

# **METAMORA TOWNSHIP HIGH SCHOOL**

DISTRICT #122  
101 W. MADISON STREET  
METAMORA, IL 61548  
WWW.MTHS.US

TO REACH US BY PHONE, DIAL (309) 367-4151. WHEN  
THE AUTOMATED OPERATOR ANSWERS, PRESS THE  
INDICATED NUMBER WHEN PROMPTED.

MAIN OFFICE – PRESS 1  
ATTENDANCE OFFICE – PRESS 2  
GUIDANCE OFFICE – PRESS 3  
TO ENTER A THREE-DIGIT EXTENSION, PRESS 4.

THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## **SCHOOL SONG**

Go Met-a-mora, fight for all that's right,  
With your colors fly-ing,  
We will cheer with all our might, Rah, rah, rah,  
Go Met-a-mora, fight for vic-to-ry,  
Spread forth the fame of our fair name, Go Met-a-mora,  
Win this game!



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## **FOREWORD**

### **SUPERINTENDENT'S WELCOME**

Welcome. 2016-2017 promises to be an exciting and challenging school year. I encourage you to take full advantage of the academic, extracurricular, and social opportunities provided by Metamora Township High School.

Our mission is student success. We expect every student to be prepared to do one of the following upon graduation from MTHS.

- \* Enroll in a four-year college or university
- \* Enroll in a two-year technical school
- \* Enter an apprentice program
- \* Enter the military service
- \* Obtain employment that will require further training

A promising and successful future will go to those graduates who see their high school education as preparation for future training and further education. We want and expect every student to be prepared for training and education beyond high school.

The alternative to not being prepared for further education and training after high school is either no job or a low paying/no benefits job. This is not student success.

Our highly educated and well-trained staff will assist you in your preparation. We look forward to working with you and seeing you graduate prepared for a successful life. Your effort will determine your success.

Sincerely,

*Randall G. Toepke*

Superintendent

### **MISSION STATEMENT**

Metamora Township High School will enhance the intellectual, physical, social, and moral development of our students in order to make positive differences in their lives.

### **HANDBOOK UPDATES**

Due to printing deadlines, there maybe updates and changes to the information in the handbook. These will be reflected in an online document, which can be found at the school's website [mths.us](http://mths.us).

## **SCHOOL-PARENT COMPACT**

In order to achieve the mission of our school, students, staff and parents must work together in partnership. The following items are basic expectations for each.

### **METAMORA TOWNSHIP HIGH SCHOOL DISTRICT #122 RESPONSIBILITIES:**

1. Provide high quality curriculum and instruction in a supportive and effective learning environment.
2. Hold parent-teacher conferences.
3. Provide parents with frequent reports on their student's progress.
4. Provide parents reasonable access to staff (anytime during the regular school day and in the evenings by appointment).
5. Provide parents opportunities to volunteer and participate in their student's class and to observe classroom activities. (However, please make arrangements and appointments ahead of time.)

### **PARENT RESPONSIBILITIES:**

1. Make sure your student attends school every day.
2. Encourage your student to get to class on time.
3. Encourage your student to be prepared for class (have his/her homework completed, bring his/her book and paper and pen, be well rested, eat a healthy breakfast, and refrain from using drugs, alcohol, or tobacco products).
4. Encourage your student to follow school and classroom rules.
5. Encourage your student to respect teachers, themselves, and classmates.
6. Refrain from text-messaging or calling students' cell phones during the school day. Instead, use the Assistant Principal's Office as a point of contact.

### **STUDENT RESPONSIBILITIES:**

1. Attend school every day.
2. Get to classes on time.
3. Prepare for class by doing homework and bringing books, paper, and pen.
4. Get plenty of rest the night before class.
5. Eat a healthy breakfast.
6. Refrain from using drugs, alcohol, and tobacco products.
7. Follow all school and classroom rules.
8. Respect teachers' and classmates' minds, bodies, and property.

## **ANNUAL NOTICE OF NON-DISCRIMINATION**

The Metamora Township High School academic, extracurricular, and vocational programs ensure that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, sexual preference, or handicap. Questions in reference to any of these may be directed to Kevin Hodel (Title IX Coordinator) or Dr. Jennifer Jewell (Section 504 Coordinator).

# DAILY ROUTINES AND PROCEDURES

## ATTENDANCE

The primary responsibility of all students is to learn through study and consistent attendance to class.

Good schoolwork depends, to a large extent, on punctual and regular attendance. Students who are absent for a total of five days (excused or unexcused) during a semester will be notified with an absenteeism letter. An attendance intervention program will be implemented and no additional absences will be excused unless proper medical documentation is provided.

Attendance during school assemblies is required, as it is a part of the school day.

## BELL SCHEDULE

Period	Regular Schedule	Late Start (2nd and 4th Wednesday)
1	8:15-9:00	9:05 – 9:43
2	9:05-9:50	9:48 – 10:26
3	9:55-10:40	10:31 – 11:09
4	10:45-11:30	11:14 – 11:52
5A	11:35-11:55	11:57 – 12:17
5B	12:00-12:20	12:22 – 12:42
5C	12:25-12:45	12:47 – 1:07
6	12:50-1:35	1:12 – 1:50
7	1:40-2:25	1:55 – 2:33
8	2:30-3:15	2:38 – 3:15

## ABSENCE

Any student who has been absent must have a written excuse from his/her parent or guardian. The student should take the written excuse to the Assistant Principal's Office. The excuse should contain: (1) the reason for the absence, (2) the day(s) of absence, and (3) the signature of the student's parent or guardian. The school will then decide whether the absence will be considered excused or unexcused. Failure to bring a note as described above will result in the student receiving an unexcused absence for the period in question. Students will have a maximum period of two school days to change an unexcused absence to an excused absence. An unexcused absence will result in the student earning a zero grade for schoolwork missed on the day of absence.

When a student is going to be absent from school for any length of time, it is requested that the parent or guardian notify the Assistant Principal's Office prior to 9:00 a.m. at 367-4151, ext. 533. The normal office hours are 7:30-3:30.

Generally, someone can be reached in the Administrative Offices between 7:00 a.m and 4:30 p.m. If you are unable to reach anyone, you may leave a voice message.

Students who arrive late to school or leave early must check in and out through the Assistant Principal's Office. Failure to do so may result in an unexcused absence and a detention may be assigned.

Generally, only a one-day excused absence is allowed for visiting accredited colleges, trade schools, or for taking military assessments. These must be approved through the Assistant Principal's Office in advance

by obtaining a planned absence sheet.

Students who want to leave school early due to illness must speak with the nurse before contacting parents. The nurse will make the parent contact. Failure to follow this procedure may result in the early departure being considered an unexcused absence.

## **MAKE-UP WORK FOR EXCUSED ABSENCES**

1. Any excused absence will allow the student to make up all work missed. The student will be allowed twice the number of days absent to make up his/her work (or more if the teacher gives permission).
2. A student is still held responsible for any work assigned prior to his/her absence. For example, if a student is absent the day of a test, project, or paper, but was present when the assignment was made, he/she is expected to turn in the work the day he/she returns to class. Projects with long-standing due dates will also be expected upon return.
3. Failure to meet specific requirements (term papers, projects, book reports, etc.) needed to pass a course before the grading period ends will result in an incomplete for the grading period. If the work is not made up at the end of the semester, the semester grade will be an F.
4. It is a teacher's prerogative to require a written assignment for material missed while the student was absent.

The following absences will be **Excused**:

1. **Illness**-An extended illness of more than 5 days for any class must be accompanied by proper medical documentation.
2. **Family Emergencies**
3. **College Day**-Approved in advance by the Assistant Principal's Office using a planned absence. College days must be approved three days prior to the visit. If approved 3 days in advance, ONE college day will not count against the student regarding semester exams. If not approved 3 days in advance, it will count as an absence regarding semester exams.
4. **Religious Holiday Observance**
5. **Other Circumstances**-Approved by the Assistant Principal's Office.

The following absences will normally be considered **Unexcused**:

- |                          |   |
|--------------------------|---|
| 1. Truancy               | 10. Pictures  |
| 2. Suspension (OSS only) | 11. Missed Bus  |
| 3. Skipping Class        | 12. Working   |
| 4. Shopping              | 13. Failure to Bring Note                                 |
| 5. Car Breakdown         | 14. Weather   |
| 6. Hunting or Fishing    | 15. Trips Not Arranged                                    |
| 7. Doing School Projects | 16. Others Determined by the Assistant Principal's Office |
| 8. Oversleeping          |   |
| 9. Haircuts              |   |

No credit will be received for work missed during an unexcused absence. In cases of suspension, students will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

## **PLANNED ABSENCES**

In the case of absences that are known in advance and meet the expectations to be an excused absence, a student should request a planned absence from the Assistant Principal's Office. Generally, the student should bring a dated note from a parent/guardian stating the reason for the absence at least **three school** days in advance of the absence. The Assistant Principal's Office will determine if the absence will be excused and the student will be required to complete a planned absence form. Make-up work will be **1** day for each day gone on planned (pleasure) absence. The teacher's prerogative is to make up work before the absence.



