

**Milford High School**  
200 S. Chicago St.  
Milford, IL 60953  
Phone 815-889-4184 ~ Fax 815-889-4871  
[www.mpsk12.org](http://www.mpsk12.org)



**2020-21**

*This agenda belongs to:*

Student Name

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Address

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City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone

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Student No.

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## **CHAPTER 1: INTRODUCTORY INFORMATION & GENERAL NOTICES**

- 7 - School Song / School Colors
- 7 - Mission / Vision Slogan / Belief Statement
- 8 - Welcome
- 8 - Purpose of the Handbook
- 9 - Daily Schedule
- 9 - One Hour Delay
- 9 - Two Hour Delay
- 9 - Early-Out Schedule for 2:15 Dismissals
- 9 - 2:15 Dismissal Dates
- 10 - Days Not in Session
- 10 - School Improvement Days
- 10 - Parent-Teacher Conferences
- 11 - Core Groups
- 11 - Curriculum Days
- 11 - Before School / End of Day
- 12 - State Testing Dates
- 12 - Enrollment
- 12 - Student Transfers
- 12 - Foreign Students
- 13 - Re-Enrollment
- 13 - Residence
- 13 - Request for Non-Resident Students
- 14 - Admission of Non-Resident
- 14 - Challenging A Student's Residence
- 14 - Visitors
- 15 - Lockers
- 15 - Equal Education Opportunities / Sex Equity
- 15 - Animals On School Property
- 15 - Emergency Closing
- 15 - Video & Audio Monitoring Systems
- 16 - Accommodating Individuals with Disabilities
- 16 - Education of Children with Disabilities
- 16 - Students with Food Allergies
- 17 - Diabetic Protocol
- 17 - Suicide & Depression Awareness & Prevention

## **CHAPTER 2: ATTENDANCE PROMOTION AND GRADUATION**

- 18 - Compulsory School Attendance
- 18 - Absence Notification
- 18 - Absentee Policy Definitions
- 18 - Truancy
- 20 - Attendance Requirement for Participation in Extracurricular Activities
- 20 - Family Vacations/Trips
- 20 - Doctor and Dentist Appointments
- 20 - Acceptable and Unacceptable Reasons for Excused Absences
- 21 - Anticipated Absences
- 21 - College and Career Visits
- 21 - Tardiness
- 21 - Release Time for Religious Instruction/Observance
- 21 - Exemption from P.E. Requirements
- 22 - Home and Hospital Instruction
- 23 - Grading Scale
- 23 - Report Cards
- 23 - Graduation Requirements
- 24 - Valedictorian and Salutatorian

- 24 - Honor Roll
- 24 - Academic Letter
- 24 - Midterm/Progress Reports
- 24 - Class Membership
- 24 - College Entrance Requirements
- 25 - Community College Districts
- 25 - Scholarships
- 25 - Programs for Students at Risk of Academic Failure
- 26 - Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement
  - Credit for Non-District Experiences
- 26 - DACC College Express Program
- 26 - DACC College Express Attendance Policy
- 27 - KCC Early College Program
- 27 - Dual Enrollment at DACC or KCC
- 28 - Distance Learning Courses
- 28 - Class Schedule
- 28 - Books
- 28 - Hall Passes / Daily Planners
- 28 - Dropping Classes
- 28 - Study Hall Rules
- 28 - Co-Op Class
- 29 - Work Release
- 29 - Driver Education Classroom
- 29 - Spanish I & II
- 29 - Homework
- 29 - Physical Education
- 29 - Library Media Services

### **CHAPTER 3: STUDENT FEES AND MEAL COSTS**

- 31 - Fees, Fines & Charges: Waiver of Student Fees
- 32 - Lunch

### **CHAPTER 4: TRANSPORTATION AND PARKING**

- 33 - Transportation and Parking
- 33 - Post-Trip Vehicle Inspection
- 33 - Automobiles - Student Use
- 34 - Bus Regulations
- 34 - Bus Conduct
- 35 - Electronic Recording on School Buses
- 35 - Bus Rules

### **CHAPTER 5: HEALTH AND SAFETY**

- 37 - Immunization, Health, Eye & Dental Examination Required Health Examinations and Immunizations:
  - Eye Examination
  - Vision Screening
  - Dental Examination
- 38 - Student Insurance
- 38 - Student Medication
- 39 - Designated Caregiver Administration of Medical Cannabis
- 40 - Guidance and Counseling
- 40 - Communicable Disease
- 40 - Head Lice
- 40 - Rashes
- 41 - Pink Eye (Conjunctivitis)

- 41 - Physical Examination
- 41 - Safety Drills, Procedures and Conduct
- 42 - Fire Drills
- 42 - Disaster Drill and Procedure
- 42 - Armed Assailant Drill
- 42 - Active Shooter Drill
- 42 - Safety Glasses

## **CHAPTER 6: DISCIPLINE AND CONDUCT**

- 43 - Positive Behavior Incentives
- 44 - Student of the Month
- 44 - Dress Code
- 45 - Student Discipline: Prohibited Student Conduct
- 47 - Possession: Definition
- 47 - When and Where Conduct Rules Apply
- 47 - Disciplinary Measures
- 48 - Corporal Punishment
- 48 - Verification: Definition
- 48 - Alternative Education Programs
- 48 - Detention
- 48 - Academic Insubordination
- 48 - In School and Out of School Suspensions
- 49 - Credit for Work during Suspensions
- 49 - Reasons for In School and Out of School Suspensions / Expulsion
- 50 - Threatening Acts
- 50 - Electronic Devices
- 50 - Police Involvement
- 50 - Suspension Procedures
- 50 - Expulsion Procedures
- 51 - Social Probation
- 51 - Public Display of Affection
- 51 - Damage to Property
- 51 - Drug and Alcohol Abuse
- 51 - Smoking and Tobacco Use/Possession
- 51 - Plagiarism and Cheating and Penalties
- 52 - Profanity/Obscene Gestures/Verbal Harassment
- 52 - Administrative No-Contact Order
- 52 - Administrative Order of Movement
- 52 - Police-Intergovernmental Agreement
- 52 - Weapons
- 53 - Required Notices
- 53 - Delegation of Authority
- 53 - Gang and Gang Activity Prohibited
- 53 - Re-Engagement of Returning Students
- 53 - Harassment of Student Prohibited
- 54 - Prevention and Response to Bullying, Intimidation and Harassment
- 55 - Teen Dating Violence Prohibited
- 55 - Sexual Harassment Prohibited
- 57 - Administrative Implementation

- 57 - Uniform Grievance Procedure
- 58 - Investigation
- 58 - Decision and Appeal
- 58 -Appointing Complaint Managers
- 59 - Lunch Rules
- 59 - Telephone Calls and Cell Phones

#### **CHAPTER 7: INTERNET, TECHNOLOGY & PUBLICATION**

- 60 - Authorization for Electronic Network Access
- 61 - Restrictions on Publications: School-Sponsored Publications and Web Site
- 62 - Guidelines on Student Distribution of Non-Public School Publications and Non-School Sponsored Publications Accessed or distributed On-Campus
- 62 - Access to Student Social Networking Passwords & Websites
- 62 - Selling or Marketing Students Personal Information is Prohibited

#### **CHAPTER 8: SEARCH AND SEIZURE**

- 64 - Search and Seizure
- 64 - School Property & Equipment & personal Effects
- 64 - Students Searches
- 64 - Seizure of Property
- 64 - Questioning of Students Suspected of Committing Criminal Activity
- 65 - Lockers - Search

#### **CHAPTER 9: EXTRACURRICULAR AND ATHLETIC ACTIVITIES**

- 66 - Suspension Guidelines
- 66 - Summer Vacation
- 66 - National Honor Society
- 67 - NHS Dismissal Procedure
- 67 - Extracurricular and Co-Curricular Activities
- 68 - Academic Criteria for Participation
- 68 - Extracurricular Code of Conduct
- 69 - Requirements for Participation in Athletic Activities
- 69 - Eligibility
- 69 - Transportation
- 70 - Practice Bus
- 70 - Personal Appearance
- 70 - Attendance / Attendance Requirement for Participation in Extracurricular Activities
- 71 - Personal Health Practices
- 71 - Verification of Misconduct / Voluntary Admission by Student
- 71 - Drug Testing (Random) / Consent Forms
- 72 - Refusal to Submit to Drug Testing
- 72 - Drug Testing (Financial Responsibility)
- 72 - Tobacco / Alcohol / Cannabis
- 73 - Drugs
- 73 - Equipment & Uniforms
- 74 - Performance Enhancing Drug Testing
- 74 - Concussion & Head Injuries
- 75 - Animals on School Property
- 75 - Vermilion Valley Conference

- 75 - Sportsmanship
- 76 - Dances
- 76 - Field Trips
- 77 - Wednesday Evenings
- 77 - Fundraising

#### **CHAPTER 10: SPECIAL EDUCATION**

- 78 - Education of Children with Disabilities
- 78 - Discipline of Students with Disabilities
- 79 - Exemption from PE for Special Education Students
- 79 - Access to Classroom for Special Education Observation or Evaluation

#### **CHAPTER 11: STUDENTS RECORDS AND PRIVACY**

- 80 - Surveys: Third Parties and Requesting Personal Information
- 80 - Instructional Material
- 80 - Student Records
- 83 - Military Recruiters Institutions of Higher Learning
- 83 - Student Biometric Information
- 83 - Access by School Employees and Officials

#### **CHAPTER 12: PARENTAL RIGHT NOTIFICATIONS**

- 84 - Curriculum
- 84 - Standardized Testing
- 84 - Homeless Children / Education of Homeless Children
- 84 - Family Life and Sex Education Classes
- 85 - English Language Learners
- 85 - School Visitation Rights
- 85 - Hazardous and Infectious Materials
- 85 - Asbestos Management Program
- 85 - Wellness Policy
- 85 - Title I
- 85 - Parental Involvement
- 86 - Pesticide Application Notice
- 86 - Mandated Reporters
- 86 - Unsafe School Choice Option
- 86 - Sex Offenders Notification
- 86 - Sex Offender & Violent Offender Community Notification Law
- 87 - Parent Notices Required by Every Student Succeeds Act (ESSA)
- 88 - Faculty and Staff
- 88 - Board of Education
- 88 - Administration
- 88 - Professional Staff
- 89 - Auxiliary Staff
- 91 - IHSA By-Laws & Policies

**School Song:**

Cheer, cheer for old Milford High,  
Wake up the echoes cheering her cry,  
Send a volley cheer on high,  
Shake down the thunder from the sky.  
Whether the odds be great or small,  
Old Milford High will win over all,  
While her loyal sons are marching  
Onward to victory.

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School Colors: Primary - Royal Blue  
Secondary – White  
Accent - Black  
School Mascot: Bearcat  
(Board Approved 3/16/16)

**STUDENT-PARENT HANDBOOK 2020-21**

**Mission:** Milford Area Public Schools professionally prepares faculty, partners with the community, and employs innovative educational practices to engage students in the learning process to fuel their passion and ignite their future.

**Vision/Slogan:** Preserving traditions, Fueling passions, Igniting futures.



**RELIEF STATEMENTS: Beliefs: MAPS Believes in keeping students our first priority by...**

- Recognizing and meeting diverse academic, social, and emotional needs
- Offering a safe and welcoming environment
- Strengthening the partnerships of home, school, and community
- Nurturing self-worth through a standard of excellence
- Empowering visionary leaders through critical thinking and problem solving

## **Chapter 1 INTRODUCTORY INFORMATION & GENERAL NOTICES**

**Welcome:** Welcome to Milford High School. The records and activities of our graduates speak well of the type of training available to you as a student in our school. The policies and procedures contained in this handbook folder are the result of a concerted effort on the part of the faculty, the administration, and the citizens' advisory committee. All policies are non-discriminatory on the basis of color, race, national origin, sex, and disability or other factors as applicable. This information was carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to becoming an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those aspects of our school which will prepare you to live a better life and finally take your place in our complex society. Remember that your success in this school will be directly proportionate to your efforts.

**Purpose of Handbook:** The purpose of this handbook is to provide guidelines for appropriate behavior for all students in our school. This handbook is a communication of all policies to persons expected to execute and comply with them. This handbook is only a summary of board policies governing the district. This handbook is not all-inclusive. Board policies are available to the public at the district office. When each member of a group strives to exhibit appropriate behavior, the benefits can be shared by all group members. If you keep that thought in mind, your work at Milford High School will be pleasant and profitable. We strongly urge that all parents become involved in the education of their children. Please feel welcome to call or visit the school at any time. We only ask that you call ahead to schedule a visit or conference with a teacher.

This handbook is not intended to create a contractual relationship with the student or to be all-inclusive; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). In addition, there is never a perfect handbook written. With this in mind, please understand that this handbook may be amended during the year without notice and may not cover every conceivable situation. All decisions made by the administration are final if not covered in the handbook; thus, the administration reserves the right to make disciplinary decisions based on each individual case.

Membership or participation in a school-sanctioned activity is a privilege and not a property right. The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.



## **SCHOOL SCHEDULES**

### **Daily Schedule**

|                    |                                            |
|--------------------|--------------------------------------------|
| 7:45 a.m.          | Doors Opened                               |
| 7:55 a.m.          | First Bell                                 |
| 7:58 a.m.          | Doors Locked                               |
| 8:00 – 8:43 a.m.   | Period 1                                   |
| 8:46 – 9:29 a.m.   | Period 2                                   |
| 9:32 – 9:34 a.m.   | Announcements (Students in 3rd hour class) |
| 9:32 – 10:17 a.m.  | Period 3                                   |
| 10:20 – 11:03 a.m. | Period 4                                   |
| 11:03 – 11:33 a.m. | Lunch 5A                                   |
| 11:33 – 12:03 p.m. | Lunch 5B                                   |
| 12:06 – 12:49 p.m. | Period 6                                   |
| 12:52 – 1:35 p.m.  | Period 7                                   |
| 1:38 – 2:21 p.m.   | Period 8                                   |
| 2:24 – 3:07 p.m.   | Period 9                                   |

### **One Hour Delay Schedule**

|                          |              |
|--------------------------|--------------|
| Period 1 - 9:00 – 9:28   | (28 minutes) |
| Period 2 - 9:31 – 9:59   | (28 minutes) |
| Period 3 - 10:02 – 10:30 | (28 minutes) |
| Period 4 - 10:33 – 11:03 | (30 minutes) |

### **Two Hour Delay Schedule**

|                            |              |
|----------------------------|--------------|
| Period 1 – 10:00-10:30     | (30 minutes) |
| Period 2 – 10:33-11:03     | (30 minutes) |
| Period 5 – Normal Schedule |              |
| Period 3 – 12:06-12:34     | (28 minutes) |
| Period 4 – 12:37-1:04      | (27 minutes) |
| Period 6 – 1:07-1:34       | (27 minutes) |
| Period 7 – 1:37-2:04       | (27 minutes) |
| Period 8 – 2:07-2:34       | (27 minutes) |
| Period 9 – 2:37-3:07       | (30 minutes) |

### **Early-Out Schedule for 2:15 Dismissals**

|                          |              |
|--------------------------|--------------|
| Period 6 - 12:06 – 12:36 | (30 minutes) |
| Period 7 - 12:39 – 1:09  | (30 minutes) |
| Period 8 - 1:12 – 1:42   | (30 minutes) |
| Period 9 - 1:45 – 2:15   | (30 minutes) |

### **Dates we dismiss at 2:15 p.m.:**

|                                   |                                          |
|-----------------------------------|------------------------------------------|
| <b>Wednesday, August 19, 2020</b> | <b>First Day of School</b>               |
| <b>Tuesday, November 24, 2020</b> | <b>Thanksgiving Break</b>                |
| <b>Friday, December 18, 2020</b>  | <b>Winter Break</b>                      |
| <b>Friday, March 26, 2021</b>     | <b>Spring Break</b>                      |
| <b>Tuesday, May 25, 2021</b>      | <b>MGS Picnic Day/Last Day of School</b> |

**End of year schedule is subject to change due to snow, fog, flood days, etc.**

**Days MHS is not in session 2020-21**

|                        |                             |
|------------------------|-----------------------------|
| Monday, September 7    | Labor Day                   |
| Monday, October 12     | Columbus Day                |
| Wednesday, November 11 | Veterans Day                |
| Wednesday, November 25 | Thanksgiving Vacation       |
| Thursday, November 26  | Thanksgiving Vacation       |
| Friday, November 27    | Thanksgiving Vacation       |
| Monday, December 21    | Winter Break                |
| Tuesday, December 22   | Winter Break                |
| Wednesday, December 23 | Winter Break                |
| Thursday, December 24  | Winter Break                |
| Friday, December 25    | Winter Break                |
| Monday, December 28    | Winter Break                |
| Tuesday, December 29   | Winter Break                |
| Wednesday, December 30 | Winter Break                |
| Thursday, December 31  | Winter Break                |
| Friday, January 1      | Winter Break                |
| Monday, January 4      | Teachers' Institute         |
| Monday, January 18     | Martin Luther King Birthday |
| Monday, February 15    | President's Day             |
| Friday, March 19       | Teachers' Institute         |
| Monday, March 29       | Spring Break                |
| Tuesday, March 30      | Spring Break                |
| Wednesday, March 31    | Spring Break                |
| Thursday, April 1      | Spring Break                |
| Friday, April 2        | Spring Break                |

\*End of year schedule is subject to change due to snow, fog, flood days, etc.

