

**MERCER COUNTY
INTERMEDIATE SCHOOL**

**Student-Parent Handbook
2021-2022**



**1002 SW 6th Street
Aledo, IL 61231
(309) 582-2441
Fax: (309) 582-2440**

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.

OUR DISTRICT MISSION STATEMENT

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. The partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

OUR SCHOOL MISSION STATEMENT:

**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.
Where Eagles Learn to Fly!**

SCHOOLWIDE EXPECTATIONS

1. Be Respectful
2. Be Responsible
3. Be Safe

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Mercer County School Board

Mike Bowns, President
Don Yates, Vice President
Tab Balmer
Mark Bieri
Jason Monson
Bill Smock
Julie Wagner

Student Fees

Registration fees at Mercer County Intermediate School will be \$57.00.

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 \$2.45 per day and breakfast is \$1.50 per day. Extra milk is \$0.40. Students should turn in lunch money to the office. Parents are able to check their child's breakfast/lunch account in CommonGoal/Teacherease.

Breakfast will be served each day in the Commons beginning at 7:35. 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.

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. During the lunch period, students will remain on the school grounds. Students are not to bring pop/soda from home for their lunch.

Lunch Account Policy

Once a student reaches a debt of -\$10.00 on their lunch account, that student will not be allowed to charge a lunch until the bill has been paid. In the event the student is unable or forgets to bring a sack lunch from home, they will be provided with a peanut butter or butter sandwich and a carton of milk.

If you have any questions concerning your son/daughter's lunch activity, please check the parent portal or contact your school's office.

Candy, Food and Beverages

These items are not to be consumed from 7:35 AM – 3:00 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. Gum is not to be chewed during school hours. All opened beverages or thermoses can be subject to inspection. All treats given by teachers will be consumed during that period or at lunch in the cafeteria. In accordance with the wellness policy, soda/pop, coffee, and energy drinks (Red Bull, Monster, and the like) are prohibited in the school.

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. Information may also be posted on the district website www.mercerschools.org and on the district's Facebook and Twitter Pages.

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

Reporting System

1. 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.
2. Midterm reports will be sent home with every student.
3. Parents are encouraged to check their student's grades in WEBSIS.

Grading System

The grades reported may be interpreted as follows:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and Below

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 Requirements

Students at MCIS are recognized for their academic achievements

High Honor Roll - 3.75-4.0

Honor Roll - 3.5-3.75

Homework

A variety of homework assignments will be assigned to students at Mercer County Intermediate 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.

Retention Policy

All subjects offered during the two years of intermediate school are important. However, successful completion of coursework in five areas of our curriculum is essential to the students' probability of doing well in junior high and beyond.

A student must receive a passing grade in each of the following subject areas: English, Literature, Mathematics, Science, and Social Studies. A student who **fails one or two** of the core classes will be offered the opportunity to attend a remediation summer school. Successful completion of the summer school coursework will allow the student to advance to the next grade level. Students who **fail more than two** core classes will be retained in the previous grade level.

The final grade for the course will be determined by averaging the four quarter grades of the course during the year. Therefore, it is essential that a student put forth a consistent effort throughout the school year in order to receive a passing grade for the course.

Mercer County District #404 will not socially promote any student in accordance with the Illinois School Code. The final decision to retain a student will be made by the school administration. Please feel free to contact the principal, counselor, or any of your child's teachers at any time during the school year concerning his/her academic progress.

Assessments

Students and parents/guardians should be aware that students will take local and state assessments as required by state and district policies. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Please contact the principal of the building the student attends with questions.

State Standardized Tests

Each year students at Mercer County Intermediate School participate in achievement testing. The test assesses student knowledge in the areas of math and reading. The scores from these tests provide the school and district with data on how well they are making Adequate Yearly Progress (AYP). The state has begun implementation of the Career and College Readiness Standards or Common Core Standards and the Partnership for Assessment of Readiness of College and Careers (PARCC) test.

Response to Intervention (RTI)

Response to Intervention (RTI) is an overall integrated system of service delivery that

- 1) is a component of problem-solving, not an independent process
- 2) identifies and provides high quality instruction and research-based interventions matched to students' needs
- 3) measures the rate of improvement over time to make important educational decisions
- 4) utilizes the cooperative effort of teachers, administrators, and support staff in the general education setting.

RTI targets "at-risk" students and provides interventions during the school day to help achieve academic success. Students may be placed in groups throughout the year to receive interventions based on data collected from local assessments.

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.