## **ABSENCES FOR SCHOOL SPONSORED ACTIVITIES**

When students are absent from school due to a school-sponsored activity or sport, they are expected to:

1. Plan for the absence by checking their schedule and communicating with their director/sponsor/coach.
2. Before the absence occurs, collect work from any teacher whose class will be missed.
3. Upon returning to class, turn in any missed work and participate as if there had been no absence.

## **UNEXCUSED ABSENCE FROM A CLASS**

One detention will be issued for each hour unexcused - up to four detentions.

## **UNEXCUSED ABSENCE FOR A WHOLE DAY**

Four detentions or an In School Suspension may be the method of discipline.

## **LEAVING SCHOOL**

Metamora High School has a closed campus, which means students are not free to leave during time they do not have classes. This includes the parking lots before school and lunch periods

Students may be excused from school during the day, but it must be approved prior to their leaving. On each occasion, the student must present a note from a parent requesting early dismissal. The note should state the reason for the student leaving school.

Leaving school in an unauthorized manner will be considered an unexcused absence.

### Leaving School Without Permission

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	Suspension and parent conference

## **CLEARANCE PROCEDURE FOR DEPARTING STUDENTS**

1. A parent must call the school or accompany the student to the school and verify that the student is leaving/transferring.
2. On the morning of the student's last day of attendance (prior to first hour), he/she must obtain a drop sheet from the Guidance Office.
3. The student will take the drop sheet around to each of his/her classes and follow his/her schedule for the day. The student must turn in textbook(s) or class materials to the teacher and pay all fines. The teacher will then sign the drop sheet and will put a final grade (grade at time of drop) on the sheet.
4. The student must also turn in all library books to the library, and have the librarian sign the drop sheet.

## **STUDENT IDENTIFICATION**

Upon receipt of the student activity fee and information sheet, each student will receive a school identification card. This card will be required to check out library materials or to receive free admission to many school activities. If this identification card is lost or stolen, a student may receive a replacement card at the cost of \$2.00.

## **GRADES AND RECORDS**

### **CURRICULUM**

The curriculum taught to our students is approved by the School Board. Revisions to the curriculum follow a process that includes input from students, community, and faculty. The administrative team makes recommendations to the School Board for curriculum revisions.

The Course Guide is a document kept in the Guidance Office that students and parents can use when selecting courses for the next school year. An online copy of the document can also be found at the school's website [mths.us](http://mths.us)

Academic classification of students: In order to achieve the designated status, a student must have earned/completed:

Sophomore	5.5 credits	2 semesters
Junior	11 credits	4 semesters
Senior	16.5	6 semesters

## GRADUATION REQUIREMENTS

Core curriculum requires twenty-two units of credit. The following are needed for graduation. (2 semesters equal 1 year)

- Eight semesters of English
- Six semesters of Mathematics
- Six semesters of Science
- Six semesters of Social Studies including Geography, Civics/American Studies, World Comparative Studies, and U. S. History (including passing the State & Federal Constitution exam)
- Two semesters of Fine Arts
- Two semesters of Vocational Education
- Four semesters of Foreign Language or four additional semesters of Vocational Education
- Strategic Reading

Additional courses required by the State for graduation:

- 0.25 semester of Driver's Education (classroom)
- One semester of Consumer Education
- Eight semesters of Physical Education, one of which must be Health Education

## GRADING SCALE:

A: 100 – 92      B: 91 – 83      C: 82 – 74      D: 73 – 65      F: below 65

## ONLINE GRADES

Students' grades are available online and may be accessed through Skyward. We encourage parents and students to make a routine of regularly checking grades and discussing the results. If the Internet is not available at home, parents may request paper copy reports. These reports are sent at the midway of each semester. The purpose is to inform the student and allow adequate time to work for a better grade.

## SEMESTER EXAMS

MTHS believes final exams are important. As best as possible, all activities will be finished by 7:00 p.m. on nights prior to final exam days. Students and parents of students who want extra time to study for final exams may opt out of a practice or activity on a night prior to final exams. There shall be no penalty for missing the practice or activity if the student has informed the coach or sponsor at least 5 days prior to the practice or activity.

Final exam exemptions will be given for second semester seniors only.

Semester grades will be calculated as 7/8 (87.5%) for the coursework leading up to the final exam and final exam will be 1/8 (12.5%) of the semester grade.

Seniors may waive a second semester class final if the following criteria are met:

1. B - or better for the semester in that class.
2. No unexcused absences in that class.
3. Five or fewer absences second semester in that class. (Participation in a school sponsored activity or the Senior English job shadow requirement does not count against the 5 days. (All questions about whether an absence counts should be referred to the Assistant Principal's Office in advance of the ab-

sence.)

4. **T:** Tardy: Tardy to class (1-15 minutes) same as it has been; for seniors, 3 Ts, or any combination of Ts or T-Es, will equal 1 absence towards taking finals.
5. **T-E:** Student arrives to class within 1-15 minutes of the hour starting with a valid reason – i.e. doctor's appointment with note. For this example, the student is present for state reporting purposes. Skyward will tally this type of tardy under the tardy category. 3 T-Es, or any combination of T-Es and Ts, would count as 1 absence towards taking finals.
6. **TA-E:** Tardy Absent-Excused. The student arrived to the Assistant Principal's office more than 15 minutes after a class period started with a valid reason -- like a doctor's appointment with appropriate documentation. This counts as an MTHS absence but still allows MTHS to count the student present for state reporting purposes. Skyward will tally this type of absence under the tardy category, but teachers can count this type of tardy as an absence for senior final exams. For second semester senior final exam purposes, a single TA-E would equal 1 absence towards taking finals.
7. **TA-U:** Tardy Absent-Unexcused. The student arrived to the Assistant Principal's office more than 15 minutes after a class period started without a valid reason. This counts as an MTHS unexcused absence but still allows MTHS to count the student present for state reporting purposes. Skyward will tally this type of absence under the tardy category, but teachers can count this type of tardy as an unexcused absence for senior final exams. This would count as an unexcused absence from that class and the student would have to take the final exam for that course.

## **INCOMPLETES**

A course will be considered Incomplete if a student has failed to turn in all required assignments and projects.

The deadline for all incomplete work will be based on the individual circumstances. If this deadline is not met, the grade for the course will be recorded as an "F" on the transcript. Please be aware of the fact that it is the student's responsibility to make arrangements with the teacher to take care of ALL incomplete work.

## **PASS / FAIL OPTION**

Any junior or senior may take up to a total of 1.0 elective credit as PASS/FAIL per year with the following stipulations:

1. Courses designated as required for graduation, or courses designated by any department as not available for the PASS/FAIL option may not be taken as such.
2. Any student taking a course PASS/FAIL must have first completed the graduation requirements for courses in that department or be concurrently enrolled in a required class.
3. Credit will only be awarded for a pass in this course. There will be no grade calculated in the student's grade point average (GPA) for this course.
4. The student is required to complete all papers/projects/tests/quizzes for this course.

Any student wishing to take a course PASS/FAIL must complete the PASS/FAIL Option Agreement found in the Guidance Office. This must be done with the formal agreement signed by student, parent and a guidance counselor within the time period noted at the bottom of the agreement. The grade will not be changed to Pass/Fail until the end of the grading period. This will enable the parents to see the actual grade earned. This procedure must be repeated each semester a PASS/FAIL elective is chosen.

MTHS Foreign Language students who score a four or higher on their Foreign Language AP Exam are eligible for the Illinois Seal of Biliteracy. See your Foreign Language teacher or the Foreign Language Department chair for details.

## HONOR ROLL CRITERIA

High Honors: 3.75 or Above      Honors: 3.00 – 3.74

Band, Chorus, and other non-academic courses may not apply toward honor roll.

Grade	Regular	Honors Class
A+	4.33	4.83
A	4	4.5
A-	3.67	4.17
B+	3.33	3.83
B	3	3.5
B-	2.67	3.17
C+	2.33	2.83

Grade	Regular	Honors Class
C	2	2.5
C-	1.67	2.17
D+	1.33	1.83
D	1	1.5
D-	0.67	1.17
F	0	0

## EXTENDED YEAR PROGRAM

Metamora High School may offer an extended school year program. This program is designed to give students who fail to pass a course an additional four weeks to recover the semester credit. See the Guidance Office for details.

## CORRESPONDENCE AND REPORTS

In a situation where the student's parents are divorced and no court order is present, both parents are entitled to the following copies of their student's records: reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent/teacher conferences, notices of major school-sponsored events such as open houses, and copies of the school calendar. This information furnished by the school district to one parent, may be furnished by mail to the other parent.