**School Improvement Days**

Dismissal for students will be at 11:30 on days of SIP meetings. Buses will run at that time. Class schedules are to be arranged in the following manner: 11:03-11:30 – Students will stay in the last hour class of the day (4th period) but we will try to have activities planned.

|                            |                                        |
|----------------------------|----------------------------------------|
| Friday, September 19, 2020 | a.m. classes to be held in the morning |
| Friday, October 23, 2020   | a.m. classes to be held in the morning |
| Friday, January 29, 2021   | a.m. classes to be held in the morning |
| Friday, April 23, 2021     | a.m. classes to be held in the morning |

**Parent-Teacher Conferences**

|                  |                |
|------------------|----------------|
| November 3, 2020 | 4:00-8:00 p.m. |
| November 5, 2020 | 4:00-8:00 p.m. |

## **2020-21 CORE Groups (Social Emotional Learning) Schedule**

|                      |                 |            |
|----------------------|-----------------|------------|
| 1st hour             | 8:00 – 8:35     | 35 minutes |
| 2 <sup>nd</sup> hour | 8:38 – 9:13     | 35 minutes |
| 3 <sup>rd</sup> hour | 9:16 – 9:51     | 35 minutes |
| 4 <sup>th</sup> hour | 9:54 – 10:29    | 35 minutes |
| 10:32 – 11:03        | Activity Period |            |
| 11:03 – 12:03        | Lunch           |            |

Afternoon schedule remains the same.

CORE stands for Connected, Open, Respectful, Engaged

- Traits we hope our students exhibit toward themselves, with one another, and in our school and community and traits we hope to strengthen during CORE group time.
- CORE groups are small groups of students of the same grade level that meet with teachers throughout the school year.
- State of Illinois has challenged us to help students develop socially, emotionally, as well as academically.
- Proven outcomes of SEL programs: students gain social-emotional skills to help deal with issues in school and life; students have improved attitudes about self, others, and school; students help to develop a more positive school environment; students make better choices.
- Help students become more connected to MHS to develop closer relationships with teachers and peers.
- This is a time that is informal, yet structured, that focuses on the non-academic issues that impact our classrooms.
- Allow students to ask questions about CORE group time.
- Encourage full participation from all group members.

**Curriculum Days (7) 9:00 Starts:** These days are designed to allow staff to work on mandated curriculum strategies and teaching methodologies that must be incorporated into the entire structure of the school while reducing the amount of days that parents must find care for their children.

Buses will run one hour late and school will not start until 9:00 a.m. Breakfast will be served at 8:45 a.m. Classes begin at 9:00 a.m. **with 1st hour classes and will follow the One Hour Delay Schedule.**

**Wednesday, September 2, 2020**

**Wednesday, October 7, 2020**

**Wednesday, November 4, 2020**

**Wednesday, December 2, 2020**

**Wednesday, February 3, 2021**

**Wednesday, March 3, 2021**

**Wednesday, April 7, 2021**

**Before School:** On normal days the school will be open at 7:45 a.m. You should enter the building and proceed to the assigned location. You may pay for lunch and breakfast at this time.

**End of Day:** You should leave the building by 3:30 p.m. or be in an activity directly supervised by a staff member. You are not to be in the building on weekends and holidays except when under the direct supervision of a staff member.

## **STATE TESTING DATES**

Students and parents/guardians should be aware that students participate in state standardized testing. Currently, juniors take the SAT, sophomores take the PSAT 10 and freshmen take the PSAT 8/9. **Seniors may be required to take state testing in 2020-21 due to mandated school closures in April of 2020. These tests will be administered on a date to be determined by the Illinois State Board of Education.**

**Student attendance is very important these dates.** Please make every effort to schedule all appointments on days other **mandated testing days.**

**The Illinois State Board of Education may require students to take a state science test. The Illinois State Board of Education decides which grade levels are required to do so.** These tests are usually administered in April.

## **ENROLLMENT**

### **School Admissions and Student Transfers To and From Non-District Schools**

**Admission Procedure:** All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The School shall promptly make a copy of the certified copy for its records, place the copy in the student's permanent record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

**Student Transfers To and From Non-District Schools:** A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

**Foreign Students:** The District accepts foreign exchange students with a J-1 visa and who reside within the district as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

**Re-Enrollment:** Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. However, at the Superintendent or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act.

**Residence:** Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating:

(a) That he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or a Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

(b) A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

**Requests for Non-Resident Student Admission:** Non-resident students may attend District schools upon approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission.

The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to year basis. Approval for any one year is not authorization to attend the following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

**Admission of Non-Resident Students Pursuant to an Agreement or Order:** Non-Resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

**Challenging a Student's Residence Status:** If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105ILCS 5/10-20, 12b.

**Visitors:**

Former MHS students are permitted to attend classes with any student only when the visitor has been issued a Visitor's pass or badge. This pass/badge may be approved by the administration when the request has been made at least one school day in advance. Students from other schools will not be allowed to visit with friends. We are happy to have parents at school. It is a sign **of interest** in their child's performance as well as the school. However, all parents and visitors must use the main front doors, report to the office, and sign in when entering the building to receive a visitor's pass or badge. All visitors are required to have passes/badges. Please return the pass when signing out in the office when the visit is complete. **Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.**

To gain entrance, please push the button by the main entrance door. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Working parents who find it difficult to meet with educators because of work conflicts should contact the school and receive guidance from board policies 8:95-E1 and 8:95-E2.

**Cross Reference: PRESS 8:30, Visitors to and Conduct on School Property**

**No person on school property or at a school event shall perform any of the following acts:**

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State Law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful produce, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.

**11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).**

**Lockers:** Upon entering high school, all students will be assigned hallway lockers and will continue to use these same lockers until they leave high school. Each locker is provided with a combination lock to provide a secure storage space for your books and coats. We urge you to keep your locker locked at all times and to keep the combination as a matter of private information. Any problems with locks or lockers should be reported to the Office for repair. No pictures or signs or other items that are in poor taste, are vulgar, or are otherwise offensive may be displayed inside or outside of locker. You are advised against leaving money or other valuables in your locker. Large amounts of money or items of personal value should be left at home. The school shall not be responsible for lost or stolen items. Students are responsible for the contents of the locker assigned to them and will be disciplined if any forbidden materials, materials belonging to other students, illegal items or stolen items are discovered in lockers. No food or beverages should be left overnight in a locker.

**Equal Opportunity and Sex Equity:** Equal educational and extra-curricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. Board policy 7:10, *Equal Educational Opportunities* Board Policy 2:260, *Uniform Grievance Procedure*.

Any student or parent/guardian with sex equity or equal opportunity concern should contact: Stephen Totheroh or Sarah Swartzentruber at Milford High School, 200 S. Chicago St., Milford, IL 60953, 815-889-4184.

**Cross References:**

**PRESS 7:10, *Equal Educational Opportunities***  
**PRESS 2:260, *Uniform Grievance Procedure***

**Animals on School Property:** In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. Pets are not allowed on either Milford High School or Milford Grade School property. Please do not bring pets to extracurricular events which include baseball, football, and softball games and track meets.

**Emergency Closing:** The Board of Education has indicated that the Superintendent of Schools must make the decision if school is to be changed from a normal schedule due to emergency situations. In the case of severe weather, the official announcement for school closing may be heard over the radio stations. Extracurricular activities or practices will be postponed if school is cancelled or dismissed early *because of road conditions*. Note: Tournaments and open gym (for participants of that scheduled event) may be held, provided permission from the principal has been obtained and weather permits. The athletes will not be required to attend. Tournament games may be played when school is not in session if weather permits. Radio stations WHPO (100.9) of Hoopston and WGFA (94.1) of Watseka and TV station WCIA (Channel 3) will announce the cancellations when necessary. Please refrain from calling the school and radio stations so that phone lines can be kept open to notify others as needed. Parents may also be informed of cancellations due to weather from **School Messenger**. Anyone can sign up for **School Messenger** by updating your phone number with the school.

**Video & Audio Monitoring Systems:** Milford High School is equipped with a video and/or audio monitoring system. A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on

audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. This is considered a student record document and the privacy/record laws apply.

**Cross-Reference:**

**PRESS 4:110, *Transportation***

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

**Cross Reference:**

**PRESS 8:70, *Accommodating Individuals with Disabilities***

**Education of Children with Disabilities:** *It is the intent of the district to ensure that students who are disabled within the definition of Section 504 for the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.*

*The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.*

*A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.*

**Cross Reference:**

**PRESS 6:120, *Education of Children with Disabilities***

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 889-4184.

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

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

**Cross Reference:**

**PRESS 7:285, *Food Allergy Management Program***



**Diabetic Protocol:**

**Care of Students with Diabetes**

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

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

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

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

**Cross Reference**

***PRESS 7:290, Suicide and Depression Awareness and Prevention.***

## **Chapter 2 ATTENDANCE PROMOTION AND GRADUATION**

**Compulsory School Attendance:** Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

**Cross Reference:**

**PRESS 7:70, *Attendance and Truancy***

**Absence Notification:** There are two types of absences: excused and unexcused. The Every Student Succeeds Act (ESSA) also makes attendance an important factor in determining a school's success. At the grade school level, during the 2019-2020 school year, the Illinois State Board of Education will "grade" MHS in two categories: Academic Indicators (75%) and Student/School Success Indicators (25%). In the Student/School Success Indicators category, (7.5%) of the twenty-five percent (25%) total will be focused on Chronic Absenteeism.

Any student who is absent for ten (15) consecutive days without authorization will be dropped from Milford High School.

**PRESS 7:70, *Attendance and Truancy***

### **ABSENCES**

**Absentee Policies: Definitions:**

**Truant** – A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**Valid cause for absence** – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

**Chronic or habitual truant** – A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

**Truant minor** – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and failed to result in the cessation of chronic truancy or have been offered and refused.

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without a valid cause (or recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available supports services, cannot be compelled to return to school is subject to expulsion from school.

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

**Cross Reference:**

**PRESS 7:70, Attendance and Truancy**

A student's parent(s)/guardian(s) must authorize all absences and notify the school in advance or at the time of the child's absence. If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers provided. Regular attendance is essential for promotion and success in your school work. When an absence is necessary, it is your responsibility to see that your work is made up. Students will be allowed one (1) day make up time for each day of excused absence, not including anticipated absences. Any parents who can call the School Office (889-4184) should do so before 9:15 a.m. on the day of the absence. If you are absent from the building any period of the school day, you must report to the Office as soon as you return to school. If your parent or guardian was unable to contact the Office, you must present a written excuse for your absence signed by your parent or guardian, stating when the absence occurred and the reason for the absence. This applies even for 18 year olds if you still live at home. The administration will determine whether the absence is excused or unexcused.

Your primary job or occupation for this school year is that of doing a good job in the classroom. This requires a good attendance record, just as an employer would expect his employees to be on the job every day. Being in school every day and doing a good job will also earn dividends in the future. Many employers call the school to ask about the attendance records of job applicants. Those with the best records usually get the jobs. Students at Milford High School are allowed 6 days of absence during a semester. However, any absence from school that is due to any doctor appointment, being under a doctor's care, summons to appear in court, or family bereavement will not count as part of the 6 day limit. Doctor notes must be brought in to verify sickness or appointment and/or a copy of the court summons must be given to the school for verification of the court summons. If a student suffers from a known chronic illness that a doctor can document to the school, that student will receive special consideration in regards to the 6 day limit of absences. (This would refer to but not be limited to illnesses such as seizures, asthma, migraine headaches, diabetes, and the like.) Students with serious medical problems will receive special consideration; homebound instruction programs may be established. If you find it necessary to leave school between the time of your arrival in the morning and the close of school in the afternoon, you must be excused by the Office before leaving the building. You must report to the office and obtain permission to leave before exiting the building. If a student leaves without permission it will be considered an unexcused absence. Notes for early dismissals must be turned in to the office the first thing in the morning. Repeated absences will result in the student being defined as a "chronic or habitual chronic truant". Chronic truants will be referred to the county attendance assistance program. Milford High School will follow the I-KAN policy for reporting unexcused absences. Once a student has unexcused absences for 5% of the school year, he/she may be reported to the IKAN attendance assistance program. Once a student has exceeded the 6 day limit, the absence will be considered unexcused. Therefore, he/she will not be able to be given credit for any work assigned on that day. With the aforementioned in mind, it is the goal of Milford High School to have each of its students to reach the 95% attendance mark therefore, students at Milford High School shouldn't miss over 9 days of school during the school year. Any student who is absent for fifteen (15) consecutive days without authorization will be dropped from Milford High School.

### **Attendance Requirement for Participation in Extracurricular Activities**

Students that accumulate 4 unexcused absences beyond the allowed 6 day absence limit in a semester will be ineligible to participate in any extracurricular activity and/or event for the remainder of the semester. This includes dances, drama, Prom, field trips, Homecoming activities, etc. (See list of extracurricular activities listed in handbook.) **Administration reserves the right to place the student on social probation as a consequence.**

**Family Vacations/Trips:** Students will be allowed a total of five (5) school days for family vacations or trips other than the regular school vacation days. *These vacation days will count as part of the 6 day limit.* After five (5) days students will be given zeros and not allowed to make up work.

**Doctor and Dentist Appointments:** Except in cases of emergency, appointments should be made before or after school hours. You must present an appointment card or parent request at the Office before you may be excused. When you know and could make up assignments in advance, you shall obtain the proper anticipated absence form three (3) school days in advance. Avoid scheduling appointments at the same time of day.

### **Acceptable Reasons for Excused Absences:**

1. Personal Illness
2. Death or serious illness in the family, or funeral of a close friend
3. Professional appointments-Anticipated Absence required three school days in advance
4. Out-of-town trip if arranged with the school in advance and if, in the judgment of the school administration, this absence is justified
5. College/Career Visits
6. Students cleared by the Administration
7. Playing taps at military service
8. Observance of a religious holiday or event, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal.
9. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

### **PRESS 7:70, Attendance and Truancy**

**Unacceptable Reasons for Absences:** Credit for assignments, tests, and other graded work will be withheld, and a zero (0) will be assigned for each period missed for an unexcused absence and one hour of detention for each hour of unexcused absence and can also be assigned a day of in-school suspension.