Arrival and Departure from the Building

While a student is on school grounds and/or en route to or from school; his/her conduct is subject to faculty supervision and the rules and regulations of Mercer County Intermediate School. Loitering on private property near the school is not allowed. The school building will open at 7:35 AM unless special arrangements have been made with the principal or staff. The school day ends at 3:00 PM and the students should be out of the building by 3:20 PM unless arrangements have been made with the principal, teacher or a 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 parent must sign the student out in the office. Any time a student arrives at school during the school day, the parent must sign the student in and the student will need to 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 (i.e. doctor, court, etc.).

Electronic Devices

Electronic devices, entertainment devices and/or other disruptive devices are discouraged from being brought to school. This is to include, but not limited to: Cell phones, Ipods, kindles/nooks, Ipads/tablets, hand-held video games or any item that may be seen as disruptive to the educational process or as a safety hazard. If they are brought to school, they must be turned off and not out during class time. Special permission may be granted if it is related to an educational activity. Laser pointers are not allowed to be brought or used by students in the school. Cell phones are not to be used during the school day, without approval of the building administrator. Cell phones should be 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 have their phone taken on the first and second offenses and have it returned at the end of the school day. The third offense will result in a detention 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 referred to the office for disciplinary action.

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.

Library

The Library Resource Center (LRC) is open on school days from 7:45 AM until 3:15 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 considered theft. Students are responsible for the timely return of all items. Students who have overdue books are

not allowed to check out any new materials until the overdue book is returned. Lost items must be replaced at the current cost of replacement.

Field Trip Policy

Field trips are privileges that need to be earned. Students who have discipline problems or choose not to complete class work have not earned that privilege.

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. 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. 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.

Insurance

Accident Coverage (school time only) will be offered to parents/guardians for purchase for the school year. A brochure describing this coverage is provided at registration. Please retain the brochure as a description of coverage.

Security Cameras

Video surveillance is in use in our facility to provide for security of school facilities and property to promote student safety, and to encourage proper student behavior. Students and visitors have no reasonable expectation of privacy on school grounds and may be recorded at any time, except as prohibited by law. Requests to use the surveillance system will be considered and honored as time allows considering the severity of the problem. Matters of discipline and safety will receive primary attention of the administrator's time to search the camera database. In some cases, parents may be allowed to view footage of their student as long as it does not violate privacy concerns of other students who are protected by law.

School Attendance Policy

The parent or legal guardian of the student should notify the school office (582-2441) 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. An unexcused absence is one not having school approval. Unexcused absences could mean a loss of classroom points during the time missed, in addition to the privilege to participate in field trips and special activities.

The principal 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 seeing a doctor, a doctor's

note should be turned into the office upon the student's return to school to be counted as an excused absence and it will not count against the 5 days per semester.

If a student has a total in excess of 5 excused absences (those without a doctor's note) in one semester, the school will require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence for absences after the fifth in order for future absences to be considered 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. A student is only allowed one pre-arranged absence per school year and should not exceed the number of allowed excused absences during the current semester.

A school -wide tardy policy is in effect. Chronic tardiness will be handled by the building principal and may result in disciplinary action. Students who arrive at school any time after the school day has started or leave before the end of the school day must have a parent them sign in/out in the office.

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. MCIS will offer no guarantee that written assignments covering such vacation periods will be provided.

Below is a breakdown of how our absences and tardiness policies will be enforced.

Absences:

- If a student arrives 30 minutes or later after the start of the school day, that absence will be recorded as a half day absence.
- if a student leaves with more than 30 minutes left at the conclusion of the school day, that absence will be recorded as a half day absence.

Tardies:

- If a student arrives within 30 minutes of the beginning of the school day, that will be counted as a tardy.
- If a student leaves with less than 30 minutes left at the conclusion of the school day, that will be counted as a tardy.
- If a student accrues five or more tardies within a semester, those tardies will then be counted as a half day absence.