## STUDENT RECORDS

In compliance with the provisions of the Illinois School Student Records Act, the following schedule for retaining and destroying student records will be maintained:

- Permanent Records: Retained for sixty (60) years. These records include student information such as name, birth date, address, grades and grade level, parent's names and addresses, and attendance records.
- Temporary Records: Retained for at least five (5) years. These records include student files such as family background information, eligibility information, anecdotal notes, and disciplinary information.

All requests to inspect or obtain student records should be submitted in writing to the Main Office. Requests will then be forwarded to the appropriate school personnel for processing (see School Board Policy 7.34-7.35). All records will be reviewed periodically to validate, update, and dispose irrelevant information.

## STUDENT RECORDS – SPECIAL EDUCATION

Disabled students who graduate or permanently withdraw from the district may have temporary records (records relating to the diagnosis and remediation of the student's disability) transferred to parents/guardians for up to five years after the student has left school.

## **SAFE SCHOOLS**

Metamora School District has the responsibility of providing a safe environment where students may learn and staff may work. As an integral part of the community, Metamora Township High School's students and staff are governed by the local, state, and federal statutes, which apply to all others in the community. As a result, it is a district practice to involve the local police department whenever it is determined that a violation of these statutes may have occurred.

### **VISITOR / VISITOR PROCEDURE**

Visitors to the building must check in at the Assistant Principal's Office upon arrival. When a visitor checks into the Assistant Principal's Office, he/she will be asked for a state issued form of ID (drivers license, military ID, etc.). A badge with photo ID will be printed and should be worn while in the building. Visitors should then checkout through the Assistant Principal's Office before they depart.

Any person, adult and/or youth, who enters school property without following the visitor procedure will be asked to leave and informed that further violation of the policy will result in a trespassing complaint. Visitation by students from other schools is discouraged. We have found that the presence of these visitors causes a disturbance to our regular school routine and typically serves no useful purpose.

### **CLOSED CAMPUS AND PARKING**

Visitors should enter from the Madison Street entrance.

#### **Metamora High School Student Parking Protocol**

All Juniors and Seniors (determined by credits) will be permitted to park in the student parking lot for \$50.00 per year. This lot will be referred to as the RED LOT.

Juniors and Seniors who do not pay will be permitted to park in the Baseball/Softball Lot. This will be referred to as the BIRD LOT.

ALL Freshman and Sophomores will park in the BIRD LOT for the whole year at no charge.

ALL students who park on school property must have a permit.

Fees will be collected at registration and parking permits will be issued. Seniors who graduate at semester will be refunded \$25 upon return of the parking pass to the Assistant Principal's office to be reissued to a student on the waiting list.

### **STUDENT / PARENT HANDBOOK PLANNER**

Each student will receive a handbook planner at the beginning of the school year. The planner contains important calendar dates for the school year, information about student behavior expectations, and a school calendar for recording class work and upcoming instructional activities. The planner also allows a student the ability to request permission to leave a classroom by securing their teacher's permission through the hallway passport. The passport also documents a student's request for passes. If a student does not have his/her planner and wants to request to leave the classroom, he/she can choose to accept a consequence determined by his/her teacher or remain in the classroom. Students are required to treat the handbook planner as a text book. No pages are allowed to be torn out of the book. Replacement handbook planners can be purchased in the Assistant Principal's Office for \$10.

### **EMERGENCY DRILLS AND PROCEDURES**

Each teacher is given a Crisis Response Guide, which outlines all procedures for various emergencies.

### **SEX OFFENDER REGISTRATION**

Under the Sex Offender Community Notification Law, schools are required to notify parents that information about sex offenders is available to the public. The sex offender information is available at the following website: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

### **MONITORING EQUIPMENT**

In order to ensure the health, safety, security, and welfare of all students and School District staff members, the school reserves the right to install and use surveillance equipment throughout the entire school campus (excluding private areas, such as restrooms and locker rooms) or on School District buses. Such surveillance equipment would include videotaping or recording systems. The surveillance system and recordings will be used by the School District for health, safety, security, and welfare purposes, but may also be used as evidence in a disciplinary proceeding. In the case of criminal proceedings, the recordings may be turned

over to law enforcement authorities for such purposes.

## **SAFE COMMUNITY AND SCHOOLS TIPLINES**

Our community can help keep students safe by using two anonymous reporting lines when one learns information about a dangerous situation involving our students. For underage drinking/parties, fake IDs, and illegal sales of alcohol, dial 1-866-479-2857 or visit the website [www.DrunkStopper.com](http://www.DrunkStopper.com). For threats of violence and weapons violations on school grounds, dial 1-800-477-0024. Additional information about the school violence tipline can be found at [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov).

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

## **EMERGENCY HOTLINE CONTACTS:**

Suicide: 800-Suicide (784-2433)

Sexual Assault: 800-656-HOPE (4673)

Peoria Center for Prevention and Abuse: 800-559-7233

Pregnancy Helpline: 888-672-2296

Crisis Pregnancy: 800-848-LOVE (5683)

Self Injury: 800-DON'T-CUT (366-8388)

Sexually Transmitted Disease 800-243-7889

Catholic Charities: 800-200-6804

***All school employees are required by Illinois Law to report abuse to the proper authorities.***

## **SEARCH AND SEIZURE**

In order 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 EFFECTS LEFT BY STUDENTS-PROPERTY, EQUIPMENT AS WELL AS PERSONAL**

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 or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **STUDENTS**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. 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: 1. Outside the view of others, including students, 2. In the presence of a school administrator or adult witness, and 3. 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 or designee.

## 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.

## **STUDENT CONDUCT AND DISCIPLINE**

### **DISCIPLINE PHILOSOPHY**

1. The purpose of discipline is to correct an act or situation.
2. Parents must share the responsibility for discipline with the school.
3. In the final analysis, the welfare of the school as a whole is more important than any one individual student or staff member.
4. The most effective discipline comes first from the classroom teacher.

Grounds for disciplinary action 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, and after school hours, or at any other time when a school group is using the school.
2. Off school grounds at a school-sponsored activity or event that bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct may reasonably be considered a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Acts of vandalism, profanity, assault, and similar misconduct directed at a staff member or School District official away from school will be subject to school discipline. All acts detrimental to the educational process will be dealt with at the discretion of the school administration.

Many types of discipline are used in an attempt to correct a situation. These could range from a conference with the student to an expulsion from school. Most of the types of discipline are explained below. Students should understand that under the "Unacceptable Behaviors" provisions of the Student Handbook, certain levels of discipline are set forth in the various provisions by way of examples of progressive discipline. The School District reserves the discretion to impose any level of discipline deemed appropriate for any student misconduct. While discipline issues may be dealt with on an individual basis, continual, pervasive, repeated, or ongoing discipline problems will result in consequences appropriate to the totality of the student's discipline file. Parents will be notified if any disciplinary measures are used. Disciplinary measures include, but are not limited to the following responses:

### **CORRECTIVE COUNSELING**

In an attempt to correct behavior problems, by mutual agreement of the student, a counselor, and the Assistant Principal, the student may participate in counseling sessions offered by the Guidance Office. These sessions will vary according to the type of offenses that have occurred, but will focus on particular misbehaviors and steps to remedy them.

### **REMOVING A STUDENT FROM CLASS**

A student may be sent to the Assistant Principal's Office when the student's behavior severely disrupts the learning atmosphere or when the steps taken by the teacher to correct the problem need the support of the Assistant Principal.

When the student arrives in the Assistant Principal's Office, the teacher will be sent a referral form. The student will be given an opportunity to present his/her point of view. The Assistant Principal in Charge of Student Conduct will then determine how long the student will be out of this class. In the event that the student is removed for the remainder of the semester, the parents will be notified and the student will be given the opportunity to appeal the charges to a higher level.

## DETENTION HALL

When a student is assigned a detention, the following regulations should be observed:

1. There will be no talking. Any student talking is to be dismissed by the teacher and will be considered as not having served the detention.
2. Students not reporting for Detention on time will be refused entrance and considered as not having served the detention.
3. Students will be expected to bring material for studying or reading. Cell phones need to be kept in pocket or purse during detention. Alternatively, per monitor request, students may be asked to put their cell phone on teacher's desk within line of sight of the student.
4. Students will not be allowed to sleep in Detention and will be dismissed if they do so. They will be considered as not having served the detention.
5. There will usually be no excuse for missing Detention. Work, athletics, games, or meetings are not considered valid excuses. If a student misses Detention because of illness, they are to make up the detention on the next Detention date scheduled.
6. A student that is unexcused from missing Detention, has been refused entry into Detention, or removed because of the above violations may be assigned additional penalties.
7. Students are responsible for their transportation to and from Detention.
8. Additional penalties may be assigned if a detention has to be rescheduled.

## TEACHER DETENTION

1. At the discretion of the teacher, a Teacher Detention may be assigned for minor offenses rather than a regular detention. Teacher Detentions are 10 minute blocks of time before or after school, that must be served within 2 school days after the offense with the assigning teacher or his/her designee. This time should be an opportunity for the student and teacher to restore a positive working relationship through open communication. Failure to serve an assigned Teacher Detention will result in a minimum of 2 regular detentions.