1. Truancy
2. Leaving School without proper clearance for the Office
3. Forgery of signature on excuses
4. Work, unless arrangements have been made in advance
5. Missed the bus - car trouble
6. Shopping
7. Oversleeping
8. Beauty Shop - Barber Shop
9. Failure to complete an anticipated absence form
10. Absent from school but seen without parental supervision
11. Personal Business unless approved by Office
12. Anything else the administration deems unacceptable
13. Removal from class for dress code violation

- **Anticipated Absences:** An anticipated absence form must be obtained from the office and completed no less than three (3) school days in advance of the planned absence. This includes any time a student knows he/she will be absent. Examples are doctor appointments, college visits, family vacations/trips, etc. The reason for this procedure is that students will be responsible for turning in all homework prior to being absent or upon returning from an absence. This decision will be determined by individual teachers. Teachers will provide in writing student's obligations before the student leaves. This will include expectations prior to student leaving and upon their return.

**College/Career Visits:** Juniors and seniors may obtain excused absences for the purpose of visiting colleges, technical schools, or postsecondary employment opportunities as follows:

1. Present a written note from your parents indicating that you will be using this day for a specified purpose. This should be at least three school days in advance of the planned activity.
2. Obtain an Anticipated Absence form and present it to your teachers for approval.
3. Make up your work, if possible, in advance of the activity.
4. Seniors may be granted up to three (3) visits for this purpose, and juniors may be granted two (2) visits.
5. The Guidance Counselor will make all the necessary arrangements.
6. The Administration must approve all college/career visits.
7. The College/Career visit for juniors must be taken prior to the first of April. The College/Career visits for seniors must be taken prior to the first of May.

**8. Absences due to college visits do not affect eligibility for extracurricular events.**

**Tardiness:** Just as regular attendance is training for future "real world" behavior, so is punctuality. You are to be in your assigned classroom and in your proper seat before the final bell rings. Failure to do so is considered as tardiness. Teachers shall mark students tardy and inform the students they have been marked tardy. Discipline for tardiness will be handled by the office. Students will be considered tardy to 1<sup>st</sup> hour if they arrive at school no more than twenty (20) minutes late. After that point it will be considered an unexcused absence. Students who are tardy will be dealt as follows on a cumulative basis per nine weeks.

1<sup>st</sup> and 2<sup>nd</sup> – Warning, No Punishment

3<sup>rd</sup> – one day lunch detention

4<sup>th</sup> – three days lunch detention

5<sup>th</sup> – one day after school detention

6<sup>th</sup> – one day after school detention

7<sup>th</sup> – two days after school detention

8<sup>th</sup> – two days after school detention

9<sup>th</sup> – 1 day in-school suspension

10<sup>th</sup> + - 1 day in-school suspension + possible loss of privileges "Social Probation"

**Release Time for Religious Instruction/Observance:** A student will be released from school, as an excused absence, to observe a religious holiday or religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**Cross Reference: PRESS 7:80, Release Time for Religious Instruction/Observation**

**Exemption From PE Requirement:** In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education.

Students enrolled in grades 11 and 12 may be excused from engaging in physical education after submitting a written request to the Building Principal for the following reasons:

1. Ongoing participation in an interscholastic or extracurricular athletic program. Students may be excused from physical education during the semester in which his/her program takes place (fall=football, football cheerleading, volleyball, golf: fall or spring but not both=basketball, basketball cheerleading; spring=softball, baseball, track). The student is expected to attend school for the regular school day.
2. To enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice.
3. To enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

Approved exemptions shall be on the basis of one semester. A student who is exempt from physical education is expected to fulfill a schedule which meets the minimum standards for school attendance.

Cross Reference: PRESS 6:30, *Credit for Alternative Courses and Programs, and Course Substitutions* and PRESS 7:260, *Exemption from Physical Education*

**Home and Hospital Instruction:** A student who is absent from school, or whose physician, physician assistant or **licensed** advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. **Appropriate education services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.** A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, **physician assistant, or licensed advanced practice nurse** indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact Mr. Totheroh at (815) 889-4184.

**Cross Reference:**

**PRESS 6:150, Home and Hospital Instruction**

**Grading Scale**

|    |            |
|----|------------|
| A+ | 99-100     |
| A  | 94-98      |
| A- | 92-93      |
| B+ | 90-91      |
| B  | 85-89      |
| B- | 83-84      |
| C+ | 81-82      |
| C  | 76-80      |
| C- | 74-75      |
| D+ | 72-73      |
| D  | 67-71      |
| D- | 65-66      |
| F  | 64 & below |

**Report Cards – Grades:** Report cards will normally be issued on the Friday following the end of a marking period. Semester grades are an average of the two quarter grades. The district uses a 4-point marking system as follows: A=4, B=3, C=2, D=1, E=1 and F=0. An incomplete or letter “I” may be given to a student at the close of a term who had not completed the work necessary to issue a final grade (typically due to absence or illness). Students with an incomplete grade are expected to coordinate with their teachers to complete the work as soon as possible, preferably within the first two weeks after the close of a term. Any potential errors in your report card should be reported to the Office as soon as they are discovered. Grades are reported in your permanent record on an individual semester basis. Class rank will be determined by a weighted grading system. Academic classes shall count 1/3 letter grade more. The following classes will receive weighted grades: English IA, IIA, IIIA, Senior Communications, Biology IA, IIA, Chemistry, Integrated Math IA and Integrated Math IIA, Integrated Math IIIA, Physics, Anatomy and Physiology, Spanish III, Spanish IV, Accounting II, Dual Credit College Algebra, Dual Credit Calculus, and other dual enrollment courses through Danville Area Community College or Kankakee Community College. Students will receive a Pass/Fail for Title I/Tutorial study halls, library worker, and for office worker. DACC College Express students and KCC Early College Program students who are academically ineligible for a semester cannot attend DACC College Express or KCC Early College Program the following semester.

**Graduation Requirements**

You must accumulate a total of 20 credicates (**21 credits effective class of 2024**) and successfully complete the following courses to be eligible for graduation:

- A. 4 Credits in English
- B. 3 Credits in Mathematics (All juniors must take a math class)
- C. 2 Credits in Science
- D. 9 weeks Driver Education Classroom 1/4 credit
- E. Physical Education - 7/8 credit - 1/8 per semester
- F. Health – 1/2 credit
- G. 2 Credits in Social Studies - 1 credit must be in U.S. History
- H. 1 Credit chosen from Music, Art, Foreign Language or Vocational Education
- I. Keyboarding/Computers - 1 credit
- J. Consumer Education - 1/2 credit
- K. Civics (1/2 credit) which includes the Constitution and passes an examination on the History of the United States and the State of Illinois. Civics will be a requirement starting with the class of 2019, prior to 2019 the Constitution class will be required.
- L. **Any testing mandated by the state of Illinois prior to graduation.**

The curriculum shall contain instruction on subjects required by State statute or regulations.



**Valedictorian and Salutatorian:** At the end of the seventh semester, GPA will be rounded to the nearest tenth to determine students earning rank of valedictorian and salutatorian. It is possible to have co-valedictorians and co-salutatorians. (Example: 3.85 = 3.9, 3.84 = 3.8). In order to be considered for these honors students must complete all semesters beyond their 5<sup>th</sup> semester at Milford High School. Students entering MHS because of consolidation or annexations for the first time would be exempt. All grades for transfer students will be interpreted on MHS weighted grading scale.

**Honor Roll:** An Honor Roll will be published at the end of each quarter and semester indicating those students who have made significant academic progress during the past grading period. Students whose grades include only A's shall be noted as receiving High Honors. Students with a 3.0 grade point average, with no D or F shall be indicated as Honors. To qualify for the honor roll, a student must be a full-time student with five academic classes each semester, not including PE, Band, and Choir. Students enrolled at Milford High School but attend classes and are serviced at other locations are eligible for honor roll recognition as long as above criteria is met.

It is the responsibility of the students who attend classes and are serviced at other locations other than MHS to provide quarter (9 weeks) grades as needed.

**Academic Letter:** An Academic Letter will be awarded to all students who meet all of the following criteria: The student must make the honor roll all four nine week grading periods. The student must have earned a 3.3 average for the current year. The student must be enrolled in academic classes whenever there is a choice of academic or general. The student must be enrolled in two of the following three areas of academic study the entire year: English, Mathematics, and Science. The academic letter will be awarded at Honors Night. Once a student has earned the letter, a gold bar will be awarded in succeeding years that the criteria are met.

**Midterms/Progress Reports:** The district strongly encourages parents to use STI Information NOW for daily monitoring of their children's performance. Families without web access can gain free internet access at public libraries. The district assumes parents are checking their child's progress with STI Information NOW. Individual parents may call the high school office and ask for printed copies of their child's midterm report. We urge your parents to contact the teachers to assist in the improvement of your academic progress.

**Class Membership:** Students become members of the next classes upon the attainment of the following:

1. To become a freshman a student must have graduated eighth grade.
2. To become a sophomore a student must have earned at least three (3) credits as a freshman.
3. To become a junior a student must have earned at least eight (8) credits during freshman and sophomore years.
4. To become a senior a student must have earned at least thirteen (13) credits during freshman, sophomore and junior years.

**College Entrance Requirements:** Although all state colleges and universities are allowed to develop their own admission standards, the State of Illinois Board of Higher Education established statewide minimum admission standards for public colleges and universities in Illinois (beginning fall 1993). To be admitted as a freshman, students must generally meet the following minimum requirements:

1. 4 years of English
2. 3 years of Social Studies
3. 3 years of Mathematics
4. 3 years of Laboratory Science
5. 2 years of Foreign Language, Music, Art, or Vocational Education

We urge you to carefully consider these requirements in planning your educational future. A complete list of requirements of individual colleges and universities is available from the guidance counselor.



**Community College Districts:** Students residing in the original Milford Township High School District and the former Wellington School District are residents of the Danville Area Community College District. Students residing in the former Stockland and Sheldon School Districts are residents of the Kankakee Community College District. Attending the community college district in which you reside will result in paying in-district fees, which are substantially lower than out-of-district fees.

**Scholarships:** The following scholarships are available to graduates of Milford High School. Eligibility requirements and application forms are available from the Guidance office.

MTHS Alumni & Friends Scholarship

Brooks Courtright Scholarship

Milford Education Association Scholarship

Lawrence Johnson Scholarship (Stockland Township)

Melissa Brassard Memorial Science Scholarship (MHS Science Club)

Milford Building & Loan Scholarship

Reynolds-Barwick Scholarship

Sheldon Fire Department Scholarship (Sheldon Township)

Edythe Kutcher Scholarship

Melissa Brassard Memorial Scholarship

Cecil P. McDonough Scholarship

Paul and Norma Schaumburg Trust Scholarship

Hoopeston IGA Scholarship

Kentland Bank Scholarship

Beall Memorial Scholarship

\*Scholarships may change as the year progresses.

**Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation**

**Incentives Program:** The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation, one or more of the following:

1. Parent-teacher conferences
2. Counseling services by social workers and/or guidance counselors
3. Counseling services by psychologists
4. Psychological testing
5. Truants' alternative and optional education program
6. Alternative school placement
7. Community agency services
8. Alternative Learning Opportunities Program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time.
9. Graduation Incentive Program
10. Remediation Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

**Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement**

**Credit for Non-District Experiences:** A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

**Proficiency Credit:** Proficiency credits available in limited subjects where a student demonstrates competency. Contact the building principal for details.

**Substitutions for Required Courses:** Vocational or technical education.

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Cross Reference:**

***PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***

**DACC College Express Program:** A variety of career and technical education courses are offered as a part of the curriculum of Milford High School through Danville Area Community College's College Express Program. This program allows junior and senior students to take college courses at DACC and earn credits at both MHS and DACC. Students must be academically eligible and not behind in credits to participate in this program. Transportation, tuition, and books are provided by the district at no cost to students or their families. Students interested in applying should speak to their counselor. Available courses can change year to year and some have admission requirements beyond the application.

**DACC College Express Attendance Policy: Students enrolled in the DACC College Express can only miss 5 attendance days at DACC College Express during a semester. Students who have a 6th day of absence from the DACC College Express Program will be dropped from DACC College Express at the end of the semester.**

**Students enrolled in the DACC College Express can only miss 6 attendance days (SIP Days count as a full day even though it is 11:30 dismissal) at MHS during a semester. Students who have a 7th day of absence from MHS will be dropped from DACC College Express at the end of that semester.**

**Nursing programs or other programs may have more stringent attendance policies than listed above.**

**On days of 11:30 dismissal when MHS does not serve lunch, DACC College Express students must bring their lunch with them.**

**On 11:30 dismissals and 2:15 early dismissals, DACC College Express students will need to provide their own ride home from Milford High School. The route buses will be gone.**

**KCC Early College Program:** Select seniors can attend Kankakee Community college full-time while still earning credits for graduation from MHS. The KCC Early College Program gives seniors the opportunity to earn credits at both MHS and KCC. Interested students need to meet with the MHS counselor during the spring of their junior year to determine if they would be a good candidate for the program. Some criteria are the student must have a minimum 2.5 GPA, be on track to be a senior in good standing, be under 19 as of September 1 during his/her senior year, take KCC's placement test and test into college-level courses, take at least 12 credit hours, and complete the appropriate forms to apply for the program; students must also have reliable transportation to and from KCC. The counselor will meet with juniors prior to the application deadline to share application information.

**Dual Enrollment at DACC or KCC:** Eligible high school students can enroll in college credit courses through Danville Area Community College or Kankakee Community College during the regular school year to receive credit for both high school and college. At DACC, the college-level courses are offered to Milford High School students without a tuition charge; students are responsible for fees and textbooks. At KCC, students are responsible for tuition, fees, and textbooks for dual enrollment classes. Juniors must have a 3.5 grade point average, seniors must have a 3.0, and both must have consent and approval of the high school counselor in order for the course to count as eligible or dual credit. Some courses may require minimum test scores to enroll. Online courses may be taken for dual enrollment but there may be additional fees that will be the responsibility of the student. Students should speak to the high school counselor the semester before they want to take a dual credit course for application information and available classes; dual credit will not be awarded without approval from the high school prior to the start of the courses.

While there is not maximum number of credits that students can earn through dual enrollment, the following restrictions exist:

1. A maximum of 1.5 credits (3 classes) credits per semester will be accepted as weighted credits.
2. Students must be enrolled in a minimum of 4 class periods at MHS (excluding study halls) and carry a total of at least 6 courses each semester.
3. Dual enrollment courses do not meet graduation requirements; all college classes are counted As elective credits (with the exception of the KCC Early College Program). Example: English 101 will not take place for a semester of Senior Communications or English IVG.
4. Students who participate in athletics (or other activities subject to eligibility) and who take fewer than 6 classes at MHS must provide weekly grades of non-College Express dual enrollment classes to the school counselor. Final semester grades are included in semester eligibility.
5. Final semester grades are included in the semester and cumulative GPA.
6. Transportation to and from dual enrollment courses is the responsibility of the student (with the exception of DACC College Express).
7. College coursework taken during the summer will not be counted as weighted credit.

Dual enrollment classes offered at MHS are not restricted by this policy.

**Distance Learning Courses:** Students who are behind on credits may enroll in distance learning courses with the approval of administration. These courses may be correspondence, virtual, or online and must be through an accredited institution; all coursework must be approved prior to the start of the course. Students are responsible for all tuition, fees, textbooks, or other expenses. Students must provide documents or transcripts that verify successful completion of the course. It is up to the discretion of the district if these courses will count toward a student's grade point average, class rank, or eligibility for athletic or extra-curricular activities. A maximum of 6 distance learning credits (typically 12 classes at 0.5 credit) may be counted toward graduation.

**Class Schedule:** You will work with the Guidance Counselor to plan your schedule for the coming school term. Prior to the beginning of each semester, you will be given a copy of your complete schedule.

**Books:** Your textbooks are rented to you each year. You are responsible for the books and equipment checked out to you. The textbooks are expected to last for five years. If you write in your books or abuse them, you will be fined when the texts are returned.

A. Sign your name in the proper place when you receive your book.

B. Texts will be listed as new, excellent, good, fair or poor.

C. Lost texts must be paid for with the amount to be paid depending upon their condition at the time of receipt.

**Hall Passes/Daily Planners:** If you enter the building from the outside during class periods, you should report immediately to the Office for an admit slip or hall pass. Students shall be issued a daily planner. If they lose the one issued, they will need to pay the replacement cost to the district (approximately \$9.00).

