

Mercer County Junior High School Students:

The information in this book is designed to acquaint you with the policies and procedures governing the operation of Mercer County Junior High School during the upcoming year. In order to become familiar with its contents, you will be expected to read each topic carefully and sign that you have read the document.

It is necessary to have guidelines and rules so as to promote fair and consistent treatment of all students. It is important for you as a student to maintain a positive attitude toward education thus ensuring a pleasant and successful educational experience at Mercer County Junior High.

Mercer County Junior High School's reputation is a reflection of your actions. Take pride in your school and be part of a great tradition.

Robert W. Reed, Principal

The provisions of this handbook are not to be considered an irrevocable contractual commitment between the school and the student. Rather, the provisions reflect the current status of the rules and procedures as currently practiced, and are subject to change. These rules apply to students while they are at school and also apply to athletics, student clubs/organizations, as well as school sponsored activities occurring off-campus.

The handbook is only a summary of the board policies governing the district. These policies are available to the public at the unit office. In addition, statements in the handbook may be amended during the year without notice.

MERCER COUNTY JUNIOR HIGH SCHOOL MISSION STATEMENT

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

We will know we are accomplishing our mission when our students are self-directed learners, collaborative workers, complex thinkers, community contributors, and quality producers.

This handbook has been approved by the Board of Education as the official student handbook.



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**SCHOOL PROCEDURES AND POLICIES
(May Be Subject to Change)**

SCHOOL CALENDAR 2009-2010

2009

August 24 Mon.	School begins 11:30 AM dismissal
August 25 Tues.	Full Day of School
September 7 Mon.	Labor Day-No School
September 18 Fri.	1 st Qtr Midterm
September 25 Fri.	1/2 Day-School Improvement
October 12 Mon.	Columbus Day-No School
October 19 Mon.	1/2 Day-School Improvement
October 23 Fri.	1 st Qtr Ends
October 29 Thurs.	Parent Conferences
October 30 Fri.	Parent Conferences
November 10 Tues.	1/2 Day-School Improvement
November 11 Wed.	Veteran's Day-No School
November 25 Wed.	2 nd Qtr Midterm
November 26 Thurs.	Thanksgiving Break-No School
November 27 Fri.	Thanksgiving Break-No School
December 9 Wed.	1/2 Day-School Improvement

December 21, 2009 – January 1, 2010 Winter Break

2010

January 4 Mon.	School Resumes
January 15 Fri.	2 nd Qtr Ends
January 18 Mon.	M.L. King's Birthday-No School
January 22 Fri.	1/2 Day-School Improvement
February 11 Thurs.	1/2 Day-School Improvement
February 12 Fri.	President's Day-No School
February 19 Fri.	3 rd Qtr Midterm
March 1 Mon.	Casimir Pulaski Day-No School
March 19 Fri.	3 rd Qtr Ends
March 26 Fri.	Teacher's Institute-No School
April 1 Thurs.	Spring Break-No School
April 2 Fri.	Spring Break-No School
April 5 Mon.	Spring Break-No School
April 23 Fri.	4 th Qtr Midterm
May 3 Mon.	1/2 Day-School Improvement
May 26 Wed.	Teacher's Institute-No School
May 27 Thurs.	Last Day of School
May 29-June 4	Emergency Days

WEATHER CANCELLATIONS

Occasionally, school and/or sporting events are postponed or cancelled due to adverse weather conditions. Most sports-related postponements and cancellations will be announced on the district website. All school-related announcements will be aired by the following radio and television stations.