## LUNCH DETENTION

A lunch detention consists of either a sack lunch brought by the student or a sack lunch purchased through the cafeteria. The detentions are served in one of the offices at the school during the students regularly scheduled lunch period. Two 20 minute lunch detentions are equivalent to one 40 minute detention hall.

## IN SCHOOL SUSPENSION

In school suspension serves to discipline in school. Assignments done during this time will count. This is considered an excused absence.

## ISS Governing Rules:

1. Students need to review and sign rules regarding ISS All cell phones and electronic devices must be left in Assistant Principal's office  
No food or beverage allowed (only bottled water) No talking with students in Tutor Hall classroom  
Two breaks allowed- one during A.M. and one during P.M.  
Students will eat B lunch in Lunch detention  
Student is to bring all necessary materials – this includes books, papers, pencils, tissues, etc.  
Students are NOT allowed to come out of cubicle unless permission is granted.  
Any use of profanity will be reason to terminate ISS immediately
2. All student work completed during ISS will be placed in teacher's mailbox. If student is removed from ISS, only completed work will count.
3. Student may attend lab/hands on type classes CTE, keyboarding, band/choir at the teacher's discretion/recommendation.
4. ISS is a tool that is used a set number of times for a student before the next level of intervention is put into place.



## OUT OF SCHOOL SUSPENSION

Any administrator may suspend a student from school for gross misconduct for a period not to exceed 10 school days. If a student is suspended out of school, they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

## EXPULSION

If a student is guilty of the most severe misconduct (i.e., possession of a weapon, alcohol, drugs, assault, etc.) or has been repeatedly suspended for behavior problems, he/she may be recommended to the Board of Education for expulsion from school. Expulsion is most grave since the student may no longer gain the educational benefits available.

## STUDENT GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student or group of students involving: 1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to:

(1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. In this grievance procedure, time limits refer to days when school is in session.

**Step 1** The student(s) and parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the grievance. An oral response must be made within five (5) days.

**Step 2** If the problem is not resolved, the grievance should be referred informally to the Assistant Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

**Step 3** If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Principal. This should include the title of the person in the district that is assigned to handle grievances, i.e., Coordinator(s) for Title IX and Section 504, Equal Opportunity Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

**Step 4** If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Superintendent's Office (or designee) within ten (10) days from the receipt of the response in Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days.

A complete record of this meeting shall be kept and signed by both parties for possible future reference.

**Step 5** If the issue is not satisfactorily resolved in Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

# STUDENT EXPECTATIONS

## DRESS CODE

School dress should not be distracting to a learning environment and general safety. Students' apparel should be respectable and of reasonable length. No "bagging, sagging, or dragging" clothes will be permitted. Pants or shorts must be worn at the waist. Shirts or tops should cover midribs. Inappropriate tops would include backless, strapless, low cut, tube tops, or tops that allow the undergarments or bandeaus to show. Wearing undergarments is required. Sunglasses should not be worn unless specified by a doctor's excuse. Shoes or other soled footwear are required. Roller shoes (like Heelys) are not allowed. Hats must be removed when entering the building and stored in a locker for the remainder of the day until the 3:15 bell. Clothing that displays profanity, obscenity, drugs, sex, tobacco, or alcohol is unacceptable. This includes shirts with suggestive slogans or innuendos.

Students are asked to use common sense and good taste in their selection of shorts for school. Short shorts are not permissible. If front pockets are showing, the shorts are too short. Shorts or skirts should be no shorter than the tip of the shortest finger with the arms hanging naturally at the side. Necklines should be no lower than the straight line from underarm to underarm. Shoulder straps should be no narrower than the width of the student's 2 fingers.

### Dress Code Violation Enforcement

1. All violations will be documented and reported in Skyward.
2. Students will be asked to correct the violation by putting on an appropriate covering of their own or one they can borrow.
3. If the student does not have appropriate clothing to correct the infraction, he/she will be given clothing by the Assistant Principal of Student Conduct or can request a parent to bring appropriate clothing.

### Dress Code Violation Discipline

1. First Offense: warning and violation corrected
2. Second Offense: violation corrected and detention
3. Third Offense: violation corrected, detention and parent contact
4. Fourth Offense: violation corrected, ISS and parent meeting
5. Further offenses will be treated as insubordination.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Carrying a cell phone with you at school is a privilege. During classes, cell phones and other electronic devices are to be off and left out of sight in a purse or pocket unless directed by staff. The use of cell phones will be allowed between classes and during lunch. Parents should use the Assistant Principal's Office to contact their student. If a student is caught calling, texting, or answering his/her cell phone during class, it can be confiscated and turned over to the Assistant Principal's Office. (1) On a first offense the student will receive 2 detentions and the parent must pick up his/her phone in the Assistant Principal's Office at the end of his/her school day. (2) On a second offense, the student will receive 3 detentions and the phone must be retrieved from the Assistant Principal's Office by a parent also. (3) For the third offense, a 1 day suspension will be the rule. Subsequent infractions will result in additional suspensions.

No student, for any reason, is to use his/her cell phone to make arrangements to go home. If a student needs to go home because of illness then the student should get a pass from his/her teacher and go to the Nurse's Office. If a student leaves school without checking out through the Nurse or Assistant Principal, then the student will receive a minimum of one detention and the absence will be considered unexcused.

Other electronic devices such as laser pointers are not permitted.

## **TRANSMITTAL OF INAPPROPRIATE MATERIALS**

Students shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of sexual orientation, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of sexual message in electronic or any other form, including contents of a cell phone or other electronic device may lead to discipline up to expulsion. Such actions may be reported to local law enforcement and child protection services.

### **NOTIFICATION - ILLINOIS PUBLIC ACT 98-129**

As of January 1, 2014, Illinois Public Act 98-129 allows elementary and secondary schools to request or require students to provide social media passwords.

Social media password information may be requested if the school believes the student's account on a social media networking site has evidence that the student has violated a school rule or policy.

## **INTERNET USE POLICY**

Metamora Township High School provides its employees and students ("users") with access to computing equipment, systems, and local network functions. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The following procedures do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Access Rights and Privileges

1. The School District has the right to place reasonable restrictions on the use of equipment, resources, and material students and employees' access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of the District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights. Access to the District's Internet must be for educational purposes or research and be consistent with the educational objectives of the District.
2. All District employees and students will have access to the Internet through the District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. Students have access to District provided Internet e-mail.
4. Students may be permitted to access an external Internet e-mail service or their personal e-mail account for the purpose of legitimate instructional or school-based needs.

### Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post, or cause to have posted, personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures with names, or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, and/or unacceptable, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or software, interfere with computer or network

performance, interfere with another's ability to use equipment and systems, or destroy data.

6. Users may not use the District's private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
7. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
8. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
9. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
10. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
11. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
12. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
13. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
14. Users may not engage in personal attacks, including prejudicial or discriminatory attacks. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Users may not play Internet computer games. Approved educational games may be available on some computers.
16. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
17. Users may not forward or post chain letters or engage in "spamming".
  - i. Spamming is sending an annoying or unnecessary message to a large number of people.
18. Users will not install or reproduce unauthorized or unlicensed software on District resources.
19. Users may not plagiarize works that they find on the Internet or other resources.
20. Users may not post anonymous messages of any kind.
21. Users may not use the network while access privileges are suspended or revoked.
22. Users may not use technology resources and Internet for private business activities or unreasonable personal use.
23. Users may not use the District's private network for political lobbying.
24. 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 violation of these procedures.
25. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
26. 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, system software, any other network, or computer hardware. This includes, but is not limited to, the uploading or creation of computer viruses.

Any misuse, vandalism, or internet activity by users deemed inappropriate by the administration may lead to

the following actions. When an unacceptable use occurs, the minimum discipline may be a detention. The maximum discipline may be, but is not limited to, payment for hardware damage, payment for time required to repair workstation software or server software, legal fees, and loss of computer and Internet privileges.

### System Security Obligations

1. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends, or family. Under no conditions should a user provide his/her password to another person.
2. An attempt to log on to the District's private network or circumnavigate network security or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
4. Users should immediately notify a teacher or system administrator of any possible security problem.
5. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

### Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might be accessible via the Internet. All use of the Internet shall be consistent with the District's goal of promoting educational excellence.
2. The System Administrator will setup and maintain the filtering software algorithms, logic tables or "rules" in consultation with, and approval by, the Principal.

### Due Process

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.
2. In the event there is reasonable suspicion a student has violated the District Acceptable Use Policy, the student will be provided with a notice of the alleged violation and an opportunity to be heard. Disciplinary actions may be taken.
3. Employee violations of the District Acceptable Use Policy will be handled in accord with law, School Board Policy, or collective bargaining agreement(s), as applicable.