**Dropping Classes:** Students may drop a class **within the** (5) days of **the first** semester and add a class. If a student drops a class after 5 days, the student will be issued a "WF" (withdrawal failing) until the end of the semester. **For the second semester, students who were enrolled in the Fall semester at MHS, may drop a class within the first three (3) days of the second semester and add a class. If a student drops a class after 3 days, the student will be issued a "WF" (withdrawal failing) until the end of the semester. Students beginning their school year at MHS at the start of the second semester may drop a class within the first five (5) days of the first semester and add a class. If a student drops a class after five (5) days, the student will be issued a "WF" (withdrawal failing) until the end of the semester.** This would count as a failing grade towards ineligibility and honor roll.

Only freshmen can change a schedule up until midterm of the 1<sup>st</sup> nine weeks of the 1<sup>st</sup> semester if change will fit into schedule. This is so proper placement is assured.

**Study Hall Rules:** Students may take a maximum of 2 study halls during instructional periods (lunch study hall does not count).

Freshman must take 1 study hall during instructional periods (lunch study hall does not count).

1. All students will sit up. They will have their eyes open.
2. All students will study at their desks. They will have an open book on their desk.
3. All students will read appropriate materials at their desks.
4. All students may read appropriate materials at the tables with the teacher's permission.
5. All students will remain in their seats until the study hall teacher gives them permission to leave their seats.
6. All students may use the restroom with the teacher's permission.
7. All students may leave the study hall with a pass.
8. Students may only leave the study hall to go to the media center if they are academically eligible or with a pass from a teacher.

**Co-op Class:** Cooperative Education is designed for twelfth grade students who are interested in pursuing careers. Students hold regular career-related, part-time jobs for their paid cooperative education work experience and participate in at least 200 minutes per week of related classroom instruction. Classroom instruction (1 credit) focuses on providing students with job survival and career exploration skills related to the job and on improving their ability to interact positively with others. Job

related instruction (1 credit) is determined by a verified task list for the particular occupational area being studied. A qualified vocational coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student, and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.

**Work Release:** Seniors may only make arrangements with the Principal to leave school during eighth and ninth periods to work. No credit will be given. A student must be at school at least a half day attendance in order to go to work.

**Driver Education Classroom:** Students must pass eight (8) full-credit courses during the preceding two semesters prior to enrolling in the course. Milford Grade School students will not be allowed to take drivers education at Milford High School until they are officially enrolled in the fall of their freshman year. If a student's 15<sup>th</sup> birthday is before the last day of school for that year, the student will be allowed to enter the classroom portion. This means the student would enroll for the classroom portion of driver education when he/she is 14 years of age. Enrollment is limited in driver education so there is no guarantee that a 14 year old in the 4<sup>th</sup> quarter will be placed in driver education. The end of the school year for these purposes will be determined by what should be the last day of student attendance based upon schedule at the start of the 4<sup>th</sup> quarter. *Students will be dropped from driver's education class at their 6<sup>th</sup> absence regardless of the reason for that absence.* Students will be scheduled for behind-the-wheel instruction when this class is completed.

**Spanish I & II:** If a student plans to enroll in Spanish I and II, he/she must enroll in consecutive years. A student must earn a grade of C or better in English the preceding year to enroll in Spanish I and a grade of C in Spanish I to enroll in Spanish II.

**Homework:** Homework is a necessary and vital part of your education. Teachers are able to introduce you to new material or give you a chance to clarify what was done in class by the use of homework. As a guide, a student taking the types of courses he should take will be spending about two hours a day outside of class on homework. This level of work should earn you satisfactory grades. Needless to say, some people will have to work harder and others may be able to work less, but please do not sell your education short by not spending the time required. Parents are encouraged to call the school by 9:00 a.m. for homework assignments of students absent from school. We ask that you do not call for assignments unless your child has been absent for 2 or more consecutive days. This will allow teachers the opportunity to prepare and return assignments to the office so that parents may pick up these at 3:30 p.m. on that day. Students will be allowed on (1) day make-up time for each day of excused absences, excluding anticipated absences.

**Physical Education:** The Board of Education believes that physical education is a vital component of a curriculum program. Physical education instruction provides students with the desire, knowledge and attitudes to achieve a lifetime of healthful living, acquire physical fitness, develop coordination, and participate in leisure-time activities. Every student shall participate in physical education each level of high school attendance and receive one-eighth credit per semester toward graduation. Milford High School students must have a uniform for physical education. The proper attire is gym shorts or sweatpants, t-shirts, gym socks, and gym shoes. Students who do not have an excuse and do not dress daily render themselves liable for failure. Unless sanctioned by the school, students are to wear their normal school attire every day to academic class. Students may be asked to remove earrings, necklaces, watches, earrings, nose rings, tongue rings, facial piercing and other items that may be considered to be a safety issue.

**Library Media Services:** Milford High School maintains a collection of books and other reference materials for use by students and teachers. General fiction and nonfiction books are located in the Library/Media Center. The library is open when the librarian or library aide is present. All materials borrowed are to be checked out. Periods of borrowing vary according to the media and are posted in the library. Students are not fined for overdue materials, but are held responsible for paying the replacement cost of items which are lost or damaged to the point that they can no longer be used. Students who fail to

return overdue items or to pay for their replacement will be denied the privilege of borrowing further materials. Detentions may be issued for overdue books.

## **Chapter 3 STUDENT FEES AND MEAL COSTS**

**Fees, Fines & Charges; Waiver of Students Fees:** The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **Cross References:**

**PRESS 4:110, Transportation**

**PRESS 4:140, Waiver of Student Fees**

**PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees**

**PRESS 4:140-E1, Application for Fee Waivers**

**PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal**

**Notification:** The superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

**Eligibility Criteria:** A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present.

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations
- When one or more of the parent(s)/guardian(s) are involved in a work stoppage. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

**Verification:** The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

**Determination and Appeal:** Within 30 calendar days after the receipt of a waiver request, the superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and the timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees. See also Board Policy 4:140.

**Lunch:** Milford High School provides the opportunity for you to obtain a hot lunch and a breakfast each full day that school is in session. We are proud of our lunchroom facility, and you are expected to conduct yourselves as ladies and gentlemen when eating there. Food is to be kept in the cafeteria. You are also expected to pass to lunch in an orderly manner. Disciplinary action will be taken against those who violate the common courtesies. Credit for lunch and breakfast may be purchased each morning before school in the office. Full price lunches are \$2.50 for students and \$2.50 for adults and breakfast is \$1.00 for students and \$1.25 for adults. We can only serve what has been ordered by the end of first period. Forms are available in the office for parents to apply for free and reduced lunches. Students should not carry a negative balance for lunch and/or breakfast.



## **Chapter 4 TRANSPORTATION AND PARKING**

The District shall provide free transportation for any student in the District who resides:

1) At a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or

2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick up and discharge points should be as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

**Post-Trip Vehicle Inspection:** The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

**Automobiles - Student Use:** Student safety is a primary goal of Milford High School. In order to promote the safe use of motor vehicles, students who drive a motor vehicle to school must know and obey the following rules:

- A. Each student must park in the assigned student parking area. Parking in any other area is a direct violation.
- B. The vehicles are not to be moved during school time without approval of the administration.
- C. Students are not to drive at noon except on request of the parents/guardians and with approval of the administration.
- D. Sitting in or on motor vehicles during the school day is not permitted.
- E. Students are not permitted to ride in a motor vehicle with anyone other than a parent/guardian during the school day unless permission is granted by the administration.
- F. Students will drive in an orderly fashion when leaving the parking lot. No speeding or squealing of tires will be allowed. This is for your and others' safety.
- G. Snowmobiles and mini-bikes are not allowed to be driven or parked on school property.
- H. Permission to park on Milford District #124 property or parking lot is granted, subject to all rules and regulations of the school. By entering this area, the person driving the vehicle is deemed to consent to complete search of the automobile, with or without cause, by school officials or police. Students have no reasonable expectation of privacy in automobiles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The

area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

- I. Any student who operates his/her vehicle in a careless or reckless manner could forfeit the privilege of parking on school grounds for the remainder of the school year.
- J. If students walk, drive, ride with someone else or ride the bus to school, they are to immediately enter the building once they arrive on school property. There is no loitering outside the school.
- K. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Violations of these rules will result in the following consequences:

**First Offense** - Detention and possible loss of driving privileges. Further consequences for violations are assigned on a case by case basis.

**Bus Regulations** Students who ride the school transportation system, whether on a regular route or for extra-curricular purposes, shall be subject to the same rules of conduct and discipline as if they were within the school building. Failure to comply with bus regulations may result in the assignment of seating, temporary suspension from bus transportation by Principal or Superintendent or designee, or upon recommendation of the Board of Education, a student may receive permanent suspension from the use of bus transportation. We ask that you call the person picked-up before you, if you aren't going to ride the bus. If a student is going home with a bus student, a note needs to be sent to the bus driver (approved in the office) from the parent, this applies even if the student rides the same bus route. Surveillance cameras have been installed in District #124 school busses and may be used to confirm improper infractions reported by the school bus driver. Students shall not walk between the buses to the student parking lot at the end of the day without teacher or administration approval. A detention will be issued for this infraction.

**Bus Conduct:** All students must follow the District's School Bus Safety Guidelines. The Superintendent, and/or designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation. Students will be required to hand in all assigned work immediately upon the student's return to class to receive credit for the assigned work. It is the responsibility of the student/parent to obtain all assigned schoolwork during the suspension period.

### **Electronic Recording on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

### **Administrative Procedure-Electronic Recordings on School Buses Review of Electronic Recordings**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, law enforcement officer working in the District, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have, (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing a video recording stating the time, name of individual viewing it, and date the video recording was reviewed.

If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

### **Bus Rules:**

1. Be on time at the designated bus stop. Wait until the bus comes to a complete stop before boarding and do not move toward the bus when boarding at school until the bus stops completely and the door is open.
2. Loud talking, unnecessary laughing, and general confusion are very distracting to the driver and could result in an accident. Use a normal conversational tone while riding.
3. Help keep the bus clean. Take all your belongings with you. No eating, gum chewing or drinking allowed on the buses
4. Keep all objects out of the aisles while the bus is in motion.
5. Never leave your seat while the bus is in motion.
6. Be courteous to fellow pupils and to the bus driver.
7. Everyone is to be absolutely quiet when approaching a railroad crossing.
8. In case of an emergency, remain in the bus until the driver gives you directions.
9. Be alert to a danger signal from the driver during the bus trip.
10. Bus drivers will stop only at regular bus stops except by proper authorization from school.
11. Everyone is to keep his/her hands to him/herself: No fighting, verbally or physically at any time.
12. Students that are K through 8<sup>th</sup> will sit in the front of the bus, and high school students will sit in the back of the bus. Bus drivers will assign seats when necessary.
13. No balloons or glass vases are allowed on buses.
14. Headphones are allowed as long as they cannot be heard by anyone else.
15. When the bus arrives at school, get off the bus and go directly into the school.
16. Students should be dressed appropriately at all times. During the cold weather months, students need to wear appropriate outer garments.
17. Do not use cell phones on buses without permission.
18. No unauthorized photography, audio or video recording this includes cell phones, cameras or other devices.
19. Throwing objects out the window is prohibited.

20. Also see board policy 7:220.
21. Once a student boards the bus on the AM route, the student is not to leave the bus without proper parental permission. The bus driver needs to speak with the parent or guardian in order for the student to get off the bus prior to arriving at school. If a student leaves the bus without following these procedures, he/she may be subject to discipline for inappropriate bus conduct.

## **Chapter 5 HEALTH AND SAFETY**

### **Immunization, Health, Eye & Dental Examination Required Health Examinations and Immunizations:**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to this or her parent/s guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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

**Vision Screening – Notification:** Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months. Students entering Illinois High Schools (Grades 9-12) for the first time must have an eye exam.

**Dental Examination:** All students entering kindergarten, second, sixth and **ninth** grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

**Exemptions:** A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**Cross Reference:**

**PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students***

**Student Insurance:** The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pom poms must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan. All accidents taking place on school property, during transit to school or at school should be reported to the office at the earliest possible time.

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

This form shall be completed annually by the student's parent(s)/guardian(s) and physician and shall be on file at the school. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. Medication must be brought to the school office in the original package or appropriately labeled container.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication:** A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any

claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

**Administration of Medical Cannabis:** In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Undesignated Medication:** The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

**Emergency Aid to Students:** Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**Cross-References:**

**PRESS 7:270, Administering Medicines to Students**

**PRESS 7:270-AP, Dispensing Medication**

**PRESS 7:270-E, School Medication Authorization Form**

**Designated Caregiver Administration of Medical Cannabis:** The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the IL Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*,

*Medical cannabis infused products* (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

**Cross-References:**

**PRESS 7:270, Administering Medicines to Students**

**PRESS: 7:270-AP, Dispensing Medication**

**PRESS 7:270-E, School Medication Authorization Form**

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

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

**Cross Reference:**

**PRESS 6:270, Guidance and Counseling Program**

**Communicable Disease:** The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

**Cross-References**

**PRESS 7:280, Communicable and Chronic Infectious Disease**

**PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases**

**Head Lice Policy:** The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Students will have no more than two (2) excused days of absence to remedy the situation and will be rechecked after 7 days to insure their problem does not reoccur. (Cross reference: PRESS 7:250 AP1, Measures to Control the Spread of Head Lice at School)

**Rashes:**

**Undiagnosed rashes:** All students with undiagnosed rash that persists for more than 24 hours must be seen by a physician and are required to present at school a signed note stating that the rash is not contagious to other students. Students are allowed 3 excused absences for diagnosis of rashes.

**Diagnosed rashes:** Students with the following physician diagnosed rashes must comply with the Illinois Communicable Disease Guidelines provided by the Illinois Department of Public Health:

**Scabies:** "Exclude cases from school until the day after the first scabicide treatment."

**Chicken Pox:** "Cases must be isolated and excluded from school for not less than 5 days after the eruption of the last vesicles or until all vesicles become dry."



**Impetigo:** “Exclude cases from school until 24 hours after treatment begins.”

**Ringworm:** “The incubation period is usually four to ten days for the body; usually 10 to 14 days for the scalp. Early signs and symptoms of ringworm of the skin are a reddish, ring-like rash that is often itchy or flaky but may be moist and crusty and may burn; the central area often clears as it progresses. Ringworm of the scalp may leave scaly, balding patches with broken-off hairs that can slowly spread; raised pus-containing lesions develop occasionally. The period of communicability for ringworm is as long as lesions are present; viable fungus can persist on contaminated items or materials for long periods. The methods of transmission for ringworm are by direct skin or scalp contact or by hairs, e.g., from theater seats, barber clippers, combs, brushes, hats, and clothing. The same fungi that infect humans can also infect animals such as dogs and cats and infections can be acquired from pets and farm animals. However, animals account for less than 10 percent of the cases; some animals, especially cats, may be apparent carriers. Control of cases of ringworms to exclude cases from school until 24 hours after treatment begins and the lesion begins to shrink, unless lesion can be covered; a child need not be excluded if lesion(s) can be covered. The general measures of ringworm are to teach the importance of not sharing towels, clothing, combs, brushes, hair accessories, hats and coats; store clothing items and coats so that these items are separate from one another and teach proper hand washing procedures. A veterinarian should evaluate pets with skin rashes.

All other students with diagnosed rashes will also comply with the Illinois Department of Public Health Guidelines. The school nurse may see all students with other health concerns or potential communicable diseases and appropriate recommendations will be made in accordance with the Illinois Department of Public Health.

**Pink Eye (Conjunctivitis):** Control of cases: Excluded from school until 24 hours after treatment begins (school may require documentation) or the child is examined by a physician and approved for readmission to school.

**Physical Exams or Screenings:** No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act.
3. Is otherwise authorized by Board policy.

