents wishing to do so should contact their child's teacher to make arrangements.

H. NO CHILD LEFT BEHIND (NCLB)

Upon request, parents have a right to inspect their child's teacher's qualifications and the district's parent involvement policies. Parents also have a right to receive notice of their child's achievement level in each state academic assessment. Parents will be notified with their child has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

I. TRANSPORTATION REIMBURSEMENT

The district provides transportation for all students who live more than 1.5 miles away from school. Parents can seek transportation cost reimbursement from the State if they drive their child to and from school because they feel the child's walking route is unsafe. Parents desiring to seek transportation reimbursement should contact the school by November 1 of each school year to obtain the claim forms. A copy of procedures regarding reimbursement disputes is available to parents upon request.

J. ASBESTOS PLAN

Many of the district buildings contain some form of asbestos. The district maintains an asbestos plan to ensure the safety of the students and staff. Parents and community members wanting to examine the district's asbestos plan should contact the unit office.

K. VISION SCREENING

Each year, the district conducts vision screenings with all students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

This handbook has been approved by the Board of Education as the official Mercer County Intermediate School Student Handbook.



RESPECT YOURSELF! RESPECT OTHERS! RESPECT PROPERTY! BE THERE-BE READY!



**MERCER COUNTY
INTERMEDIATE SCHOOL**

SCHOOLWIDE EXPECTATIONS

- 1. RESPECT OTHERS**
- 2. RESPECT PROPERTY**
- 3. RESPECT YOURSELF**
- 4. BE THERE, BE READY!**