### Administration

1. The System Administrator has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the School District's technology systems and services from unauthorized access, loss or misuse.
2. 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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **COMPUTER USAGE**

Any misuse, vandalism, violation of the School District's Internet Use Policy, computer usage, or activity deemed inappropriate by the library or teaching staff or by the school administration may lead to the following actions and disciplinary measures:

Minimum Discipline 1 Detention

Maximum Discipline Repayment for damage and/or loss of Internet and computer use for the remainder of the school year, plus any additional disciplinary measures as deemed appropriate by the school administration.

## **STUDENT-OWNED DEVICES HANDBOOK POLICY – (BYOT)**

- All student owned devices are the responsibility of the student. The District will not be held liable for any damage, loss or theft to said devices.
- District will provide minimal tech support for student owned devices.
- All student owned devices will be subject to district policies regarding school appropriate material and will be subject to the same consequences.
- Classroom teachers have the final say in whether student devices will be used in their classroom.
- It is a privilege for students to listen to music on their device. This is allowed at the discretion of teachers and administrators. In order listen to music, they need to have headphones or earbuds in and the volume should be at a personal level where only they are able to hear it. This also applies in common student areas like hallways.

## **BUS CONDUCT**

School bus transportation is a service provided by the school to students who live more than 1 1/2 miles from the school. Buses are an expensive expenditure and should be treated with care. Give full respect to bus drivers at all times. The service may be taken away if the student abuses it. Students are required to abide by the following rules of conduct:

1. Be at your designated bus stop on time, stay off the road, and wait until the bus comes to a complete stop.
2. Keep hands and head inside the bus at all times, remain in your seat, and do not tamper with the bus or any of its equipment.
3. Obey the bus driver by keeping the noise minimal and the bus safe and sanitary. Follow all directions the bus driver gives.
4. Keep all your belongings together and remember to take them with you when you get off the bus.
5. No eating, smoking, or drinking is allowed on the bus.
6. Help look after smaller children on the bus.
7. In case of a road emergency, be alert to the danger signals from the driver and remain in the bus until instructed otherwise. If instructed to exit the bus and cross a highway, wait for the driver to signal safe crossing and then cross the highway by proceeding at least ten feet in front of the bus.
8. You must ride on your scheduled route unless written permission is provided by a parent/guardian and approved by the Assistant Principal's Office. Do not ask the driver to make unauthorized stops.

Passengers will observe the same rules on all trips under school sponsorship. Students suspended from riding the bus and do not have alternate transportation will have the opportunity to make up all missed work for equivalent academic credit.

## **GENERAL BUILDING AND LAWN CARE**

In order to keep our school clean, everyone must cooperate. Candy wrappers and other papers and trash should be thrown in the waste paper baskets provided in the halls. Desks and other school furniture should not be marred, cut, or damaged in any way by students. The appearance of the school reflects the conduct of the students. The same care of the building should hold true of the lawn. Refrain from littering, and our lawn will look neat and clean.

## **INSTRUCTIONAL MATERIAL FEES**

Each student is required to pay \$125 annual textbook fee. Students who qualify for the free and reduced lunch program will have a reduced textbook fee. For more information about the free and reduced lunch program or an application, please contact the Superintendent's Office.

The student is held responsible for proper care of rented textbooks. Fines will be assessed when there is unusual wear, damage, or lost books. Notebooks and consumable supplies are to be purchased by the student.

## **UNACCEPTABLE BEHAVIORS**

Although certain levels of discipline are set forth and specified under the following provisions, the School District reserves the discretion to impose any level of discipline deemed appropriate for any student misconduct, which may or may not follow the specified levels of progressive discipline for the listed behaviors. These specified levels of progressive discipline are meant as general guidelines for the imposition of disciplinary measures, which may be adjusted depending on the severity of the misconduct involved as determined by the School District and the school administration.

### **ASSAULT**

Any unprovoked attack or harassment against a student or staff member will be dealt with as an assault. This behavior may result in police involvement, immediate suspension, and a Board hearing with the possibility of expulsion.

### **CHEATING**

Copying homework, looking at other's work, and all forms of cheating are detrimental to the education of all our students. Cheating will result in a detention and possible loss of grade for the specific assignment involved.

### **FIGHTING**

First Offense	Minimum of 1 day suspension
Second Offense	Suspension and parent conference
Third Offense	Suspension and parent conference with the possibility of Board hearing and expulsion

### **FORGING OF PASS**

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	Suspension and parent conference

### **GANG ACTIVITY**

As used herein, the phrase "gang-like activity" shall mean any conduct engaged in by a student 1) on behalf of any gang, 2) to perpetuate the existence of any gang, 3) to effect the common purpose and design of any gang, and 4) to represent a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students.

Any activities known to represent gang culture or gang activities that occur in our school or at any school related function, will result in suspension with the probability of expulsion. This would include, but not be limited to, the wearing of gang insignia or cult symbols, "flashing" gang signs, drawing gang symbols, distributing gang literature, or using gang "threats". In addition, only those groups that have received the permission of the school board or administration are permitted the use of school facilities for group meetings.

### **INSUBORDINATION**

Insubordination of any degree toward faculty or staff will not be tolerated. Penalties range from one detention to suspension with a recommendation for expulsion, depending on the circumstances of the infraction.

### **LOITERING**

Students not participating in an extracurricular activity or not supervised by a staff member may have to be out of the building by 3:30 p.m. Students may not enter the building at night or on weekends unless participating in a supervised activity or as a spectator to a regularly scheduled event.

### **OFF-LIMITS AREAS**

Certain parts of the school are always off-limits to students such as mechanical and service areas. Other parts of the school are off-limits at certain times such as hallways during instructional periods. It is the responsibility of the student to seek permission and display a pass while in these areas. Students who are found in "off-limits" areas may be assigned the following discipline.

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	Suspension and parent conference

## **PORNOGRAPHY / PORNOGRAPHIC MATERIALS**

Students who possess, distribute, or produce pornography/pornographic materials will face a suspension with a parent conference on a first offense. A subsequent offense will result in a suspension and a recommendation for expulsion at a Board hearing.

## **POSSESSION OF DRUGS, DRUG PARAPHERNALIA, ALCOHOL, MEDICAL MARIJUANA, VAPOR PENS OR “LOOK-ALIKE” DRUGS**

In the event that a student is under the influence of, or is involved in the possession, sale, purchase, consumption, or distribution of any alcoholic beverage, any illegal drug or controlled substance, any “look-alike” drug or controlled substance, any legal (prescription or over-the-counter) drugs for the purpose of intoxication or illegal profit making activities, or any drug paraphernalia, the following policy will be in effect. Anything that causes impairment is also a caveat. This policy will apply when students are on school property, attending a school function, or are involved in a school-sponsored activity. Furthermore, the possession or use of all illegal or controlled substances will be referred to law enforcement officials as required by law.

1. Confiscation of the material or item (which may be turned over to law enforcement officials).
2. Up to ten day out-of-school suspension with parent conference.
3. Possible School Board hearing.
4. Possible recommendation for expulsion or alternative placement.

## **POSSESSION OF A WEAPON**

Any weapon, or item that may be used as a weapon, will be confiscated. This would include certain items that have no place in school, such as knives of any sort (hunting, fishing, and buck knives). In addition, the individual(s) responsible for the weapon may be suspended or brought before the School Board for possible expulsion.

## **PROFANITY**

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	Suspension and parent conference

## **PROFANITY DIRECTED AT A STAFF MEMBER**

First Offense	5-10 Day Suspension
Second Offense	Board hearing with the possibility of expulsion

## **PUBLIC DISPLAY OF AFFECTION**

Please demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a school. Please limit displays of affection to hand holding, and avoid the practice of having arms around one another, sitting on each other's lap, or various other degrees of affection.

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	Suspension and parent conference

## **SCHOOL DISRUPTIONS**

Students who incite, participate in, or perpetuate forms of civil/criminal disobedience, such as sit-ins, walk-outs, boycotts, or other disruptions of the normal operation of the school (food fights, tampering with fire alarms/false alarms/bomb threats, etc.) will assist in the clean-up and pay for any damage caused by the incident, be suspended a minimum of one day, and possibly be recommended to the school board for expulsion. Under no circumstances should student misbehavior interfere with the health, safety, or educational opportunities of our students. Students will be evaluated on their level of participation and dealt with as individually as possible.

## **SEXUAL HARASSMENT**

Sexual harassment refers to unwanted actions, words, or behaviors, which represent physical, sexual, or emotional intimidation of another individual. Each student has the right to be free from sexual harassment and the harm resulting from such antisocial acts of conduct while the student is attending school or engaged in school activities. Furthermore, the School District neither condones nor tolerates sexual harass-



ment of any District student, employee, or official, or of any other person attending a school activity or on school grounds.

Under the Illinois Human Rights Act and federal law, sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature that (a) substantially interferes with a student's educational environment; (b) creates an intimidating, hostile, or offensive educational environment; (c) deprives a student of educational aid, benefits, services, or treatment; or (d) makes the submission to or rejection of such unwelcome conduct the basis for an academic decision affecting a student. Sexual harassment may involve the interaction of any two or more persons, including student-student interactions or student-employee interactions.