Television	Radio-FM	Radio-AM
KLJB FOX (18)	WRMJ 102.3	KFM 105.3 WOC 1420
WHBF (14)	WLLR 103.7	WAAG 94.9 WFXN 1230
KWQC (6)	KCQQ 106.5	WVIK 90.1 WGIL 1400
WQAD (8)	KUUL 101.3	WLSR 92.7 KMXG 96.1

ACADEMIC PROGRAM CURRICULUM REQUIREMENTS

Curriculum requirements at Mercer County Junior High School meet the requirements of the State code and the State Board of Education. The following are included as required courses:

Literature
English
Mathematics
Science
Social Studies
Geography – 7 th Grade
U.S. History – 8 th Grade
P.E.
Health Ed – 7 th Grade
Electives
Band
Chorus
Art
Agriculture
Computers

Schedule changes are made during a specific block of time (as determined by the counselor) at the beginning of each semester. It is the student's responsibility to notify the counselor of a desired change during that period of time. Oftentimes, certain criteria must be met before a change can be made.

No pupil shall be required to take or participate in any class or course on AIDS instruction, sex education or family life, if the pupil's parent or guardian submits a written objection.

P.E. uniforms are required. Required clothing includes: Mercer County P.E. T-shirt, Mercer County P.E. shorts (6" inseam minimum), white socks, and tennis shoes (no platforms). A pair of sweats or a jogging suit will be needed, as the weather gets cooler.

REPORTING SYSTEM

- 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 of 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 on Friday. Students who are receiving a "D" or "F" are listed. Parents may call each Monday for that information.

GRADING SYSTEM

The grades reported may be interpreted as follows:

100	A+	78-83	C
94-99	A-	77	C-
93	A	76	D+
92	B+	70-75	D
86-91	B	69	D-
85	B-	0-68	F
84	C+	I	Incomplete

Cumulative grade averages for all academic work may generally be interpreted as per the following scale:

3.6– 4.0	A
2.6 – 3.5	B
1.6 – 2.5	C
.6 – 1.5	D
0	F

Attitude will be considered an important part of a student's earned grade. Elective courses are included when figuring grade point average.

INCOMPLETE GRADES

Students who do not complete the required work of a course may have their grades reported as incomplete, in extenuating circumstances, with administrator approval. An incomplete grade will become an F on the permanent records, if a student fails to complete outstanding work within a two week period or longer with the approval of the principal.

Honor Roll

Students at MCJH are recognized for their academic achievements through quarterly awards.

Principal's Honor Roll – 4.0 (All A's)

High Honor Roll – 3.67-3.99 (All A's & 1 B)

Honor Roll – 3.00-3.66

Homework

A variety of homework assignments will be assigned to students at Mercer County Jr. High throughout the school year that reinforce classroom learning objectives. Homework should provide students an opportunity to apply the 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 Junior High 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 do their **best**.
- Make sure that assignments are done according to the given instructions and completed on time.

ZAP (Zeros Aren't Permitted)

Mercer County Jr. High will hold a lunch/recess time study hall for 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 the following school day. When they are finished eating, they will complete assignments, and then work on homework or read an AR book. Students must turn in the "zapped" homework by 3:30 PM that day. This is not an activity or club, but a strategy for ensuring success.

STUDY HALLS

The study hall and library media center may be used during a scheduled study hall period. As a study center, it must meet the same standards of behavior as an academic classroom. The following are guidelines to begin this school year.

1. No talking, except by permission from the teacher. Group study will be allowed at the discretion of the supervisor.
2. Restroom and locker trips will be limited. Daily trips should not be an expected privilege; many times those needs can be taken care of between classes.
3. To leave the study hall, students must receive a pass from the supervisor and sign out.

MAKE-UP

Students are allowed up to two days outside of school time to make up work for absences, but the student may be expected to complete work in a shorter period in the case of a lengthy absence (ie: prearranged absence). If a student is absent on a day on which a previously assigned test is given, he/she should be prepared to take the test on the day he returns. If a student misses only part of a day, the student should contact the teacher whose class was missed in order to be prepared for the next class meeting. With administrative approval, in extenuating circumstances, an individual plan for completing make-up work may be developed.

STUDENT LIFE

ARRIVAL AND DEPARTURE FROM THE BUILDING

Once students are on school grounds their conduct is subject to faculty supervision and the rules and regulations of Mercer County Junior High School. Loitering on private property near the school is not allowed. The school building will open at 7:30 AM unless special arrangements have been made with the principal or staff. The school day ends at 3:10 PM and the students should be out of the building by 3:30 PM unless arrangements have been made with the principal, teacher or coach.