Truancy:

- Students are allowed five parent call-in days per semester. These call-in days may be used for any reason the student is not in attendance at school. There are two exemptions for excused absences: a death in the immediate family or a visit to the doctor's office for the student with an excusal letter from the doctor for that date. These excused absences do not count toward the five parent call-ins or truancy. Once a student has missed five days or used all of their parent call-ins, the student will then be considered truant by the state and district. Truancy days count throughout the year and accumulate in the same way. Truancy policy is organized and administered by the Regional Office of Education.
- Guidelines for truant students: (after all five call-ins have been used in a semester)
 - 3 days truant (8 total)
 - Letter sent to the parents/guardians from the Regional Office of Education
 - Student is referred to the Regional Office of Education for truancy
 - 6 days truant (11 total)
 - Second letter sent to the parents/guardians from the Regional Office of Education

- Student is again referred to the Regional Office of Education for truancy
 - Regional Office of Education will make contact with the parents/guardians
- 9 days truant (14 total)
 - Parents/guardians will be issued a citation from the Regional Office of Education
- 12 days truant (17 total)
 - Third letter sent to the parents/guardians from the Regional Office of Education
 - Contact made from truancy intervention and liaison officer from the Regional Office of Education
- 15 days truant (20 total)
 - A Legal Notice to Appear will be sent to appear before the Truancy Review Board
- 18 days truant (23 total)
 - Upon any additional unexcused absences after the Truancy Review Board, a petition to the State Attorney of the County resided in will be filed

Make Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit in the equal amount of time that they were absent or suspended. Students who are unexcused from school will not be allowed to make up missed work.

Lockers

Students are assigned lockers for safeguarding personal items. 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.

Mercer County Intermediate School is not responsible for any lost, stolen or damaged items.

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.
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

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. An administrator 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. If a search produces evidence that the student has violated or is violating 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.

Access to Student Social Networking Passwords and Websites

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

Clothing, Accessory, and Grooming Expectations

1. Students are not to wear/carry items that are substantively disruptive, obscene, have suggestive sexual meanings or are materially damaging to school property.
2. 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.
3. If hooded sweatshirts are worn, students are not to wear the hood at school.
4. Guidelines for dress during warm weather will be relaxed, yet limited. Students are not to wear tube tops, midriffs, halter-tops, tank tops, muscle shirts, shirts with the sleeves cut off, or tops with spaghetti straps.
5. Students' clothing must meet at the waist line.
6. Shoes or sandals are required.
7. Shorts are acceptable, but must be of appropriate length. Skirt and dress lengths must be just above the knees or longer.
8. Pants are to be worn at the waistline (pants pulled down below the waistline are not acceptable). Pants should not have holes or rips in areas that may be deemed inappropriate. Pajama style pants are not to be worn by either gender. Pants with writing on the seat are not allowed.
9. Winter coats, hats, bandanas and/or sunglasses are not to be worn in the building.
10. Chains, strings, ropes, or other hanging items from belt or wallet are a safety hazard and are not to be worn.
11. House slippers, wheeled shoes (Heelys) are also not to be worn at school.
12. NO STUDENT MAY CARRY BOOK BAGS, PURSES, FANNY PACKS AND THE LIKE DURING THE SCHOOL DAY. THEY MAY NOT BE TAKEN INTO THE CAFETERIA. THEY MUST BE STORED IN THE STUDENTS' LOCKERS.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic

communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat

could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

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

Weapons Prohibition

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Detention Policy

Students issued detentions will be required to serve the detentions with the detention duty teacher. Detention times will be arranged between the office and the student. Students may be assigned to serve detentions through the office on Monday, Tuesday, or Thursday afternoons. These are an hour long, beginning immediately after the bell rings to let school out. The detention supervisor will see that students in detention are completing work. Failure to serve detention will result in further disciplinary action. Teachers will complete a referral for each detention issued.

Special Education Students - Discipline

The Mercer County School District #404 has adopted a policy concerning discipline and special education students. The policy is in compliance with federal and state guidelines. The policy explains the rules and procedures that will be followed when disciplining special education students. Parents of special education students are to receive a copy of the policy within fifteen days after the start of school.

Drug Free Zone by Students and Visitors

Mercer County School District #404 has been designated a Drug Free School Zone. This means no student shall possess tobacco products or look-alikes. No person on school property or at a school event, including students, visitors, and/or employees shall at any time or at any location smoke or otherwise use tobacco products including Cigarettes, Cigars, Pipes, Chewing Tobacco, electronic smoking devices or any look-alike drug and/or tobacco product. Tobacco violations on school property and/or at any school function (on campus or off) can result in disciplinary action by school officials.

Bullying, Cyber-Bullying, Intimidation, Harassment

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered within the handbook and by the full Mercer County School District's Policy on Bullying, is conduct that occurs on school property or at school or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

- Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions.
- Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.
- No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.
- For purposes of this Policy, a **bystander** to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, looking away or otherwise actively encouraging the bully

- Anyone who witnesses any conduct that could constitute bullying shall make a written report as soon as possible to any school staff member.