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

**Cross References:**

**PRESS 4:170, Safety**

**PRESS 4:170-AP1, Comprehensive Safety and Crisis Program**

**Safety Drills and Procedures:** All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event. The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on

campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.
4. One law enforcement drill/Armed intruder drill to address an active shooter incident.

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

**Fire Drills:** Fire drills are required by law and are held periodically so orderly evacuation of the building may be accomplished without panic. Instructions are posted in each room; acquaint yourself with these instructions. At the sound of the alarm, walk quickly out of the building. Please remain quiet while exiting the building and while standing in the designated area. Remain together in class groups so the teacher can account for all students and repeat announcements made. Return to your class or activity after the all-clear has been sounded.

**Disaster Drill and Procedure:** Our geographic location makes the potential of severe storms and tornadoes highly possible. As a result we have developed a disaster procedure that will put all students and personnel in the safest areas of the building in the event of severe storms. A copy of the disaster plan is posted in every room. You should make yourself familiar with the nearest area of safety from each room that you are assigned. When the disaster warning is sounded you should proceed in a quiet and orderly fashion to the designated areas, sit on the floor, and cover your head with your hands or preferably a book. You will remain in the "safe" area until the all-clear signal has been sounded. Please keep conversation to a minimum so that instructions may be given.

**Intruder Drill:** Students and staff will remain in their classroom, get underneath desks or tables, if available, stay out of the view of windows, if possible, and stay there until dismissed by principal. The staff will lock classroom doors.

**Armed Assailant Drill:** Indicates an individual or groups of individuals are engaging or likely to engage in a violent act against students and/or staff. This situation allows the teachers to assess the situation and constantly reassess the situation and use the teacher's discretion to make a determination on a plan of action.

**Safety Glasses:** Safety Glasses must be worn at all times in the shop area or laboratory when appropriate as dictated by the instructor

## **CHAPTER 6 DISCIPLINE AND CONDUCT**

### **Positive Behavior Incentives**

**Milford High School Incentive Program:** This Program is designed to reward students for positive behaviors in the classroom and throughout the school. (Blue card, White card, Black card, Starter card)

- ✓ The Milford Incentive Program is designed to reward positive behavior.
- ✓ Students are eligible at the end of each semester.
- ✓ Rewards are valid for the duration of the semester.
- ✓ Rewards may be revoked if a major infraction should occur during the terms of receiving your benefits.
- ✓ It is the student's responsibility to maintain the card once it's been issued...no card, no rewards.

### **Blue Card:**

Criteria: Students must meet all criteria in order to be eligible:

1. GPA of 4.0 & All A's (High Honor Roll)
2. No detentions, suspensions, or expulsions
3. Zero unexcused absences

### Rewards

1. Free admission to homeschool activities (excluding Homecoming/Prom)
2. Lunch line privileges
3. Parking privileges
4. Tardy pass
5. Bearcat apparel
6. Pizza Party
7. Treat

### **White Card**

Criteria: Students must meet all criteria in order to be eligible:

1. GPA of 3.0 & No 'D's', 'F's' or 'I's' (Honor Roll)
2. One or fewer behavioral detentions, no suspensions, or no expulsions
3. Zero unexcused absences

### Rewards

1. Free admission to homeschool activities (excluding Homecoming/Prom)
2. Lunch line privileges
3. Parking privileges
4. Tardy pass
5. Pizza Party
6. Treat

### **Black Card**

Criteria: Students must meet all criteria in order to be eligible

1. GPA of 2.8 or higher (freshman cannot have any 'F's' or 'I's')
2. Two or fewer behavioral detentions, no suspensions, or no expulsions
3. Zero unexcused absences – 95% or higher attendance rate
4. Meet two career readiness indicators of the ones listed below (except Freshman):
  - 2 or more organized co-curricular activities
  - Attaining and maintaining consistent employment for a minimum of 12 months
  - 25 hours of community service
  - Industry credential, certification or license

- Consecutive summer employment
- College Credit earned (Spring Juniors and Seniors)
- Military service or ASVAB score of 31 or higher (Spring Juniors and Seniors)
- (Seniors Only) Minimum of SAT subject score of evidence based reading and writing 540 and Minimum SAT subject score of math 540 and math course in Senior year
- (Seniors Only) SAT composite score of 1400

### **Rewards**

1. Free admission to homeschool activities (excluding Homecoming/Prom)
2. Lunch line privileges
3. Parking privileges
4. Tardy pass
5. Treat

### **Starter Card**

Criteria: All freshmen and new students

Given only once

1. Tardy Pass
2. Bearcat Apparel

**Students of the Month:** Each month teachers may nominate students in their classes who have demonstrated excellent behavior, improved academic progress, or exemplary performance. All recipients are recognized in a monthly assembly, names are published in the district newsletter, and photos are published in the area newspapers. Each student receives a certificate. At the Honors Night Program at the end of the year, each student's name is entered in a drawing for a \$50 savings bond.

**Dress Code:** You will be required to conform to health and safety regulations in laboratory and classroom activities. If you fail to comply with safety dress code requirements, you will be denied participation in those activities which require this standard. Furthermore, if your choice of dress causes a disruption in normal class activities, you will be required to correct the situation or be excluded from attendance. No sunglasses may be worn in school. No hats may be worn in school during the school day. Hat is defined as anything on or around your head. No outer garments worn over regular attire will be allowed at any time without administrative approval. All such garments will be stored in lockers. Clothing or other apparel such as bracelets that advertise tobacco and/or alcoholic beverages or sexual innuendos will not be allowed. No gang attire will be permitted. All clothing must be worn in an appropriate manner. Clothing must cover the undergarments. No midriff skin will show. No spaghetti strap, halter top or racer back shirts or dresses. Shorts and skirts/dresses must reach the bottom of a student's fists when their arms are held straight down at their side. No pajama tops or bottoms, slippers, or housecoats will be worn without administrative approval. No items may be worn/carried that are unsafe and can cause bodily harm to others, i.e., long, dangling chains, laser pointers, knives, spiked jewelry/attire, etc. Milford High School does not sanction Halloween dress-up days.

Disciplinary actions may include but not be limited to the following:

- First Offense: Warning and change of clothing. If a student refuses to change, parents will be contacted to pick up the student.
- Second Offense: Detention, change of clothing, and parental notification.
- Third Offense: Two detentions, change of clothing, and parental notification. If a student must stay in office and is not able to change, the absences from class will be unexcused. Students will not return to classes until clothing has been changed.

**Cross Reference: PRESS 7:160, Student Appearance**

## DISCIPLINE

**Student Discipline: Prohibited Student Conduct** - The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. **Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including electronic cigarettes or e-cigarettes including but no limited to Electronic Nicotine Delivery Systems (ENDS), Vape Pens, Hookah Pens, E-Cigars, E-Pipes, E-Hookahs, JUULS, or e-cigarettes vapes, or other vaping related products.**
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages 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, or selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - 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. 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 had the prohibited substance, as applicable, in their possession.
  - 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.
4. 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 had the prohibited substance, as applicable, in their possession.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smart phone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates

the rights of others, including using the device to take photographs 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. 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.
8. 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.
9. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Engaging in teen dating violence as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, stealing, or attempting to steal school property or another person’s personal property.
13. Entering School property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responder (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.
15. Being absent without a recognized excuse. State law and school board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. 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: (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.
20. 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.

21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the superintendent or designee.
22. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
23. Using, possessing a laser pointer unless under a staff member’s direct supervision and in context with instruction.

**Possession:** For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event; (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

**When and Where Conduct Rules Apply:** The grounds for disciplinary action, including those described more thoroughly later in this policy apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

**Disciplinary Measures:** School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout 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. The district will not provide transportation.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, *Bus Conduct*.
11. Out of school suspension from school and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
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 may not be administered to any district student by any district employee. Corporal punishment does not include reasonable force as needed to maintain safety of students, staff, or other persons, or for the purpose of self-defense or defense of property.

**Verification (Definition):** Verification of misconduct shall include but not be limited to: (a) arrested or reported by local, county, or state police or probation office personnel; (b) observed by coach, administrator, board members, or other school employees; (c) student admission of guilt; (d) drug test; or (e) parent reporting of their children.

**Alternative Education Programs:** Poor attendance, academic failure, disciplinary problems, or a combination of these could be reasons for referral to an alternative program. In most cases students and parents will be informed that alternative placement will take place if progress in solving the student's problem is not made.

**Detention:** If you have an unexcused absence or disciplinary difficulties inside or outside the classroom, you will serve a detention. Detention will be held every Tuesday and Thursday from 3:12-3:52 p.m. or as assigned by the principal. You may be assigned a detention by an administrator or any other member of the staff. The following rules will be observed:

A. You *MUST* bring work to do while in detention.

B. Detention *MUST* begin on the first day that detention is held following the assignment of the detention unless transportation is a problem. A contact from the parent/ guardian regarding transportation must be turned in before the detention in question is to be served. Lunch detention is served when a student does not have transportation. Three (3) lunch detentions will equal one (1) after-school detention. A student who receives three (3) detentions can receive an in-school suspension.

C. Detention assignment takes priority over all other school activities and responsibilities.

D. Skipping detention will result in alternative education.

F. Accumulation of 9 or more days of lunchroom detentions may result in student serving in-school suspension while having to serve those lunchroom detentions. **A combination of lunch detentions and after school detentions may be used at the discretion of administration.**

G. Walking or running on or over bleachers in the gym.

**Academic Insubordination:** If a student receives three zeros per nine weeks for not doing assignments, the student will receive an academic detention. These detentions do not accumulate towards an alternative education assignment.

**In-School and Out-of-School Suspension:** At times it is unfortunate but necessary to exclude students from attending classes for disciplinary reasons. In-school suspension will be served in the office. Students will be given credit for all work completed and turned in on time for all classes. While serving in-school suspension, students will refrain from talking to other students, remain seated during class periods, and eat lunch in the office. Office supervisors will allow students restroom privileges as needed.



Out-of-school suspension and expulsion will require the affected student to remain away from school property and be prohibited from attendance at any school sponsored activity. In either type of suspension situation, the student will be provided with due process, and the suspension will not exceed ten (10) school days. Severe or repeated disciplinary difficulties may result in an expulsion hearing before the Board of Education with maximum penalty not to exceed two (2) calendar years. While in in-school suspension, the student may practice but not participate in a contest. A student may not practice nor participate while on out-of-school suspension. Excessive in-school assignments may result in further disciplinary action.

**Credit for School Work During Suspension:** Students will be responsible for all work assigned on the day(s) of the alternative education or suspension. Students will be required to hand in all assigned work immediately upon the student's return to class to receive credit for the assigned work. It is the responsibility of the student/parent to obtain all assigned schoolwork during the suspension period.

### **Reasons for In-School Suspension/Out-of-School Suspension/ Expulsion**

The reasons for In-School Suspension/Out-of-school Suspension /Expulsion may include but not be limited to the following:

- Drug/Drug Paraphernalia/Huffing (inhaling a substance)/Possession of cannabis, marijuana including medical marijuana (medical marijuana is not allowed)/Alcohol Violation
- Smoking/Tobacco Violation/Electronic Cigarettes (E-Cigarettes) or Electronic Nicotine Delivery Systems (ENDS), Vape Pens, Hookah Pens, E-Cigars, E-Pipes, E-Hookahs, JUULS
- Fighting/Aggressive Behavior/Hazing/Bullying, including cyber bullying; harassing another student through the use of electronic communication, including but not limited to texting or the use of social networking sites such as Facebook, MySpace, and Twitter. These offenses may happen off campus and the student will be held accountable at school if there is a nexus to the school.
- Sexting: using an electronic device to take photographs/videos in locker rooms or bathrooms; creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting)
- Vandalism/destruction and or defacement of school property
- Skipping school/detentions/class, unexcused absences
- Lying
- Endangering the safety of others
- Gross disrespect towards employees/students-verbal or non-verbal disrespect, including language or gestures with intent to harm, aggravate, intimidate, and/or insult, including but not limited to swearing, gestures, defiance, sexual innuendo or comments or racism
- Excessive detentions
- Repeated incidents of disobedience or misconduct
- Gross misconduct/disobedience
- Verbal and nonverbal insubordination: refusal to give cell phone or other device including but not limited to: laser pointer, MP3 player, lighter, etc. to MHS staff.
- Possession, use, or distribution of a dangerous weapon/look-alike weapons (knives, guns, etc.)
- Stealing
- Leaving school without permission
- Inappropriate language
- False Fire Alarm
- Injury or threat of injury to any school district employee, official, or student including spitting, gleeing, or physical gestures or mannerisms that secretes any form of bodily fluids which could be considered a form of assault.
- Criminal damage/Infraction of Penal Code related to school
- Other such conduct that poses a danger to persons or property or disrupts the educational process
- Other actions that severely disrupt students, teachers, or the educational process
- Inappropriate gestures or behavior in group or individual photographs
- Accumulation of lunch detentions

- Unauthorized photography, audio or video recording this includes cell phones, cameras and other devices.
- Failure to submit to a personal locker or automobile search.
- Prohibited student conduct listed on pages 44-46

**Threatening Acts:** Making any jokes or statements regarding bombs, shootings, and/or threats to students or any staff member at MAPS #124 on or off school property could be grounds for school/criminal penalties. Written or verbal threats made by a student will be investigated by principal and/or assistant principal. Appropriate disciplinary action will then be dispensed based on administrator discretion. At the administrator's discretion, the Police may be called to ensure the safety of our students and staff. Offenses of this nature, verbal or written threats, can be punishable by up to two years of expulsion.

**Electronic Devices:** Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

**Police Involvement:** Students who commit a crime at school could be subject to arrest.

**Suspension Procedures:** The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

**Expulsion Procedures:** The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

**Social Probation:** Social probation is a discipline technique that denies a student's privilege to attend extra-curricular activities or any school related social activity. Social probation may include a "suspension" from any or all school-related extracurricular activities before or after school for a period of time to be determined by the Administration. These activities include, but are not limited to, school dances (Homecoming, Winter Ball, and Prom, etc.), sporting events, incentive trips, etc. Driving privileges **and/or cell phone privileges** may be suspended or revoked, as well. Students will not receive a refund of any fee paid to participate in such activities if placed on social probation. The administration has the right to determine the definition of an extra-curricular activity.

**Public Display of Affection:** The school is the normal and natural place for you to meet and be attracted to persons. However, there is a time and place for displays of affection. Holding hands, kissing, petting, embracing, and other public displays of affection are inappropriate conduct in the school and at school functions. If you persist in this activity, you will be subject to administrative counseling and a required conference with both sets of parents. Continual or habitual occurrence of this behavior pattern may result in further disciplinary action.

**Damage to Property:** The defacing, damaging, or destruction of school property will result in having to assume financial responsibility for your actions. In addition, the Administration will assign other sanctions depending upon the severity or frequency of the offense. In some cases, the Board of Education will be informed and, possibly, the police. In all cases, parents will be notified of the offense, the financial obligation, and the disciplinary action, which may result in detention, suspension, or expulsion.

**Drug and Alcohol Abuse:** It is the policy of the Board of Education that the possession, under the influence, use, distribution, purchase or sale of any alcoholic beverage, contraband, controlled substance, look-alike drugs, drug paraphernalia, or any other illicit drugs are prohibited in school buildings, on school buses, and on all other school property at all times. At any time it is deemed necessary based on reasonable suspicion, use of a breathalyzer may be requested. This policy extends to all school sponsored and related activities, as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students will be denied the privilege to attend or participate in school-sponsored activities and/or remain in school while under the influence of a prohibited substance. Any student found to be in violation of this policy shall be disciplined. This may include suspension and/or expulsion.

**Smoking and Tobacco Use/Possession:** Smoking and the use of tobacco are hazardous to your health and may present a health and safety hazard to the school. The use/possession of tobacco and tobacco products is prohibited on school grounds, within sight of school grounds, and/or at school activities. If an employee finds you in violation of these regulations, you shall be disciplined by the Administration on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges, and/or suspension for a period of up to ten (10) days. Administrative judgment and discretion will be used in determining the severity of the accumulated discipline problems. Repeated offenders may be recommended to the Board of Education for expulsion.