The following examples would be considered sexual harassment:

- Unwanted sexual behavior, such as touching; verbal comments; sexual name calling; spreading sexual rumors; gestures; jokes; pictures; leers; overly personal conversation; cornering or blocking student's movement; and pulling at clothes.
- Purposefully limiting or denying a student's access to educational materials, tools, or programs on the basis of gender or sex.
- Teasing or impeding a student's progress in classes or extracurricular activities that are traditionally viewed as a female or male class or activity, such as questioning the student's ability to handle the work or activity, hiding materials or equipment, suggesting the student is somehow "abnormal" for enrolling in such a class or activity, or making sexual or inappropriate remarks regarded as "joking" or part of the normal atmosphere of the class or activity.

If a student feels that he/she or another student is being or has been sexually harassed, the student should take one of the following steps:

1. Orally confront the individual and express that unwanted action, behavior, or words should cease immediately.
2. If the action, behavior, or words do not cease, contact Kevin Hodel by calling 309-367-4151, Ext. 530 to discuss the matter and/or make a report. If necessary, correspondence can be sent to 101 W. Madison Street, Metamora, Illinois 61548. You may also contact Malinda Brown by calling 309-367-4151, Ext. 552 to discuss the matter and/or make a report. If necessary, correspondence can be sent to 101 W. Madison Street, Metamora, Illinois 61548.
3. Request that the complaint be brought to the attention of the Principal, Superintendent, and/or School Board for review or hearing.
4. File a charge with the U.S. Equal Employment Opportunity Commission (call toll free 800-USA-EEOC) or the Illinois Department of Human Rights (call 312-814-6200).

## **TARDINESS**

### To School

Upon arrival to school, students who are tardy should report to the Assistant Principal's Office to secure a pass to class. Students arriving late to first hour will remain tardy unless an identifiable emergency can be confirmed.

Students returning to school after a period of absence need to report to the Assistant Principal's Office and arrive to 1st hour by the 8:15 a.m. tardy bell. Failure to do so will result in students receiving a tardy.

### To Class

Tardiness is defined as not being in your seat or assigned work area when the bell rings.

Arriving to class more than 15 minutes late is considered an unexcused absence without a pass.

Third tardy to a class in a semester	1 Detention
Fourth tardy to a class in a semester	1 Detention
Fifth tardy to a class in a semester	2 Detentions
Sixth tardy to a class in a semester	Suspension with parent conference

T: Tardy: Tardy to class (1-15 minutes) same as it has been; for seniors, 3 Ts, or any combination of Ts or T-Es, will equal 1 absence towards taking finals.

**T-E:** Student arrives to class within 1-15 minutes of the hour starting with a valid reason – i.e. doctor's appointment with note. For this example, the student is present for state reporting purposes. Skyward will tally this type of tardy under the tardy category.

3 T-Es, or any combination of T-Es and Ts, would count as 1 absence towards taking finals.

**TA-E:** Tardy Absent-Excused. The student arrived to the Assistant Principal's office more than 15 minutes after a class period started with a valid reason -- like a doctor's appointment with appropriate documentation. This counts as an MTHS absence but still allows MTHS to count the student present for state reporting purposes. Skyward will tally this type of absence under the tardy category, but teachers can count this type of tardy as an absence for senior final exams. For second semester senior final exam purposes, a single TA-E would equal 1 absence towards taking finals.

**TA-U:** Tardy Absent-Unexcused. The student arrived to the Assistant Principal's office more than 15 minutes after a class period started without a valid reason. This counts as an MTHS unexcused absence but still allows MTHS to count the student present for state reporting purposes. Skyward will tally this type of absence under the tardy category, but teachers can count this type of tardy as an unexcused absence for senior final exams. This would count as an unexcused absence from that class and the student would have to take the final exam for that course.

Additional tardies beyond the sixth tardy to a class in a semester may result in a 3 day suspension and/or removal from that class.

## **THEFT**

No material from the building or grounds shall be removed from its proper location without staff permission. No projects or special items shall be constructed without prior arrangements and approval through the instructor responsible for that area. Theft may result in suspension, Board hearing, and possibility of expulsion.

## **THROWING OBJECTS**

Throwing any objects in a dangerous manner (including snowballs, rocks, pens, etc.) is prohibited.

First Offense	1 Detention
Second Offense	2 Detentions
Third Offense	Suspension and parent conference

## **TOBACCO**

### Possession of Tobacco or Other Smoking Products

Surrender of material and 1 detention

### Use of Tobacco

Smoking or chewing tobacco on school grounds is not permitted. This is defined as holding either lighted or unlighted tobacco products (including electronic cigarettes), smoke coming out of nose or mouth, or chew placed in the mouth.

First Offense	1 Day suspension
Second Offense	3 Day suspension
Third Offense	Suspension and Board hearing with possibility of expulsion

## **TRESPASSING**

Individuals who enter the school building or are on school property without first obtaining permission through the Assistant Principal's Office will be asked to leave and informed that further violation of the policy will result in a trespassing complaint. This may result in police involvement.

## **UNPREPARED FOR CLASS**

Students should bring the necessary books, pens, paper, and other required supplies to class each day. Failure to do so wastes time and makes learning more difficult. Repeatedly being unprepared will result in the following action.

Third unprepared to class in a semester	1 Detention
Fourth unprepared to class in a semester	1 Detention
Fifth unprepared to class in a semester	2 Detentions
Sixth unprepared to class in a semester	Suspension and parent conference

## **VANDALISM / PRANKS**

Damage to school property caused by vandalism or pranks is considered a violation of Illinois State Law. It can result in felony charges. Significant penalties can be assessed by the court. The following discipline plan established by MTHS reflects our primary concern for student safety and firm stand against public property abuse.

**First Offense:** Penalties will include a suspension ranging from one to ten days and repayment of costs incurred by the school to clean, repair, or replace any resultant facilities/equipment damage. Privileges to attend selected activities or events conducted at MTHS may also be taken away. These activities can include (but not be limited to) Homecoming, Prom, graduation ceremonies, athletic events, and club functions. More serious situations may result in a Board of Education hearing with possibility of expulsion.

**Second Offense:** Penalties will include a ten day suspension, repayment of costs incurred by the school to clean, repair, or replace any resultant facilities/equipment damage, loss of privileges to attend all activities conducted at MTHS for one full 365 day period, and a Board of Education hearing with possibility of expulsion.

Seniors who are involved in vandalism or pranks may be prohibited from choosing the formal graduation option. The senior may have to choose one of the other remaining graduation options. Information about the different graduation options can be found in the Main Office.

## **VERBAL HARASSMENT - BULLYING – CYBERBULLYING – TEEN DATING VIOLENCE**

Students cannot make verbal and/or implied threats to teachers/staff or other students. Statements, actions or digital communication that can alarm, disturb, harm, or interfere with the orderly operation of the school will not be tolerated. The District Board of Education prohibits acts of harassment, intimidation or bullying of a student. The District Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

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.

An anonymous MTHS Bullying Report Form is available on our school website under the headings; Student or Parent Resources.

First Offense	Minimum 1 Detention
Second Offense	Minimum 2 Detentions
Third Offense	Suspension and Parent Conference

## **VIOLENCE OFF SCHOOL GROUNDS**

Any significant acts of violence by students that occur away from school but may have an impact on the safety of the student body or the learning environment at MTHS, will be dealt with by a suspension of the involved parties. This suspension will be in effect until the time a School Board hearing can take place to determine the placement of the individuals involved.

## **DANCE ETTIQUITE**

Attendance at school-sponsored dances is a privilege. The following protocol must be followed at all MTHS dances: Students must dance face to face only. All grinding is prohibited. If a student/guest violates the no grind policy, the student/guest will be asked to leave the premises and not be allowed to return to the current dance and possible future dances per administrative guidelines.

## **STUDENT SECTION SPORTSMANSHIP**

Attendance at extracurricular events is a privilege. It has been a tradition at Metamora High School that each and every student in the school will be recognized by his/her display of sportsmanship and good con-

duct at all times.

Good sportsmanship starts with the individual. Fair play, responsibility, consideration for others, and consideration of IHSA officials are examples of quality sportsmanship and should be displayed by everyone.

The expectations for the student section are:

- Cheer for your team
- No swearing/vulgar comments/ lude or suggestive cheers or chants
- Do not single out any individual player, coach, or IHSA official and make comments directed at them.
- Per IHSA rules, no artificial noise makers (air horns, clappers, etc.) are allowed

Any act of unsatisfactory conduct by spectators in any activity in which Metamora High School is engaged may result in removal from the activity and may result in suspension from further attendance at activities.

## **EXTRACURRICULAR ACTIVITIES/SPORTS**

### **EXTRACURRICULAR PHILOSOPHY**

Extracurricular activities and 8th hour Team PE are privileges and not rights. Students who participate in extracurricular activities are representatives of the school and the community. As representatives of the school and community, participants are held to a higher standard of conduct. Because of the great variety in activities, each coach/sponsor will explain the rules and expectations specific to his/her activity as well as applicable school and IHSA rules. While part of an extracurricular activity, all school rules and expectations apply.