If a student needs to be excused early from school, parent contact must be made, either by a note from home or a phone

call. In each case the student must sign out in the office. Any time a student arrives to school during the school day, he/she must sign in and get a pass from the office before continuing on to class. If a student is at an appointment, he/she is to bring a note back from that office when he/she returns to school (ie. doctor, court, etc.). Students who are in the building after 3:40 PM are assumed to be attending school activities arranged and supervised by teachers. Anyone else will be discouraged from being in the building.

ELECTRONIC/ENTERTAINMENT DEVICES

Electronic devices, entertainment devices and/or other disruptive devices are not to be brought to school. This is to include, but not limited to, ipods, laser pointers, tape/disc players, boom boxes, hand-held video games or any item that may be seen as disruptive to the educational process or as a safety hazard.

Cell phones are not to be on or used during the school day, without approval of the building administrator. Cell phones left in lockers should be turned off or set to silent mode. Teachers are to confiscate cell phones from students if they are out during the school day. Provided they have not had any prior discipline infractions, students will be issued a warning the first time their phone is taken, a detention the second time, a detention the third time and the parent will have to make arrangements to pick up the phone. Students who refuse to turn over their cell phones to a faculty member will be assigned an extended Friday detention and will be referred to the office.

COMPUTER NETWORK

The computer network may only be used for defined acceptable uses. The use of the computer network is not private and may be monitored by the district. The district uses Internet filters, blocking software, and other technology protection measures to prevent access to obscenity, child pornography, or material that would be harmful to minors.

CYBERBULLYING

Cyber bullying is defined as sending or posting cruel, vicious, and sometimes threatening messages on the Internet or through "texting" on cell phones. The district considers Cyber bullying a serious offense that may result in disciplinary action.

LIBRARY

The Library Resource Center (LRC) is open on school days from 7:45 AM until 3:20 PM. The Library is intended as a "quiet" study and research center.

Students and teachers wishing to take books and other materials outside the Library must check them out from a Library staff member. If no one is at the check-out desk, ask for assistance. Taking library materials without checking them out is THEFT. Students guilty of an act of theft will be subject to disciplinary action.

Students are responsible for the timely return of all items. Fines will be assessed at the rate of five cents per day per item (school days only), with the exception of overnight check-outs. Lost items must be replaced at the current cost of replacement.

PASSES

Faculty and staff members will write passes for students to be out of the classrooms during class periods. Students are not to be out of classrooms without permission from a staff person, and these should be written on a very limited basis.

CLOTHING, ACCESSORY AND GROOMING REGULATIONS

Students must be made aware that standards of dress vary according to the appropriateness of time and place. It is the school's position that an educational setting requires standards that combine comfort with observance of community standards and societal norms.

Students are not to wear/carry items that are substantively disruptive, obscene, have suggestive sexual meanings (i.e.: Playboy), or are materially damaging to school property. Students are not to wear clothes that advertise drugs, alcohol, or tobacco; or clothes where brand names of such products appear as a part of a background or scene depicted in any form. If hooded sweatshirts are worn, students are not to wear the hood at school.

Guidelines for dress during warm weather will be relaxed yet limited. Girls are not to wear tube tops, midriffs, halter-tops, or tops with spaghetti straps unless a blouse or other cover is also worn. Neither gender is to wear tops or shirts with pants that expose the midriff. Such clothing must meet at the waist line. Neither gender is allowed to wear tank tops that have straps less than two inches wide and/or sagging armholes. Shoes or sandals are required. Shorts are acceptable. Shorts must be long enough that the bottom hem of the shorts leg meets the fingertips of the students' arms when they hold them straight down when standing. Pants are to be worn at the waistline. Pajama style pants are not to be worn by either gender. Pants with writing on the seat are not allowed. Coats, hats, bandanas and/or sunglasses are not to be worn in the building. Chains, strings, ropes, or other hanging items from belt or wallet are a safety hazard and are not to be worn. House slippers, wheeled shoes (Heelies) or the like may not be worn due to health and safety reasons. Violation of the dress code will result in the student being asked to change, cover, or reverse the article of clothing. The student will be reminded not to wear that article of clothing to school in the future. Any student refusing to abide by a faculty member's request will be subject to disciplinary action. An objectionable article of clothing can be deemed as a form of sexual harassment subject to disciplinary action under the policy dealing with such behavior.