Definitions

Bullying is any type of conduct that may:

1. Reflect a coercive imbalance of power; AND
2. Is purposeful and repeated; AND
3. Places an individual in reasonable fear of substantial detrimental effect to his or her person or property or to otherwise substantially interfere in participating in any activity.

Cyber-bullying is bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in [105 ILCS 5/27-23.7(b)].

For purposes of this Policy "Conduct" includes:

- Physical acts, such as physical contact with another, stalking, sexual assault and destruction, harm or damage to property of another;
- Written and electronic communication any medium as well as verbal threats made to another or blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive menacing gestures may also be considered conduct for purposes of this policy;
- Use of school property, including computers, the electronic network, or any other electronic device, to communicate with others; and.
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

This list is meant to be illustrative and non-exhaustive.

Conduct that would not ordinarily be considered bullying for purposes of this policy includes:

- Mere teasing
- "talking trash"
- Trading insults
- The expression of ideas or beliefs (expressions protected by the First Amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another.

The complete copy of the Mercer County School District's 'Policy on Bullying' can be found at mercerschools.org.

The 'Bullying Report Form' is available at each Mercer County School District school building and on the district website on the last page of the 'Policy on Bullying'. This report then shall be immediately submitted to the principal or designees(s) responsible for student discipline who, as soon as practicable, shall conduct or cause to be conducted a thorough investigation of the alleged incident.

The police and State's Attorney shall be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. The School District always retains its' right to investigate and impose any discipline for violation of this Policy, whether or not criminal charges are pursued.

Administrative Contact Information

Scott Petrie, Superintendent	582-2238
Stacey Day, High School Principal	582-2223
Andrew Hofer, High School Assistant Principal	582-2223
Tim Sedam, Junior High Principal	584-4174
Ryan Koresko, Intermediate Principal	582-2441
Marcus Bush New Boston Principal	587-8141
Bill Fleurette, Apollo Principal	582-5350

Sexual Harassment

Sexual, racial, ethnic and religious harassment of students is prohibited. 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 affect 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 Manger are as follows:

Nondiscrimination Coordinators:

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

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

Complaint Manager:

Name: Superintendent of Schools, Scott Petrie
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.

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.

Gambling

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

“Hands Off” Policy

Public displays of affection are not permitted. If students are found to be in violation of this policy, a referral may be issued if the behavior is repeated.

Transportation

School bus transportation is provided to those students living one and one half (1.5) miles or more from a school building. Courteous behavior is the standard while riding on a school bus, the same as in a classroom and regular discipline procedures, as well as suspension, apply. Misbehavior will be reported to the bus contractor or bus supervisor, and in turn to the building principal and superintendent. 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.

Transportation Behavior

Students will frequently ride the bus to and from school or to extra-curricular events. Students are expected to behave while riding the bus. Students are expected to remain seated, keep the aisles clear, use appropriate language and keep the noise levels down. A student who chooses not to follow proper bus conduct will receive a bus conduct card. The bus is an extension of the classroom and regular discipline procedures, as well as possible suspension, apply.

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 1st of each school year to obtain the claim forms. A copy of procedures regarding reimbursement disputes is available to parents upon request.

Parent and Community Transportation Complaints

It is permissible for parents to talk with the Transportation Supervisor (Ernie Dillie 584-4630) about daily route changes or to ask questions about route times. However, all parent and community complaints should be directed to the Transportation Director (Scott Petrie), not the Transportation Supervisor.

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.

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 secretary. 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.)

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.

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 the Mercer County School District indicating a possible student need.

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 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:

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

Tim Sedam, Principal
Mercer County Junior High
PO Box 436
Joy, IL 61260
(309) 584-4174

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- 1) Continuing the child's education in the school district of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

- 2) Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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 the Special Education Coordinator in the building the student attends.

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. 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 to 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.

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 from the parents to a student who is 18 years old or an emancipated minor under State law.

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 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mercer County School District 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 School District 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 be 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

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.

Teacher Qualifications

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 that their child has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

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.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the principal of the building the student attends.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the principal of the building the student attends.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mercer County Intermediate Extra-Curricular Code of Conduct

Policies

- 1) 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.
- 2) 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.
- 3) 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 first 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 extracurricular activity. Remember that there are no property rights regarding "the right to participate" in an extracurricular activity. An extra-curricular activity is not a right, but a privilege.

Reasons for Policy

- 1) Keep each extra-curricular participant in top physical, mental, and emotional condition
- 2) Improve the overall physical, mental and emotional well-being of the extra-curricular participant
- 3) 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 extracurricular 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

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 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.