**Plagiarism and Cheating:** *Plagiarism*, a form of theft or cheating, is defined as "stealing words or ideas from another writer or speaker and presenting them as one's own." This practice includes words and ideas from written sources, media sources, the Internet, and oral presentations. Plagiarism includes the "intent to deceive"; therefore, if students wonder if they are plagiarizing, they should consult with the teacher before submitting such work.

Students are cheating if they 1) copy another student's work and present it as their own, 2) submit as their own any work done by someone else, or 3) willingly provide answers to other students and allow them to present the work as their own.

**Penalties:** Just as there are penalties for theft, there are also penalties for cheating. Anyone guilty of any of the above offenses will receive no credit (a "zero") for the work, regardless of whether it is a homework assignment, a quiz, a test, a speech, a paper, a project, or any other form of required work. Any further offenses will result in removal from class and loss of credit. In addition, the situation will be referred to the principal.

**Profanity - Obscene Gestures - Verbal Harassment:** Profanity, abusive language, gestures, or verbal harassment or threatening will not be tolerated. Writing of profanity, abusive or threatening language, or drawing of obscene gestures or gang symbols will not be tolerated. Use of these will result in disciplinary action ranging from detention to expulsion.

**Administrative No-Contact Order:** An Administrative No-Contact Order is a tool used by administration to eliminate all forms of contact between students or groups of students that are in serious conflict with each other. The order is always applied to both parties. This order is not a consequence, but it does inform students of the consequences if they choose to violate the order. A student who violates the order may receive an ISS or OSS or a more serious consequence depending on the severity and nature of the violation. Additional counseling may be mandatory for students who violate the order or who receive multiple orders. This order is put in place by an administrator. The order may also be requested by a student, parent, guardian. The order is in effect for the remainder of the current school year.

**Administrative Order of Movement:** An Administrative Order of Movement is a tool used by administration to eliminate all forms of contact between students or groups of students who are in serious conflict with each other. The order is always applied to both parties. This order may be used when an administrative no-contact order has consistently failed to be effective. This order defines the physical path students must follow from the time they enter school grounds to the time they exit school grounds. A student who violates this order may receive an ISS, OSS, or a more serious consequence depending on the severity and nature of the violation. This order is put in place by an administrator. The order is in effect for the remainder of the current school year.

**Police - Intergovernmental Agreement:** Milford High School maintains an Intergovernmental Agreement with the Milford Police Department and the Iroquois County State's Attorney. The police will be notified on all mandated situations as well as all situations that are infractions of the Penal Code.

**Weapons:** 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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a

concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

**Required Notices:** A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

**Delegation of Authority:** Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

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

**PRESS 7:190, *Student Discipline***  
**PRESS 7:190-AP2, *Gang Activity Prohibited***

**Re-Engagement of Returning Students:** The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion.

**Cross-references: PRESS 7:190, *Student Discipline***

**Harassment of Student Prohibited:**  
**Bullying, Intimidation, and Harassment Prohibited**

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Prevention of and Response to Bullying, Intimidation, and Harassment:** Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District and school goals.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student or student's person or property;
2. Causing a substantially detrimental effect on the student or student's physical or mental health.
3. Substantially interfering with the student or student's academic performance; or
4. Substantially interfering with the student or student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Students, parents or staff members can also fill out the electronic form on the district website.

**Complaint Managers:**

Mr. Steve Totheroh  
200 S. Chicago St.  
Milford, IL 60953  
(815) 889-4184  
stevet@mpsk12.org

Mr. Colin Flaherty  
200 S. Chicago St.  
Milford, IL 60953  
(815) 889-4184  
cflaherty@mpsk12.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of Response to Bullying, Intimidation and Harassment*.

**PRESS 7:20, *Harassment of Students Prohibited***

**PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment***

**PRESS: 7:190, *Student Discipline***

**PRESS 2:260, *Uniform Grievance Procedure***

**Teen Dating Violence Prohibited:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a: 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report to them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:0, *Curriculum Content*. This includes incorporating student social and emotional development into the District's education program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

**Sexual Harassment Prohibited:** Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and 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 or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include 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. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Making a Complaint; Enforcement:** Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student 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.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Dr. Michele Lindenmeyer  
208 S. Chicago St.  
Milford, IL 60953  
815-889-5176

Complaint Managers:

Stephen Totheroh  
200 S. Chicago St.  
Milford, IL 60953  
815-889-4184

Sarah Swartzentruber  
200 S. Chicago St.  
Milford, IL 60953  
815-889-4184

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual 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 harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Cross References:**

**PRESS 7:20, Harassment of Students Prohibited**

**PRESS 7:185, Teen Dating Violence Prohibited**



**Administrative Implementation:** The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

**Uniform Grievance Procedure:** A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of (1972);
7. Breastfeeding accommodations for students, 105ILCS 5/10-20.60.
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, and/or programs;
11. Victims' Economics. Security and Safety Act, 820 ILCS 180;
12. Illinois Equal Pay Act of 2003, 820 ILCS 112;
13. Provision of services to homeless students; or
14. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
15. Misuse of genetic information (Illinois Genetic Privacy ACT (GIPNA) 410 ILCS 513/and Titles I and II Of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff et seq. Employee Credit Privacy Act, 820 ILCS 70/.
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/ parent/guardian filing a complaint under this policy may forgo any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians; this includes mediation).

**Right to Pursue Other Remedies Not Impaired:** The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc.. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

**Deadlines:** All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

**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 gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber bullying of students, the Complaint Manager shall process and review the complaint according to Board Policy 7:180; *Prevention and of Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board Policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

**Investigation:** The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. 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, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing the complaint under this policy about the status of the investigation. Within 30 school business 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.

The Superintendent will keep the Board informed of all complaints. If a complaint contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

**Decision and Appeal:** Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail, as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence standard*.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the 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 Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance shall not prejudice any part.

**Appointing a Nondiscrimination Coordinator and Complaint Managers:** The Superintendent shall appoint a Nondiscrimination Coordinator to manage the district's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Non discrimination Coordinator also serves as the Districts Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two complaint managers, one for each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep the current names, addresses, and telephone numbers of Nondiscrimination Coordinator and the Complaint Managers.

Non Discrimination Coordinator:

Dr. Michele Lindenmeyer  
208 S. Chicago St.  
Milford, IL 60953  
(815) 889-5176

Stephen Totheroh  
200 S. Chicago St.  
Milford IL 60953  
815-889-4184

Sarah Swartzentruber  
200 S. Chicago St.  
Milford, IL 60953  
815-889-4184

**Lunch Rules:**

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

No student shall leave school during the normal school day, unless cleared by administration. During the lunch period you are to be in one of the following areas:

- A. Designated area with appropriate supervision.
- B. In the school cafeteria

You are not to leave the building without staff/administration approval.

In order to enhance student safety during the school day, the campus of Milford High School is closed at all times. Failure to comply with this standard will result in disciplinary action.

**Telephone Calls & Cell Phones:** Phone calls to students during class are discouraged. You will be called from class to answer phone calls only in the case of an emergency. Unless the call is deemed an extreme emergency, telephone messages will be given to you at the end of the class period. The telephone in the Office is for office use only, and you may use it ONLY for school business. When a student needs to call home because of illness, someone from the office must speak to a parent to verify the dismissal.

Cell phones, pagers, or other wireless communication devices may not be used by students during any classes. These devices may be used before/after school and during lunchtime with limitations. No unauthorized photography, audio or video recording is allowed using phones, cameras, or other devices.

Students should not use their cell phone for phone calls during the school day except in the office as this may disrupt the educational process. Using one's phone will not constitute an excuse for being tardy to class. Abuse of cell phone privileges (e.g. excessive tardiness, talking on the phone during school hours, texting during classes, etc.) will result in discipline and may limit a student's ability to have his/her phone at school. Discipline is listed below (Including but not limited to):

- 1<sup>st</sup> offense: Warning and phone will be confiscated and kept in the office for students to pick up at the end of the day.

- 2<sup>nd</sup> offense – 4<sup>th</sup> offense: Detention and phone will be confiscated and kept in the office for students to pick up at the end of the day.
- 5<sup>th</sup> offense: Students must check the phone into the office upon entering the building and have the phone returned to the student at the end of the day. If the rule of not checking in the phone is violated, the phone will be confiscated and the parent will be called to pick up the phone on days school is in session and during normal business hours (7:30 a.m.-3:30 p.m.). Students will serve a day of in-school suspension for not checking in the phone. Refusal to give a cell phone or other device is reason for In-School Suspension.

## **CHAPTER 7 INTERNET, TECHNOLOGY & PUBLICATIONS**

**Authorization for Electronic Network Access:** All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Users should not expect that files, disks, flash drives, or other equipment that can commonly be connected to computer use or stored on school-based computers will always be private. Administrators and the network administrator may review files and messages and take all due diligence to maintain system integrity and ensure that users are acting responsibly.

Terms and Conditions:

1. **Acceptable Use** – Access to the District's electronic networks must be for the Purpose of education or research, and be consistent with the educational objectives of the District. Through adherence of the Children's Internet Protection Act (CIPA) the district will educate students about appropriate online behavior including interacting with other individuals on social networking web sites, in chat rooms, and cyber bullying.
2. **Privileges** – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this Authorization and deny, revoke, or suspend access at any time.
3. **Unacceptable Use** – You are responsible for your actions and activities involving the networks. Some examples of unacceptable uses are:
  - a. Using the network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyright or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password.
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and:
  - m. Using the network while access privileges are suspended or revoked.
  - n. Any uploads without proper authorization are prohibited.
  - o. Using an instant messaging or "chat" service is prohibited.
  - p. To block all sites is impossible. To block all sites would deprive the students' access to valuable information. If a student chooses to visit inappropriate sites it is the student's choice and is a bad choice. If a student/faculty has gained access to an inappropriate site they are to report immediately to their supervisor.
4. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Users should not expect that files stored on school-based computers will always be private. Administrators and network administrator may review files and messages to maintain system integrity and insure that users are acting responsibly. Students are not allowed to use any type of email at school.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the electronic networks is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of the Authorization.

7. **Security** – Network security is a high priority. If you can identify a security problem on the Internet or other electronic network, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet or other electronic network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

8. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating of computer viruses.

9. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. The AUP is an extension of the student handbook/employee manual

11. This AUP is not all inclusive. Administration reserves the right to make additions to these guidelines. Each student and his/her parent(s) must sign the "Authorization for Internet Access" before being granted use or access to the Internet. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the "Authorization for Internet Access" will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Consequences for failure to adhere to these guidelines: *first offense is loss of computer privileges for 2 weeks, second offense is loss of computer privileges for 4 school months and a student's third offense is loss of privileges for the remainder of his/her high school years. These infractions carry over from year to year.*

**Restrictions on Publications: School-Sponsored Publications and Web Site** - School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general students use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Tests that are libelous, obscene, vulgar, lewd, invade the privacy of others, conflict with the basic educational mission of the school, are socially inappropriate, are inappropriate due to the maturity of the students, or are materially disruptive to the educational process will not be tolerated.

**Non-School Sponsored Publications Accessed or Distributed On-Campus:** For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print

material, and (2) audio-visual material on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

**Non-School Sponsored Publication Accessed or Distributed Off-Campus:** A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

**Access to Student Social Networking Passwords & 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.

**Cross-References:**

**PRESS 7:140, Search and Seizure**

**PRESS 7:190-AP7, E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting**

**Selling or Marketing Students’ Personal Information is Prohibited:** No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number, or (5) drivers’ license number of State identification card.

The above paragraph does not apply: (1) if the student’s parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude; or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit cards or debit cards.

**Cross References:**

**PRESS 7:15, *Student and Family Privacy Rights***

**PRESS 7:15-E, *Notification to Parents of Family Privacy Rights***

## **CHAPTER 8 SEARCH AND SEIZURE**

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

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

The 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 through the use of specially trained dogs.

**Students Searches:** School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student rules and policies. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, 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 certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

**School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.**

**Seizure of Property:** 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.

**Questioning of Students Suspected of Committing Criminal Activity:** Before a law enforcement officer, school resource officer, or other school security person detains and questions, on school grounds, a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

**Cross-reference:** PRESS 7:140, Search and Seizure



**Lockers – Search:** The school lockers are a part of the school building and, as such, are under the supervision and jurisdiction of school authorities; therefore, there shall not be an expectation of privacy. Your lockers, desks, and/or personal effects may be searched by school officials any time there is reasonable suspicion to believe that something is secreted there and may involve law enforcement personnel, if necessary. If you are available in school, you may be asked to be present along with a third party of legal age. A record of the contents of the locker will be made. If you are unavailable, or refuse to open the locker, a school official and another party of legal age may conduct the search and record the contents of the locker. If illegal materials or items belonging to another party are found in your locker, the school officials are to use their judgment as to the disposition of the material and action to be taken concerning the student who was using the locker. Confiscated items will be secured until the end of the school year. Parents may pick up items at the end of the school year. Students age 18 or older may pick up items themselves.

**Cross Reference: PRESS 7:140, Search and Seizure**

## **CHAPTER 9 EXTRACURRICULAR AND ATHLETIC ACTIVITIES**

Milford High School participants in extracurricular activities must show a willingness to follow a code of conduct with expectations significantly higher than those applied to the rest of the student body. They must want to represent their group, school, and coaches or sponsors in a manner which reflects well upon them in all circumstances; they must agree that their failure to comply with these general expectations will cause their suspension or dismissal from the extracurricular organization. Any student arrested for criminal activity may be suspended from extracurricular activities. That decision will be made by their coach, sponsor, athletic director, or principal.

**Suspension Guidelines:** To serve suspension of games, the athlete must complete the season as an active participant. A student with an outstanding or pending suspension must complete the competitive season in which the suspension is enforced. For example, a student on the football team who receives a one-game suspension at the end of the football season may not join the baseball team for the period of the suspension and then quit the baseball team.

Should an offense occur at the end of a competitive season or between extracurricular seasons, the suspension will carry over to the next competitive season for that individual participant. This does include a carryover to the next school year.

A student cannot serve an extracurricular code of conduct suspension while they are academically ineligible. The student must first become academically eligible in order to serve the suspension. While students are ineligible and/or serving a suspension under the Extracurricular Code of Conduct, they may attend but not be in uniform for contests.

**Summer Vacation:** All aspects of this extracurricular code of conduct will be enforced during the summer months as well as the school term.

The Extracurricular Code of Conduct is in effect for 365 days a year. Additionally, all MHS sponsored activities will follow a school approved code of conduct in effect for 365 days a year. Student's violations or offenses do not begin over each academic year. The student's offenses remain with them throughout their high school career. Example: If a student has a tobacco violation their freshman year and then no violations their sophomore year and has another tobacco violation their junior year, that student would be punished for a second offense their junior year.

**National Honor Society:** Membership in National Honor Society is an honor granted to a select group of students. Membership in the NHS is governed by the NHS National Constitution and the bylaws of the local NHS chapter, which include NHS's rules and procedures. More information can be obtained at <https://www.nhs.us>.

Because membership is an honor, membership also mandates a responsibility that each member has to his/her peers, the faculty, the staff, the community, and his/her fellow NHS members--past, present, and future. A member who disregards this responsibility places his/her membership in jeopardy. A member must continue to demonstrate all four qualities--scholarship, leadership, service, and character. Each of these qualities is equally important. Each member must maintain a 3.0 grade point average. The NHS Faculty Council's goal is to select individuals who understand the importance of these characteristics not only for their high school careers but also for their entire lives.