NO STUDENT MAY CARRY BOOK BAGS, PURSES, FANNYPACKS AND THE LIKE DURING THE SCHOOL DAY. THEY MAY NOT BE TAKEN INTO THE CAFETERIA. THEY MUST BE STORED IN THE STUDENTS' LOCKERS.

LOCKERS, LOCKS

Students are assigned lockers for safeguarding personal items. Students attending Mercer County Junior High will be charged a ten dollar fee for rental of two locks (hallway and P.E.). If both locks are returned in the same condition as they were

received, the student will be reimbursed eight dollars. Lockers are the property of the school district and are loaned to you for storing your materials. They may be inspected for damage or other reasons without prior notice to the students. The number of your locker is written on your student schedule. You will be responsible for its care.

1. Do not scratch on, write on, or “jam” your locker.
2. Do not use stickers or taping on pictures.
3. Do not decorate the outside of your locker. Alcohol, drug, tobacco, or other inappropriate posters or items are not to be displayed on or in lockers.
4. Be sure you are in the locker to which you are assigned. Changes must have office approval. Students are not to share lockers.
5. Everyone is assigned a locker with combination locks that are in working order. If you wish to have your lock repaired, replaced, or the combination changed, contact the office for the custodians assistance. Students who remove the lock or throw them away will be charged for the replacement lock.
6. Notify the office immediately of damage done by others to your locker. All lockers have been inspected with a record made as to their condition. It is expected that they will be in the same state of repair at the end of the school year. Your responsibility for the upkeep of your locker may include cleaning, repair, or replacement of missing parts. Please help all of us by treating the property as if it were your own.

WEAPONS

Students of Mercer County District #404 are held accountable under the guidance set forth in Board Policy 7:190 and ILCS 12:150, ILCS 12:155, ILCS 12:156, ILCS 12:157, and ILCS 12:160 regarding weapons. Board Policy 7:190 states, “A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis.” According to Board Policy 7:190, a weapon is defined as “(1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above.”

DRUG FREE ZONE

Mercer County School District #404 has been designated a Drug Free School Zone. This means that any drug or look-a-like drug, alcohol, or tobacco violation on school property and/or at any school function (on campus or off) can result in disciplinary action by school officials.

GAMBLING

No form of gambling is permitted in the building, on the school grounds, or on field trips.

TELEPHONE USE

A telephone is available in the office for students who need to make phone calls in case of illness, emergency, or school business. Permission to use the phone must be given by the principal or the secretaries. Students are not to use cell phones at school during the school day. (Refer to the Electronic/Entertainment Devices’ section for a more detailed explanation.)

STUDENT VISITORS

Administration and staff discourage having student visitors at school. Permission will be granted only in special cases. Visitors should have a stated educational purpose, and no visitors will be allowed in the building without prior approval.

SNOWBALLS

The throwing of snowballs is prohibited.

“HANDS OFF” POLICY

A public display of affection is offensive to those around the affectionate couple. Thus, students are to keep “Hands-Off”.

INITIATION

Initiation activity is not allowed and known instances will result in disciplinary action.

GUM, CANDY, FOOD, or BEVERAGES

These items are not to be consumed from 7:40 AM – 3:10 PM except at lunch (in the cafeteria) or with the 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 cafeteria.

STUDENT CONDUCT AND DISCIPLINE

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 of Education and the superintendent 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.