### **EXPECTATIONS FOR STUDENT PARTICIPATION**

Students who choose to participate in an extracurricular activity are expected to do the following:

1. Maintain passing grades in five academic subjects.
2. Develop a positive school attendance record.
3. Follow team, school, and IHSA rules.
4. Immediately obey directives from coaches and sponsors.
5. Develop a healthy lifestyle.
6. Take responsibility for their behaviors.
7. Promptly notify coaches when a conflict occurs with another school activity or family event.
8. Make a commitment to disciplines that makes them better at their activity.
9. Make a commitment to their activity, coach/sponsor, teammates, and self.

This means:

1. Being at practice on time and ready to practice.
2. Getting plenty of rest.
3. Eating healthy.
4. Doing the conditioning necessary for the activity.
5. Working hard and doing your best.
6. Getting along with your teammates.
7. Setting personal goals.
8. Being willing to learn.
9. Striving to improve your skills.
10. Representing your school and community in a positive manner.

### **MISSING A PRACTICE OR GAME**

Participants in extracurricular activities are expected to make a commitment to be at all practices, games, and activities. Coaches and sponsors may take appropriate disciplinary action when athletes or participants miss practices and events. It is the athlete's or participant's responsibility to notify the coach or sponsor at least five days in advance when he/she has a conflict and cannot be at practice or the event.

## **SPORTS INJURY/COCUSSION PROTOCOL**

When a participant is injured or diagnosed with a concussion, they must immediately inform their coach, the athletic director, and the school nurse. MTHS has developed procedures for sports injuries and concussion protocols to aide the participant in returning to play and learn.

## **EXTRACURRICULAR TRANSPORTATION**

All students are expected to ride to and from all extracurricular activities with the organization and its sponsors. Exceptions to this must be cleared prior to the activity.

## **SPORTSMANSHIP**

It has been a tradition at Metamora High School that each and every student in the school will be recognized by his/her display of sportsmanship and good conduct at all times.

Good sportsmanship starts with the individual. Fair play, responsibility, and consideration for others are examples of quality sportsmanship and should be displayed by everyone. Any act of unsatisfactory conduct, whether by spectators or participants, in any activity in which Metamora High School is engaged may result in removal from the activity and may result in suspension from further attendance or participation in activities.

## **ELIGIBILITY POLICY**

1. Participants shall be enrolled as full time students at MTHS.
2. Participants shall be subject to the IHSA scholastic standing policy.
3. Participants must be in compliance with the rules and regulations set forth by the coach or sponsor for each activity in which they participate.
4. Participants, with the exception of first semester freshmen, must have successfully completed five credit-bearing courses from the preceding semester.
5. Participants must be active students and not be suspended or expelled at the time of participation.

Academic eligibility is determined at the end of each school week. Eligibility for the ensuing week is determined by the results. All eligibility rulings pertain to the period of Monday through Sunday of each week. The following procedures are used to determine eligibility:

1. Teachers have grades posted by 2:00 a.m. on the last school day of the week.
2. A student's grade is determined by establishing what the student's grade is for the present semester (as if it were to be transferred to another school.) Specifically, it would be the accumulative grade for the present semester, not just the grade for the specific week.
3. The Principal's Office determines students who are ineligible.
4. The list of ineligible students is emailed to teachers.
5. Students who are ineligible may participate in practices. In the event of a second week of ineligibility, the student will be suspended from practice until eligibility has been attained.
6. All students placed on the ineligibility list will not be allowed to participate in any activities outside of the normal classroom day. This will include field trips or other activities that may require a student to be gone for an extended period of the day.

## **MID-ILLINI CONFERENCE ELIGIBILITY**

Mid-Illini Conference members respect decisions made by conference schools. MTHS will not allow a student who has transferred into the district to participate in any athletic activity if the student was ineligible at the sending conference school.

Visiting schools shall not bring banners, flags, signs, etc. to display at Mid-Illini activities.

## **EXTRACURRICULAR ACTIVITY CODE**

This Extracurricular Activity Code shall apply to all school sponsored extracurricular activities conducted by and representing MTHS. These extracurricular activities include, but are not limited to, MTHS Athletic Teams, Cheerleading, Dance, Intramurals, Fine Arts Activities, Scholastic Bowl, National Honor Society, Class Officers, Student Council, Yearbook, FFA, FCCLA, Martial Arts, Newspaper, Speech, and Bass Fishing Club.

## USE OR POSSESSION OF ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES, ACTS OF VIOLENCE, OR ILLEGAL ACTIVITIES.

Use or possession of alcoholic beverages, tobacco (including electronic cigarettes), illegal drugs, look-alike substances, or any substance that causes impairment (including, but not limited to, controlled substances, prescription medicines, over-the-counter medications, natural intoxicants, and impairing chemicals) are prohibited, as well as any acts of violence, vandalism, theft, gang activity, possession of weapons or other illegal or criminal behaviors. Students who participate in any extracurricular activity shall not organize or host social events or gatherings where alcoholic beverages or tobacco are available to or being consumed or used by underage individuals or where any illicit or illegal drugs, controlled substances, look-alike substances, or drug paraphernalia are available or being consumed or used.

A student shall be considered in violation of this Code if he/she admits to violating the Code; is reported by a school staff member, is reported by his/her parent or guardian or law enforcement official, or if the student receives a court fine or conviction. Also, a student who tests "positive" under the MTHS Random Drug Testing Policy shall be deemed to have violated this Code. When reasonable suspicion exists, a student's refusal to submit to a drug or alcohol test administered by the school or law enforcement agency will be considered an admission of guilt and a violation of this Code. This Activity Code applies on or off school grounds and at all times of the year, including summer break, other breaks, or any time that is out of season for the particular activity. Maintaining or being identified on a social-networking site, blog site, or video cast site, which depicts illegal, or inappropriate behavior will also be considered a violation of this code.

These rules begin when a student graduates from grade school and ends when he/she graduates from high school. For Seniors involved in an extra-curricular activity that continues beyond the date of their graduation, they will be under the extra-curricular activity code until their season ends. The following penalties will apply for all athletic and non-athletic extracurricular activities:

1st Offense – Suspension from participation in all extracurricular activities for one-fourth of each current season's activities. In the event the offense occurred at the end of a season, the total penalty or penalties would take effect at the start of the next season.

2nd Offense – Suspension from participation in all extracurricular activities for one calendar year after all previous penalties have been served. If a student would like to shorten the suspension to one-fourth of every sport/activity for one calendar year, he or she can participate in a counseling program offered through the Guidance Office for a half calendar year (initial meetings will be weekly and can become monthly after two months). The District may require a student athlete to submit to a drug test(s) at the parent/guardian's expense (for drug and alcohol offenses only).

3rd Offense – An additional one calendar year suspension to be served after all previous penalties have been served.

A participant in Intramural Basketball is no longer allowed to use Intramural Basketball to serve an extracurricular code penalty for any violation(s) unless the participant is not involved in anything else (athletic or non-athletic).

### REMOVAL FROM ACTIVITY

Students may progressively appeal their removal from an activity beginning with the coach/sponsor, followed by the administration, then to the Board of Education. Students who are suspended from school or who have been expelled from school are automatically removed from the activity during their suspension or expulsion.

## **RANDOM DRUG TESTING POLICY**

### PHILOSOPHY

Extracurricular participation at Metamora Township High School serves as an integral part of the student's educational experience. Experience through extracurricular activities contributes to the knowledge, skills and emotional patterns, which the student possesses. The Board of Education further believes that by participating in extracurricular activities, students are provided the potential for becoming better persons and citizens. Participation in extracurricular activities is a privilege which carries with it responsibilities to the school, team, student body, community, and to the students themselves. While active participants in activities at Metamora Township High School, students are motivated to excel within the principles of good sportsmanship and fair play. All student athletes must conform to all IHSA eligibility standards. Students

may not participate in a sport or activity until this Policy is signed and returned to the High School.

### APPLICATION

This policy shall apply to all school sponsored extracurricular activities conducted by and representing MTHS where participation is voluntary. These extracurricular activities include, but are not limited to, all MTHS Athletic Teams, Cheerleading, Dance, Intramurals, Fine Arts Activities, Scholastic Bowl, National Honor Society, Class Officers, Student Council, Yearbook, FFA, FCCLA, Martial Arts, Newspaper, Speech, and Bass Fishing Club.

### STUDENT EXTRACURRICULAR ACTIVITIES: RANDOM DRUG TESTING

While the Board of Education encourages students to participate in extracurricular activities, it believes such participation is a privilege offered to eligible students on an equal opportunity basis and not an absolute right.

Through participation in extracurricular activities defined in this Policy, students misusing legal or using illegal drugs or alcohol pose a threat to their own health and safety, as well as to those who compete or participate with them.