Potential members must have a 3.2 grade point average and take three academic classes their sophomore year and two academic classes their junior and senior years. These students will meet with the NHS advisor at a preliminary meeting. At this meeting the advisor will explain the policy and standards for NHS. Students who want to continue with the process may fill out student information forms. Those students who fill out forms will be considered by the NHS Faculty Council. If selected as potential inductees, those students and their parents (or guardians) will attend a meeting where the advisor will reiterate the NHS policy concerning the honor and responsibility of membership. This explanation will also include an explanation of the dismissal policy. Both the student and his/her parent(s) or guardian(s) must sign a statement acknowledging their understanding and acceptance of the policy before a student will be inducted into membership.

**NHS Dismissal Procedure:**

1. Students may be dismissed from the NHS for failure to uphold any of the four criteria. Students will be warned of the problem. If the problem is not corrected, the NHS Faculty Council will meet and vote. In cases of flagrant violation of NHS standards, dismissal procedures may be initiated. Students who violate NHS standards by engaging in conduct that is prohibited by the District may also be subject to disciplinary consequences.
2. Examples of flagrant violations of NHS standards are cheating, vandalism, and underage drinking of alcoholic beverages.
  - a. First, students who condone or participate in underage drinking of alcoholic beverages should forgo membership in the NHS.
    - (1) However, if a student is a member who is caught drinking, dismissal procedures will be initiated.
    - (2) Any member -- whether drinking or not -- who attends an underage drinking party (chaperoned or not) will also have dismissal procedures initiated if s(he) is arrested.
    - (3) Any member attending an underage drinking party but not drinking will receive a verbal and a written warning, for such conduct does not represent the highest standards of character.
  - b. Members of NHS are to demonstrate conduct which is above reproach.
3. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the District.
4. If dismissed, the student is to return her/his membership card and pin. No one is reinstated after having been dismissed.

**Extracurricular and CoCurricular Activities:** The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants
2. Fees assessed students are reasonable and do not exceed the actual cost of operation
3. The District has sufficient financial resources for the activity
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

**Academic Criteria for Participation:** For students in 9th - 12th grade, selection of members or participants is at the discretion of the teachers, sponsors, coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

**Extracurricular Code of Conduct:** The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall be periodically reviewed by the Superintendent or designee at their discretion. The conduct code and all changes to the conduct code shall be presented to the Board for approval. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Participation in extracurricular activities conducted by the District or its schools, is a privilege, not a right. The participant must earn this privilege through dedication, desire, and discipline in order to pursue a determined course of action. For the pursuit of athletic achievement and character training of young persons, the following code of conduct for extracurricular participants must be understood and agreed to between the school, coaching staff or sponsor, participant, and parents/guardians. All parents/guardians and students must attend a mandatory meeting prior to the first scheduled game of each sport season. Milford High School makes no apology for the fact that it holds participants in extracurricular activities to a higher standard of conduct than is held for non-participants. Milford High School expects all participants to conform fully to the laws of the State of Illinois and to exhibit greater levels of self-discipline or self-denial than do non-participants. Milford High School will also expect full cooperation and a sense of responsibility and loyalty to family, teammates, sponsors or coaches, and to the traditions of the District. Milford High School requires participants to be models of exemplary conduct for classmates as well as for younger students in the community. Milford High School students, by their participation in one or more school-sponsored extracurricular activities, have expressed their willingness to abide by all rules and regulations of the District.

As already stated in this handbook, hazing and bullying are prohibited, including when participating in athletics and extracurricular activities.

**Hazing:** Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate.

**Bullying:** Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student or students' physical or mental health;

3. Substantially interfering with the student or student's academic performance; or
4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Requirements for Participation in Athletic Activities:** A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to practice/participate in any athletic activity:

1. A current certificate of physical fitness issued and signed by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Preparticipation Physical Examination Form".
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs or substances on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the District's extracurricular Drug Testing Policy.
6. Signed documentation agreeing to comply with the District's policies and procedures on student athletic concussions and head injuries.

**Academic Criteria for Eligibility:** Selection of members or participants is at the discretion of the teachers, sponsors, or coaches provided that the selection criteria conform to the District's policies. Participation in extracurricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must be doing passing work in at least 20 credit hours of high school work per week and be failing no more than one (1) full-credit course. Any student-participant failing to meet these academic criteria shall be suspended from the activity for seven (7) calendar days or until the specified academic criteria are met, whichever is longer. Grades will be checked every week. If a student fails 2 or more classes in a semester, the student is ineligible for the entire next semester.

**Transportation:** Any student riding school-provided transportation to an extracurricular activity must return to school in that same vehicle. A student is not required to ride the bus if signed out by a parent with coach or sponsor after the event. Athletes at tournaments that are played on the same day may be signed out by a parent and then brought back to the tournament that day and returned at a time designated by a coach. Failure to comply with this provision will cause students to be suspended for half of the next contest and be suspended from one contest for each further offense. The students may ride home with another adult, a person who is 18 years of age or older and a non MHS student, with approval of the athletic director or principal 24 hours in advance of the activity and the signature of the designated adult after the event. If an activity conflicts with a student's church activity, doctor appointment, funeral, college day, or activity pre approved by administration, parent(s) may bring their student to the game instead of riding the bus. Prior approval needs to be obtained from the principal or athletic director and verification shall be given to the office. Administration would need prior parental permission if the student

would drive her/himself. Exceptions to this rule would include MHS track meets at Watseka. Since MHS does not hold any home track meets, Watseka will be considered our home track. Students will be allowed to drive themselves or ride with someone to those meets and not ride the bus. If a student does ride the bus to Watseka, he/she will be required to sign out and follow procedures listed above and follow the protocols as in every other sport.

Other exceptions to this transportation rule, such as solo and ensemble and music organizational contest, are subject to the prior approval of the administration. Students may leave or come late depending on performance time. Administration would need prior parental permission if students would drive themselves.

Games played at Sheldon are considered home games; therefore, the student athlete may but is not required to ride the bus to Sheldon. The Milford bus will stop in Sheldon at Milford Grade School East Campus to pick up (on non-school days) and drop off Sheldon athletes when games are played in the following towns: Watseka, Donovan, St. Anne, Momence, Grant Park, Peotone, Kankakee, and Kentland, IN (South Newton). On school days if time allows, the Milford bus will stop in Sheldon at Milford Grade School East Campus to pick up. For all other contests, the bus will leave from Milford High School and return to Milford High School to drop off students. During our home games in Sheldon, student athletes need to sign out with the coach before leaving the gym indicating if they are riding the bus or not. If there are students riding the bus, they will sit on the home team's bench until the coaches are ready for the bus to leave. The players will call their parents to ensure that there will be someone there to pick him/her up at Milford High School in Milford.

**Practice Bus:** The practice bus is for extracurricular activities only. The bus is reserved for students who have been under the direct supervision of a coach or sponsor. Reminder, there is not a practice bus on non-school days.

**Personal Appearance:** Because extracurricular activities are constantly in public view, the student becomes a very recognizable representative of Milford High School and is considered to be in a position of leadership. The student's personal appearance reflects not only his/her attitude, but also the attitude of those whom the student represents; therefore, students are expected to be groomed and dressed appropriately at all times during school hours and when attending school-sponsored activities.

**Attendance:** In order to practice, participate, or attend an extracurricular activity, the student must be in attendance at least half of a school day on the day of the activity. This attendance must be to all afternoon classes unless approval is obtained from the athletic director or principal prior to absence. Students are to be at school by 11:33 a.m. to be considered a half day of afternoon classes. Students may be allowed to practice, participate or attend an extracurricular activity if not in school due to matters which could not be handled outside of the school day (for example, attending funerals that require travel or doctor's appointments scheduled far in advance or which require extensive travel). Prior approval needs to be obtained from the principal or athletic director and verification shall be given to the office. While in alternate education, the student may practice but not participate in a contest. A student may not practice nor participate while serving an out-of-school suspension.

**Attendance Requirement for Participation in Extracurricular Activities:** Students that accumulate 4 unexcused absences beyond the allowed 6 day absence limit in a semester will be ineligible to participate in any extracurricular activity and/or event for the remainder of the semester. This includes dances, drama, Prom, field trips, Homecoming activities, etc. (See list of extracurricular activities listed in handbook.) The Administration reserves the right to place the student on social probation as a consequence.

**Personal Health Practices:** Due to the harmful effects upon the health of the individual, all participants will refrain from use of tobacco and tobacco related products in any form, alcoholic beverages, and substances such as cannabis, illegal drugs or controlled substances to the extent prohibited by Board Policy 7:190 *Student Behavior* (which are sometimes referred to in this handbook as simply “drugs” or “illegal drugs”).

**Verification (Definition):** Verification of a violation of the Extracurricular Code of Conduct shall include but not be limited to: (a) arrested or reported by local, county, or state police or probation office personnel within 180 calendar days of the arrest or report; (b) observed by coach, administrator, board members, or other school employees; (c) student admission of guilt; (d) drug test; or (e) parent reporting of their children.

**Voluntary admission by student:** Voluntary admission of a first offense Code violation related to tobacco, alcohol and/or cannabis, drugs or illegal drugs/substances will not result in a loss of extracurricular participation, and consequences under the Extracurricular Code of Conduct (i.e. suspension from games) and will be held in abeyance; this shall not apply to an offense for which the student has been arrested or cited by law enforcement officials. Voluntary admission must occur prior to school administration or police being aware of the incident and the student’s involvement. Students will only be excused from penalty for voluntary admissions on one occasion. BUT it will be considered as the student’s first offense. This voluntary admission will only be allowed one time throughout the student’s high school career regardless of which substance (tobacco/tobacco related products, cannabis, alcohol, or drugs) the student has voluntarily admitted to using.

Any voluntary admission must also take place BEFORE any selection for drug testing is made. This means a student who has been selected for testing – CANNOT – self-report and therefore is subject to any consequence based on the results of the test.

**Drug Testing (Random) – Extracurricular:** Milford High School along with Carle Hospital conducts random drug testing during the school year. The Milford Area Public Schools #124 Board of Education believes the use of alcohol or drugs by a student who participates in extracurricular activities presents a particular hazard to the health, safety, and welfare of the student and to those who compete with the student. The Board encourages students to participate in extracurricular activities, but believes the opportunity to participate in school sponsored extracurricular activities is not a right; rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to participate in any school sponsored extracurricular activity program, students must agree to submit to random testing for the use of illegal drugs, if selected, in accordance with this policy. The purpose of this policy is to protect the health, welfare, and safety of students engaged in extracurricular activities. It is to better assure the student’s health and physical fitness to participate in extracurricular activities and not to provide a means in which the District may use to punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try-out for or participate in extracurricular activities and for no other disciplinary purpose. For the complete and comprehensive policy go to our district website at

[www.mpsk12.org](http://www.mpsk12.org) and then go to the High School section to view this policy. Also, you may contact the building principal and/or athletic director for a copy of this board approved policy.

**Drug Testing Extracurricular Consent Forms:** Consent forms are located online at [www.mpsk12.org](http://www.mpsk12.org). All parents are to sign and return the last page within the first 5 days of the scheduled start date of student attendance. Failure to sign the form will cause forfeiture of your son's and/or daughter's extracurricular activities. If a decision is made to participate after not returning the consent form after the due date, the student will be tested at the next scheduled testing date at the expense of the student's parents or guardians prior to activity, tryout, or participation. Should a student transfer into the MAPS #124 District after the consent for due date deadline, they will have five (5) school days to determine whether or not the student intends to participate in extracurricular activities and to return the consent form. The student's name will be added to the random list.

**Refusal to Submit to Testing or not Completing a Test:** If a student refuses to take a test as required or does not complete a test as instructed, the student shall be considered in violation of the Extracurricular Code of Conduct, and be subject to the consequences contained in said Code.

**Drug Testing Extracurricular Financial Responsibilities:** The District will assume the cost of all drug testing if all the paperwork is completed by the assigned deadline. The parents/guardians will assume the cost if the paperwork is not turned in by the assigned deadline. The cost to the parents/guardians is \$45 for the ten panel test. Administration will meet with the student and inform him/her of the results of a failed drug test. If your son or daughter fails the drug test, parents/guardians may put in writing a request for a re-test at the parent's/guardian's expense. This retest must be taken within 24 hours in which the student was informed by MAPS #124 that the student has failed a drug test. The school will ask parents/guardians to take the student to a specific lab facility for the student to be drug tested. Currently, the student will be directed to be drug tested at the Carle Hoopston Regional Hospital. Any further questions on the drug testing policy may be addressed by visiting the school website at [www.mpsk12.org](http://www.mpsk12.org) or calling the athletic director at 815-889-4184.

**Tobacco, Alcohol, Cannabis:** Verification of the use of tobacco or tobacco products including Electronic Cigarettes (or E-Cigarettes) or Electronic Nicotine Delivery Systems (ENDS), Vape Pens, Hookah Pens, E-Cigars, E-Pipes, E-Hookahs, JUULS or e-cigarettes, vapes or other vaping related products; verification of the use of alcohol, or possession of; being under the influence of; distribution of; or purchase and/or sale of any alcoholic beverage; verification of the use of, or possession of; being under the influence of; distribution of; or purchase and/or sale of cannabis will result in the following consequences:

**First Offense:** 1/9 of the regular season schedule in which the student is eligible to participate. One game in football and football cheerleading, two games in basketball, basketball cheerleading, volleyball, baseball, softball; two track meets; one golf match, one Scholastic Bowl match. Removal of captain status for the season in which suspension is enforced. Suspension begins on the date due process is afforded.

**Second Offense:** 1/3 of the regular season schedule in which the student is eligible to participate. Three games in football and football cheerleading; six games in basketball, basketball cheerleading, volleyball, baseball, softball; six track meets; 3 golf matches, 3 Scholastic Bowl matches. Suspension begins on the date due process is afforded.



**Third Offense:** Suspension from all athletics in which student is eligible to participate for one (1) calendar year. This suspension may be reduced to six months with active participation in a district approved counseling program at the family's expense. It is the responsibility of the parent/student to provide verification of admission to a counseling program along with proof of continued and/or completed counseling services. Completed and/or continued counseling AND completion of 30 hours of community service is required for suspension reduction. It is the responsibility of the participant and/or his/her parent or guardian to develop a Community Service Plan, which must be pre-approved within a month of due process by the athletic director and principal before implementation. Community service must be completed within 120 days of plan approval. Suspension begins on the date due process is afforded.

**Fourth Offense:** Suspension from athletics for remainder of HS career to begin on the date due process is afforded.

**Drugs:** Verification of, possession of, under the influence of, distribution of, purchase of, and/or sale of any controlled substance or look-alike drugs, drug paraphernalia, or any other illicit drug (which may include prescription medication or any other mind-altering substances {i.e. inhalants}), will result in the following consequences:

**First Offense:** Immediate suspension for one (1) calendar year to begin on the date due process is afforded. Removal of Captain status for the season in which suspension is enforced. This suspension may be reduced to six months with active participation in a district approved counseling program at the family's expense. It is the responsibility of the parent/student to provide verification of admission to a counseling program along with proof of continued and/or completed counseling services. Completed and/or continued counseling AND completion of 45 hours of community service is required for suspension reduction. It is the responsibility of the participant and/or his/her parent or guardian to develop a Community Service Plan, which must be pre-approved within a month of due process by the athletic director and principal before implementation. Community service must be completed within 120 days of plan approval. Suspension begins on the date due process is afforded.

**Second Offense:** Immediate suspension from all activities for one (1) calendar year. This suspension may be reduced to six months with active participation in a district approved counseling program at the family's expense. It is the responsibility of the parent/student to provide verification of admission to a counseling program along with proof of continued and/or completed counseling services. Completed and/or continued counseling AND completion of **60** hours of community service is required for suspension reduction. It is the responsibility of the participant and/or his/her parent or guardian to develop a Community Service Plan, which must be pre-approved within a month of due process by the athletic director and principal before implementation. Community service must be completed within 120 days of plan approval. Suspension begins on the date due process is afforded.

**Third Offense:** Suspension from athletics for remainder of HS career to begin on the date due process is afforded.

Verification of lying about the use of tobacco, alcohol, cannabis, or illicit drugs will automatically advance a participant to the next penalty for that offense.