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 are 3:10-4:00 PM on Tuesday, Wednesday, and Thursday in an assigned classroom. Students may ride the after-school tutoring bus and be dropped off at designated locations in each town.

1. Students are required to bring schoolwork to detention.
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 further disciplinary action and a parent conference may be scheduled.

Friday Extended Detention

A student may receive a Friday Extended Detention for an infraction. The detention will begin at 3:10 PM and end at 6:00 PM. Students are responsible for finding a ride home at the end of the detention.

Denial of privileges, exclusion from school/district activities.

Monetary reimbursement for damage.

Alternative Educational Placement (AEP)

Alternative Educational Placement (in-school suspension) 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 non-repeatable activities; however, students will not be given a zero. Equivalent assignments may be given in their place.

Suspension

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.

Due Process

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

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.

Positive Behavior Interventions and Support (PBIS)

PBIS is a system of student support for improving academic and behavioral expectations. Mercer County Junior High's Customs & Courtesies Team provides students with three main expectations for behavior and teaches those expectations. Instruction is improved by increased time on task. Students are given individualized support for emotional, social, academic and/or behavioral concerns. Interventions are developed and supported to decrease inappropriate behaviors and increase academic success.

SCHOOL ATTENDANCE POLICY

Regular and punctual patterns of attendance will be expected of each student enrolled in Mercer County Junior High School. The junior high student is of an age when he/she needs to learn the valuable concepts of attendance and punctuality. The lesson is important for maturation and

acceptance of the responsibility for his/her actions. Good junior high school attendance helps to prepare the student for attendance requirements in high school and after.

Students should strive to maintain a good attendance record. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal on maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a teacher are vital to this purpose.

The attendance policy exists with only the intent to help students and to maintain the rationale for which it exists. It is recognized that absence from school may be necessary under certain circumstances. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

The principal or guidance counselor will verify if absences are excused or unexcused. Absences may be unexcused even though parents have given approval. An excused absence is one that is unavoidable – illness of the student, serious illness or death in the family, certain family trips, essential work at home, doctor appointments, or other causes considered unavoidable by the principal. If a student is unable to attend school because of illness, the parent is encouraged to obtain a note from the attending physician to verify the illness. In addition, any time a student goes to an appointment during school hours, he/she is to bring a note (from that office) into the junior high school office when he/she returns to school.

If a student has a total in excess of 5 excused absences in one semester, the school may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. Parents are urged to clear an absence in advance if there is any question of its being excused. A pre-arranged absence form is available for arranging an excused absence. All work may be made up with full teacher assistance and credit.

The parent or legal guardian of the student should notify the school office (584-4174) between 7:30 AM and 9:00 AM each day of a student's absence. If the school does not receive a phone call a parent contact will be made to verify the student's absence and determine if the absence is excused or unexcused. If a phone contact cannot be made the parent is expected to send a note with the student when he/she returns to school explaining the reason for the student's absence. If the note from home is not received when the student returns to school, the absence will be considered unexcused. Unexcused absences are monitored very carefully. Excessive unexcused absences will be labeled truancy and will be reported to the truancy authorities as well.

An unexcused absence is one not having school approval. Excessive absences for excused reasons may be labeled

unexcused. Unexcused absences will mean a loss of credit during the time missed, in addition to receiving disciplinary consequences.

A school wide tardy policy is in effect. A student will be considered tardy until 8:30 AM, after which the tardy will become an unexcused absence. Each student is allowed to be tardy two times in a semester. When a student is tardy the third time, a detention is issued. The fourth time a student is tardy a one-hour detention and an unexcused absence penalty is issued. With each successive occurrence a regular or in-school suspension will be assigned, in addition to the student being assigned an unexcused absence for that class hour. Individual classroom teachers will handle tardiness to classes throughout the school day. They will assign detentions to be served.

The first time a student arrives at school during 1st hour, after 8:30 AM, a warning is issued. Subsequent times a student arrives at school during 1st hour, after 8:30 AM, an unexcused absence and a detention is assigned. Exceptions to this policy will be made by the administrator on an individual basis, and the circumstances surrounding the late arrival will be considered. Acceptable reasons for arriving later than 8:30 are ones such as medical appointments, family emergencies, or vehicle accidents. Any such circumstances must be verified by a phone call or note from a physician or guardian.

Students who arrive at school any time after the school day has started or leave before the end of the school day must sign in/out in the office. To leave the building, a student must have a note from a parent and/or a phone call to verify the need to leave. Any student who is ill will not be released unless a parent, guardian, or acceptable adult is notified and gives permission for the student to leave.

The district discourages parents or guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. The MCJH school will offer no guarantee that written assignments covering such vacation periods will be provided.

Participation in Mercer County Junior High School events, practices, contests, or games will be allowed only if the student is in attendance by the end of first period. Exceptions and permission are subject to approval by the principal.

SUSPENSION/EXPULSION FROM PREVIOUS DISTRICT

An enrolling student shall not be permitted to attend class in the Mercer County School District until the student has served the entire period of the suspension or expulsion imposed by the school from which the student is transferring. The school board may approve the placement of the student in an alternative school program if available for the remainder of the suspension or expulsion.

ACTIVITY PROGRAM

Mercer County Junior High offers a comprehensive program of extracurricular opportunities. A sampling of available activities is listed below.

Volleyball, football, basketball, track, student senate, Science Explorers, JH FFA, scholastic bowl, cheerleading, wrestling, jazz band, swing choir and dances

SPECIAL EVENTS

We at Mercer County Junior High believe that students should be rewarded for their good behavior. Throughout the year, we will be attempting to provide extra activities designed to reward students who have been able to conduct themselves in a manner that reflects positively on them and on Mercer County Junior High. Some of those activities may include dances, and assemblies.

Exclusion of students from activities will be left to the discretion of the office. There may be some unusual circumstances or special activities in which this policy will not apply, and all final decisions concerning the excluding of students from activities will be left to the discretion of the principal.

Junior High Field Trip Policy

Field trips are privileges that need to be earned. Students who are discipline problems or choose not to complete class work have not earned the privilege. The following rules will determine whether a child will be allowed to attend:

1. Students having more than two detentions or more than one Friday extended detention will have their disciplinary record reviewed by the principal to determine their eligibility to attend the field trip.
2. Students cannot have an in-school or out-of-school suspension during the semester.
3. Students must be passing all core classes for the semester (core classes: literature, English, math, science, and social studies).

** Students not going on the field trips will be required to attend school on those days.

Junior High Dance Rules

1. All regular school rules apply. The "Field Trip Policy" in the student handbook will be used to determine eligibility for the dance. *Behavior and grades being the determining factors.*
2. Current Mercer County Junior High Students ONLY are admitted. No visitors, home-schooled students or elementary students will be allowed.
3. Upon arriving at the dance, students will sign in at the admission table. Once a student leaves the dance, they are to sign out and may not return to the dance.
4. Students are not to destroy any decoration or they will be asked to leave.
5. Students are to socialize in the gym, not in the restrooms or hallway. NO RUNNING is allowed.
6. No lewd, open sexual behavior or "dirty dancing" is allowed.
7. Shoes must be worn at all times.
8. Appropriate dress is required. If a student cannot wear the clothing to school, they may not wear it to the dance.
9. No outside beverages or food are allowed in the dance.

10. Students will need to have transportation home by 9:00 PM.

DC Dance Rules

Disqualifying Behaviors:

1. Receiving a Saturday School Assignment
 2. Receiving a Suspension (In or Out)
 3. More than two (2) detentions. (tardiness counts)
- **Disqualifying behaviors begin at the time the dance is announced and continues to the dance date.

SERVICES

HEALTH/INJURY

Students who become ill or injured at school should report to a school official. First aid may be administered where appropriate, or arrangements made for further treatment. In the event a parent/guardian cannot be reached, emergency contacts will be notified. No one will be sent home unattended.