**Equipment and Uniforms:** All students will be required to replace lost or damaged (above what is usual and customary) equipment, uniforms, or other materials by payment.

**Examples of athletics are:**

|               |                   |                   |                    |
|---------------|-------------------|-------------------|--------------------|
| Football      | Cheerleading (FB) | Golf (Boys)       | Golf (Girls)       |
| Volleyball    | Basketball (Boys) | Cheerleading (BB) | Basketball (Girls) |
| Track & Field | Baseball          | Softball          |                    |

**School sponsored activities:**

|                          |                    |                        |
|--------------------------|--------------------|------------------------|
| Class Officer            | Student Council    | Theatre                |
| FFA                      | International Club | BPAC (Science Club)    |
| Scholastic Bowl          | Dances             | National Honor Society |
| Student Advisory Council | Art Club           | Homecoming activities  |

A student who either quits or is removed from the athletic team must return all equipment including uniform(s) before the student becomes eligible for participation in any future extracurricular activities including dances, athletics, and field trips.

If monies are owed to the school district for vandalism, destruction of property, or lost items, the student who is responsible for these monies will not be eligible for any future extracurricular activities including dances, athletics and field trips until the monies are recovered by the district. If an extended period of time has passed and monies are not paid, social probation may be enacted.

Milford High School acknowledges that athletic contests and interscholastic competition take place in the public. As such, there is no expectation of privacy in the images of student athletes, coaches, or other participants at such events. The IHSA and/or its agents or designees may take, distribute and use photographs of student athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs.

Any student found guilty of a felony charge may be banned from any extracurricular or intracurricular high school athletics and/or clubs and organizations until his/her graduation.

For students to be considered for the homecoming court, homecoming attendants or prom court they must be students who currently attend Milford High School or KCC Early Start College Program. Students who are early graduates, have a different attendance center or who are homebound or home-schooled are not eligible for being an attendant or part of the court.

**Performance Enhancing Drug Testing:** The Illinois High School Association (IHSA) randomly tests the student athletes. The student athlete and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with this IHSA policy.

**Student Athlete Concussions and Head Injuries:** The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussions protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
- d. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
- e. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent to continuing to play after a concussion or head injury.
- f. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

**Cross References:**

**PRESS 7:305, *Student Athlete Concussions and Head Injuries***

**Animals on School Property:** In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. Pets are not allowed on either Milford High School or Milford Grade School property. Please do not bring pets to extracurricular events which include baseball, football, and softball games and track meets.

**Vermilion Valley Conference:** Milford High School belongs to the Vermilion Valley Conference. Member schools are: North Division – Hoopeston Area, Bismarck-Henning, Danville Schlarman, Armstrong, Milford; South Division – Westville, Oakwood, Chrisman, Salt Fork, Georgetown-Ridge Farm.

**Sportsmanship for Parents, Fans, and Students:** It is important to remember that school athletics are learning experiences for students and mistakes are sometimes made. Parents and staff need to praise students/athletes in their attempt to improve themselves as students, as athletes and as people.

- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- All need to learn the rules of the game, so that they may understand and appreciate why certain situations take place.
- All need to show respect for the opposing players, coaches, spectators, and support groups. We should treat them as we would treat a guest in our own homes.
- All must respect the integrity and the judgment of game officials. We should understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.
- We must recognize and show appreciation for an outstanding play by either team.

- The use of any controlled substances (alcohol, drugs, etc.) before or during games, and afterwards on or near the site of the event will not be tolerated and violators will be reported to local law enforcement.
- All must use only those cheers that support and uplift the teams involved.
- Misbehavior during contest: if a spectator or participant is found to be in gross violation of the ethics of competition or these principles of good sportsmanship, he/she may be barred from interscholastic athletic contests, either as a participant or spectator or both.

Any person(s) found to be in violation of the ethics of competition or these principles of good sportsmanship may also be barred from interscholastic athletic contests. Any person in violation of these rules may be required to meet with the Board of Education.

**Dances**: Dances are school sponsored activities: therefore, students are subject to the same rules and regulations, and consequences as during the regular school day. All students are eligible to attend as long as they are not serving a suspension and are academically eligible. A student may bring a guest to a dance provided the "Dance Guest Form" has been returned. In regard to eligibility, only juniors and seniors may attend Prom unless a junior or senior invites an underclassman. No middle school or junior high students are permitted to attend MHS dances. All students will be required to stay in the building. If leaving the building, the student must be escorted by a chaperone. If a student leaves the dance he/she will not be permitted to re-enter. The use of alcohol, cannabis, illegal drugs or tobacco prior to or during the dance will result in disciplinary measures consistent with established policies and police involvement. A student's privilege of attendance and participation at school dances is subject to the following:

1. Administration reserves the right to prohibit students who are removed from a MHS dance during the school year from attending all of the remaining dances during that school year.
2. Administration reserves the right to restrict individuals from attending dances when an individual has committed an unsafe act or poses a safety risk to himself/herself or others.
3. Any student arrested for alcohol/drug offense (regardless of where/when the arrest occurs) will miss the next school dance. This is in addition to any athletic events or any extracurricular activities.

For students to be considered for the homecoming court, homecoming attendants or prom court they must be students who currently attend Milford High School or KCC Early Start College Program. Students who are early graduates, have a different attendance center or who are homebound or home-schooled are not eligible for being an attendant or part of the court.

#### **Cross References**

**PRESS 6:190, *Extracurricular and Cocurricular Activities***

**PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities***

**Field Trips**: Milford High School endorses the use of a field trip as a teaching enrichment and reinforcement activity. The student will be expected to attend school on the day of the trip. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Are academically ineligible,

3. Behavioral or safety concerns,
4. Denial of permission from administration,
5. Any student who has received excessive disciplinary punishment,
6. Have reached the absence limit,
7. Other reasons as determined by the school.

The student will be expected to attend school on the day of the trip if they are not allowed to attend the field trip.

**Cross References**

**PRESS 6:240, Field Trips**

**PRESS 6:240-AP, Field Trip Guidelines**

**Wednesday Evenings:** Ordinarily there is to be no scheduling of activities after 6:30 p.m. on Wednesdays. Exceptions will only be considered for interscholastic activities over which the school has little control. Drama practice may be held on Wednesday. No Sunday practices (athletic or non-athletic) such as drama and no open gyms.

**Fund Raising:** All fundraising must be approved by the building principal.

## **CHAPTER 10 SPECIAL EDUCATION**

### **Education of Children with Disabilities**

It is the intent of District #124 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22 nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:  
Steve Tothoroh  
815 889-4184  
200 S Chicago Street Milford, IL 60953

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs of facilities.

**Cross Reference: PRESS 6:120, Education of Children with Disabilities**

### **Discipline of Students with Disabilities:**

**Behavioral Interventions** - Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

**Cross Reference:**

**PRESS 7:230, Misconduct by Students with Disabilities**

**Discipline of Special Education Students:** The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

**Cross Reference:**

**PRESS 6:120, Education of Children with Disabilities**

**PRESS 6:120-AP2, E1-Exhibit-Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes**

**Behavioral Interventions** - Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

**Cross Reference:**

**PRESS 7:230, Misconduct by Students with Disabilities**

**Exemption From Physical Education Requirement for Special Education Students:** A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

**Cross Reference:**

**PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**

**Request to Access Classroom or Personnel for Special Education Evaluation or Observation:** The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

**Cross Reference:**

**PRESS 6:120, Education of Children with Disabilities**

**PRESS 6:120-AP2, E1-Exhibit-Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes**

**Related Service Logs:**For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service log at the annual review of the child's IEP and at any other time upon request.

**Cross Reference:**

**PRESS 7:340-AP 1, School Student Records**

## **CHAPTER 11 STUDENTS RECORDS AND PRIVACY**

**Surveys:** All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

**Surveys by Third Party:** Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

**Survey Requesting Personal Information:** School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the **school** district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

The student's parent(s)/guardian(s) may:

- a. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
- b. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

**Instructional Material:** A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

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



though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.

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

3. The right to request the amendment of the students’ education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also

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

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

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

6. The right to prohibit the release of directory information.

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

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

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

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

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

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

The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Cross-reference: PRESS 7:340, Student Records

**Military Recruiters & Institutions of Higher Learning:** Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

**Cross-References:**

**PRESS 7:340-AP, *Student Record***

**Student Biometric Information:** Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

**Cross-References:**

**PRESS 7:340, *Student Records***

**Access by School Employees and Officials:** Access to student records without parental consent is afforded to school, School District, or Illinois State Board of Education employees or officials who have a legitimate educational or administrative interest in the student. A school or School District "official is a person serving on the Board of Education, an employee of or consultant to the Iroquois Special Education Association, or a person or company who performs a service or function for which School District employees otherwise would be used. This includes, but is not limited to, attorneys, auditors, medical consultants, therapists, other professional (e.g., professionals who are retained to assist with screening or evaluation of children with known or suspected disabilities or the development, determination, or provision of programs or services for children with disabilities, etc.), web-based educational applications, programs, and service providers, and data analysis/reporting firms. A school or School District official has a legitimate educational or administrative interest if the official needs to receive or review a student record or release/exchanged information from a student's record in order to fulfill his/her professional responsibility or to perform the service or function.

## **CHAPTER 12 PARENTAL RIGHT NOTIFICATIONS**

**Curriculum:** The curriculum shall contain instruction or subjects required by state statute or regulations. The policy which contains waiver information can be found in Board Policy 6:60AP and 6:60E at the district office.

**Standardized Testing:** Students and parents/guardians should be aware that students participate in state standardized testing. **Currently, juniors take the SAT, sophomores take the PSAT 10 and freshmen take the PSAT 8/9. Seniors may be required to take state testing in 2020-2021 due to mandated school closures in April 2020. These tests will be administered on a date to be determined by the Illinois State Board of Education. Student attendance is very important on these dates. Please make every effort to schedule all appointments on days other than mandated testing days. The Illinois State Board of Education may require students to take a state science test. The Illinois State Board of Education decides which grade levels are required to do so. These state mandated tests take place on state approved dates. These tests are usually administered in April.** 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. Parents can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure the students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross Reference:

PRESS 6:340, Student Testing and Assessment Programs

**Homeless Children:** 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 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.

Cross References:

PRESS 6:140, Education of Homeless Children

PRESS 6:140-AP, Education of Homeless Children

**Education of Homeless Children:** Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

**Family Life and Sex Education Classes:** Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of

IDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross References:

PRESS 6:60-AP, Comprehensive Health Education Program

PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

**English Language Learners:** The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners Program, contact Mr. Tothoroh at 815-889-4184.

Cross Reference: 6:160, English Learners

**School Visitation Rights:** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, **academic meetings and behavioral meetings**. Letters verifying participation in this program are available from the school office upon request.

Cross References:

PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

PRESS 8:95-E2, Verification of School Visitation

**Hazardous and Infectious Materials:** The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials.

**Asbestos Management Program:** Milford High School District #124 maintains and follows an Asbestos Management Plan to provide for containment of asbestos/asbestos fibers to ensure the safety of all students and employees in the district. The plan is kept in the district office and is available for public inspection by appointment.

**Wellness Policy:** The district's wellness policy is updated annually. Please visit [www.mpsk12.org](http://www.mpsk12.org) to view the district's wellness policy.

**Title I:** Schools receiving Title I funds must adhere to the board policy regarding Title I. This policy may be found at the district office.

**Parental Involvement:** In order to assure collaborative relationships between students' families and the School Board and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the School Board and

District personnel

4. Seek input from parent(s)/guardian(s) on significant school-related issues.
5. Inform parent(s)/guardian(s) on how they can assist their children's learning.

The Superintendent shall periodically report to the Board on the implementation of this policy.

**Pesticide Application Notice:** The district maintains a registry of parents/guardians 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 Dr. Lindenmeyer at (815) 889-5176.

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

Cross reference

**PRESS 4:160-AP, Environmental Quality of Buildings and Grounds**

**Mandated Reporters:** All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

**Cross Reference:**

**PRESS 5:90, Abused and Neglected Child Reporting**

**Unsafe School Choice Option:** The unsafe school choice provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

**Sex Offenders Notification:** State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principals' office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

**Cross References:**

**PRESS 4:170-AP2, Criminal Offender Notification Laws**

**Sex Offender & Violent Offender Community Notification Laws:** State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

**CROSS Reference:**

**PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws**

**Parent Notices Required by the Every Student Succeeds Act (ESSA):**

**I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or the other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

**II. Testing Transparency**

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

**III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.mpsk12.org](http://www.mpsk12.org).

**IV. Parent & Family Engagement Compact**

This is available each year on our website.

**V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

**VI. Student Privacy**

Students have certain privacy protections under federal law.

**VII. English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

**VIII. Homeless Students**

For information on support and services available to homeless students, see Mr. Flaherty.

For further information on any of the above matters, please contact Mr. Totheroh.

**Cross Reference:**

**PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act**

**Board of Education**

|                |                |
|----------------|----------------|
| Mary Ronna     | President      |
| Jeff Mabbitt   | Vice-President |
| Donna Hiltz    | Secretary      |
| Justin Lavicka | Member         |
| Jim Kunce      | Member         |
| Mark Tweedy    | Member         |
| Melinda Hagan  | Member         |

**Administration**

|                         |                 |
|-------------------------|-----------------|
| Dr. Michele Lindenmeyer | Superintendent  |
| Stephen Totheroh        | Principal       |
| Colin Flaherty          | Asst. Principal |

**Professional Staff**

|                  |                                      |
|------------------|--------------------------------------|
| Tyler Blanchette | English, Title I English             |
| Elyse Bulla      | Business                             |
| B.J. Bushnell    | Health, Physical Education           |
| Dave Caldwell    | Athletic Director                    |
| Dexter Cheever   | IT Coach                             |
| Kelsey Cox       | Art                                  |
| Kena Clark       | Technology Administrator             |
| Dorrie Cook      | English, Social Studies              |
| Joshua DeBolt    | Science                              |
| Greg DeWerff     | Social Studies                       |
| Amanda German    | Yearbook, Consumer Ed,<br>Accounting |
| Sandy Hamende    | Band, Choir                          |
| Josh Harms       | Special Education                    |
| Kade Hill        | Agriculture                          |



|                      |                               |
|----------------------|-------------------------------|
| J.D. Jennings        | Math                          |
| Terry Johnson        | Ag Construction, Ag Mechanics |
| Heather Lehmann      | Math                          |
| Alyse Morefield      | Science                       |
| Jennifer Simmons     | Physical Education            |
| Robyn Smith          | English, Title I English      |
| Sarah Swartzentruber | School Counselor              |
| Robert Whitcher      | Spanish                       |
| Brian Zecher         | Math                          |

**Auxiliary Staff**

|                  |                |
|------------------|----------------|
| Karen Bolen      | Transportation |
| Randy Buhrmester | Transportation |
| Bill Daughtery   | Transportation |
| Terry Johnson    | Transportation |
| Rhonda Leitz     | Transportation |
| Tanya Eilts      | Transportation |
| Gary Rascher     | Transportation |
| Robin Donaldson  | Food Service   |
| Carol Highfill   | Food Service   |
| Janice Miller    | Food Service   |
| Leslie Banning   | Bookkeeping    |
| Casey Johnson    | Bookkeeping    |
| Tammy Kunce      | Library        |
| Wade Clemmons    | Custodial      |
| George Runkle    | Custodial      |
| Adam Shoufler    | Custodial      |
| Lori Curtis      | Custodial      |

Deb Dawson

Sandra Potter

Melissa McEwen

Custodial

Secretarial

School Nurse

## Illinois High School Association

(For 2020-21 School Term)

**This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.**

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or

B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or

- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### **4. Transfer**

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

#### **5. Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### **6. Physical Examination**

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### **7. Amateur Status**

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### **8. Recruiting of Athletes**

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### **9. School Team Sports Seasons**

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date.

This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.

2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### **10. Playing in Non-School Competition**

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in a non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a nonschool team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### **11. All-Star Participation**

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

**12. Misbehavior During Contests**

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.