The school assumes no responsibility for medical treatment of students. The school will provide report forms to assure an accurate collection of information regarding injuries.

ADMINISTRATION OF MEDICATION

The administration of medication to a child is primarily the responsibility of the child's parents. The administration of medication during regular school hours and during school related activities is discouraged unless absolutely necessary for the critical health and well being of the student.

If appropriate personnel are available, non-prescription medication may be given to students only upon written request of the parents. Prescription medication will be given only on the written prescription of a licensed physician and a written request of the parents if appropriate personnel are available.

The law now allows students with asthma to carry their inhalers and self-medicate. The law also allows students who use an epinephrine auto-injector (a.k.a. EpiPen) for allergies to possess this medication throughout the school day and self-medicate as necessary. The school shall not be liable for self-administration of medication, except in cases of willful and wanton misconduct by school officials. Families wanting students to possess and use inhalers and EpiPens must obtain written parental consent, doctor consent and prescription information must be provided to the school and must be obtained each year.

FREE/REDUCED LUNCH

Free or reduced cost meals are provided to those students whose parents or guardians meet certain income criteria. Application forms are available in the office, and this information is kept confidential. These forms must be filled out each school year.

INSURANCE

Student Accident Coverage (school time only) will be provided for the 2009-2010 school year. A brochure describing this coverage is provided at registration. Please retain the brochure as a description of coverage.

TRANSPORTATION

School bus transportation is provided to those students living one and one half miles or more from a school building. Courteous behavior is the standard while riding on a school bus, the same as in a classroom. Misbehavior will be reported to the bus contractor, and in turn to the building principal and superintendent. Riding the bus is a privilege, not a right. Misbehavior could result in suspension from riding the bus. By signing off that you have received and read this handbook, you have given the school district the right to audiotape and/or videotape your child for safety purposes while he/she is riding the bus. These tapes may be viewed by school administration and may be used to address safety/discipline issues.

SUBSTANCE ABUSE

All students who have been involved with substance abuse will be provided information regarding treatment options upon request or upon receipt of information by Mercer County Junior High School indicating a possible student need.

PERTINENT DISTRICT INFORMATION

CIVIL RIGHTS GRIEVANCE PROCEDURES

Notice of Nondiscrimination

Mercer County School District #404 will not discriminate and will provide equal educational 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

Mercer County School District #404 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. 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:

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

Robert Reed, Principal
Mercer County Junior High
203 N. Washington St.
Joy, IL 61260
(309) 584-4174

STUDENTS WITH DISABILITIES

All children with disabilities have a right to a free appropriate public education as provided under the Illinois School Code. 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
Apollo Elementary School
801 SW 9th Street
Aledo, IL 61231
Phone: 309/582-5350

STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. For information concerning FERPA, you may contact the following:

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.

SEXUAL, RACIAL, ETHNIC AND RELIGIOUS HARASSMENT

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.

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 Kathy Albert
Address: 1500 South College Avenue, Aledo, IL
Telephone No.: 582-2223

Complaint Manager:

Name: Superintendent of Schools
Address: 801 SW 9th 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.

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.

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.

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.

MERCER COUNTY PROJECT STEP AHEAD

Mercer County Junior High offers a federally funded program through the 21st Century Grant. The Project Step Ahead program sponsors after school tutoring, family nights and other activities throughout the school year. The program also

sponsors summer activities such as summer school and adventure camp.

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.

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.

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.

NONDISCRIMINATION STATEMENT

Mercer County CUSD #404 will not discriminate in employment opportunities on the basis of race, color, national origin, gender, or disability.



Mercer County Junior High 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 Junior High 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 MCJH 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 Junior High School is not responsible for payment of accident expenses incurred through extra-curricular activities. MCJH 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

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 Junior High School). A third violation will result in an expulsion from all sports/academic/club teams during the remainder of their time at MCJH.
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 in 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 IESA 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) can not be solved via a coach/player meeting or a coach/parent meeting.