Therefore, to be eligible to tryout for, or to participate in, these extracurricular activities, each student and his or her parent(s)/guardian(s), must give consent to random drug, alcohol, and tobacco testing in order for the student to participate in any extracurricular activity covered by this Policy. Furthermore, failure to sign a "Random Drug and Alcohol Testing Consent" form will render the student ineligible to participate in any extracurricular activity.

The purpose of this policy is threefold:

- (1) To provide for the health and safety of students engaged in interscholastic activities.
- (2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco.
- (3) To encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is non-punitive. This Policy is designed to create a safe environment free of drugs, alcohol, and tobacco, and to recommend professional help when needed. It is not intended to punish a student other than possibly barring such student from participation in interscholastic activities. Accordingly, the results of any drug, alcohol, or tobacco test administered under this Policy shall be used by the School District only for determination of eligibility of a student to participate in extracurricular activities.

No student shall be expelled or suspended from school as a result of any verified positive test conducted pursuant to random testing conducted under this Policy. This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol and/or tobacco possession or use.

### EXTRACURRICULAR DRUG, ALCOHOL & TOBACCO TESTING PROGRAM

#### Testing Procedures

1. The Collection Agent, utilizing a randomizing computer program, shall select extracurricular participants for drug, alcohol and/or tobacco testing. Testing may occur on any day, Monday through Saturday. Names will be randomly selected from a pool of all extracurricular participants. Each student participant may be tested at any time during the calendar year. The School District specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion of drug, alcohol, or tobacco use is found to exist.
2. No student will be given advance notice or early warning of the testing.
3. If the randomly selected student refuses to participate in the testing procedure or to give a sample, or if the student is present at school, then leaves school, and the absence is unexcused, the student will be considered the same as a student testing positive. (See Test Results).
4. The Collection Agent will perform drug, alcohol, and/or tobacco testing by breath alcohol testing, urinalysis, hair analysis, and/or saliva swab testing. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the

urinalysis. Upon being selected for a hair analysis test, the student shall provide a "fresh" hair sample for top of the student's head in the presence of the Collection Agent. Upon being selected for the saliva swab test, the student must swab the inside of his or her mouth in the presence of the Collection Agent.

5. The Collection Agent will accompany and direct the student to a private restroom, where he or she will produce an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 3 hours, the student will be taken to the Athletic Director's Office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at the next testing date in order to regain eligibility.
6. All urinalysis specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. The heat strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen within 3 hours.
7. A student will be ineligible for extracurricular activities for one calendar year from the date of the infraction if he or she tampers with a specimen or sample or cheats during the collection of a specimen or sample under this Policy or engages in any activity intended to otherwise disrupt the collection or testing of a specimen or sample under this Policy. If this is the student's second or subsequent infraction for tampering or cheating under this Policy, he/she will be ineligible for extracurricular activities for the remainder of his/her high school eligibility. This will be reported to the student and the student's parent(s)/guardian(s).
8. The student will return to class or his/her activity when testing is concluded and is able to make up all work missed during that time.
9. Each specimen will be given to the laboratory for testing.

#### CHAIN OF CUSTODY

1. The setup of the collection environment, guarantee of specimens, and supervision of the chain-of-custody will be performed by the designated Collection Agent.
2. To maintain anonymity, the student will be assigned a number.
3. Designated MTHS personnel will escort the students to the collection site. No student is allowed to go to his or her locker. There will be minimal classroom interruptions. Students may be called before, during, or after school, during practices, during off season workouts, or immediately proceeding or following an extracurricular event.
4. Before a student's urine or saliva is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
5. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. Only the lab testing the specimen may break the seal.
6. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
7. Students will be instructed to remove all outer layers of clothing, empty all pockets, and wash their hands in the presence of the Collection Agent. The Collection Agent or MTHS personnel retain the right to request a search of the student before entering the restroom. The restroom door will be closed while the student provides a urine specimen. The Collection Agent will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off or sealed.
8. After it is sealed, the specimen will be transported to the testing laboratory utilizing the Chain of Custody. The testing laboratory will report results to the Collecting Agent or designated MTHS personnel.

#### TEST RESULTS

1. The student who tests "positive" will be under an Extracurricular Activity Code violation and will be notified by the Athletic Director. The parent or guardian will then be notified of the student's positive test result. The appropriate Extracurricular Activity Code punishment will be administered.



2. The name of the student who tests positive will be turned over to the Head Guidance Counselor who may provide recommendations to the parent.
3. The Athletic Director or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities after the student's appropriate penalty has been served. The student's name would then be placed back into the random pool. If a "positive" result is obtained from the "follow-up" test, or any later test, it will be considered a subsequent violation.
4. The School District reserves the right to continue testing at any time for the next 365 days after a positive test for any student who had a verified "positive" test.
5. Information on a verified "positive" test result will be shared on a need-to-know basis with the student, and his/her parent(s)/guardian(s), the Head Guidance Counselor, the Building Administrator, the Athletic/Activity Director, the Assistant Principal, and the School Nurse. The results of a "positive" test will be kept confidential.
6. The testing data will be kept by student number, not name. This data may be shared with the School District Administration and the Board of Education.

### FINANCIAL RESPONSIBILITY

1. Under this policy, the School District will pay for all random drug tests. Once a student has a verified "positive" test result, all follow up tests will be paid for by the student or the student's parent(s)/guardian(s).
2. A request for another test of a "positive" specimen or sample is the financial responsibility of the student or the student's parent(s)/guardian(s).
3. Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or the student's parent(s)/guardian(s).

### CONFIDENTIALITY

Under this Policy, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, except as provided in this Policy or in response to a lawful subpoena or other legal process where such disclosure is required.

### OTHER RULES

Apart from this Policy and random testing program, the Illinois High School Association, as well as each activity's coaching staff or sponsor, may have additional team or activity rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

### INFRACTIONS

As set forth above, any infraction of this Policy by a student resulting from a "positive" test under this Policy will be handled as a violation of the MTHS Extracurricular Activity Code. The MTHS Extracurricular Activity Code sets forth the disciplinary measures imposed for a violation of the Code.

### DEFINITIONS

**Cannabis:** As used in this Policy, cannabis includes marijuana, hashish, and other substances, which are identified as including any part of the plant cannabis sativa.

**Drugs:** As used in this Policy, drugs include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolite, creatine, methamphetamines, methadone, methadone metabolite, marijuana metabolite, opiates, phencyclidine, propoxyphene, alcohol, and Controlled Substances, except where taken pursuant to a legal prescription issued to the student by a licensed physician.

**Controlled Substance:** As used in this Policy, "controlled substance" means any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended.

**Tobacco products:** As used in this Policy, tobacco products include cigarettes, cigars, pipe tobacco, and

chewing tobacco.

## ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)

### KEY PROVISIONS REGARDING IHSA RULES FOR 2016-17 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.

#### 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.

#### 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 by-laws.
    - 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 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, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office 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 non-school 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.

## **EXTRACURRICULAR ACTIVITIES LIST**

### Clubs:

**ARCHERY-** Archery instruction for first time archers and coaching by competitive archers makes this the ideal opportunity to begin or improve this life-long sport. The team competes in various National Archery in Schools Program tournaments and the NASP State Tournament each year. Practices begin second semester.

**BAND (Jazz/Steel/Madrigal Brass)-** The jazz's primary focus is the exploration & development of the genres of Jazz and its history. From the Chicagoland through Central Illinois, the Metamora Jazz Ensemble performs in clinics and festivals all throughout the Illinois . There are multiple levels of steel pan at the high school. Red Steel is the audition and travelling group, but there is also White Steel that is a non-audition group that performs at most concerts. All steel band ensembles will learn the basic fundamentals of Steel Pan as well as musical concepts and the history of the instrument. There are many options for involvement in Instrumental Madrigal Ensembles. There is Madrigal Brass which is an audition groups that performs for all madrigal dinners, as well as for concerts. There are also court players, which is a non-audition brass group that also plays for the madrigal dinners. The last ensemble is recorder ensemble, which plays as a part of the madrigal dinners and performs in the show. All of these ensembles learn about historically relevant music, as well as how to perform such music.

**BASS FISHING CLUB –** The MTHS Bass Fishing Club exists to educate its members on Bass Fishing and to compete in IHSA sanctioned tournaments. It is open to all students and meets throughout the school year with an emphasis in the spring.

**CAR CLUB-** Car Club meets after school one day a week for at least 3 hours. It is open to all students in school to come and work on anything automotive related. Students can learn proper safety, tool use and procedures related to the automotive industry.

**CARDINALIS (Yearbook) –** The MTHS Cardinalis is a 9 x 12 professionally published book of memories. The editors and staff work ten months of the year gathering pictures, team records, coaches' and advisors' comments, and special information. Meetings are usually before and after school.

**CASA YOUTH COALITION –** Citizens Against Substance Abuse is a group of students interested in delivering positive messages to encourage their peers to against drug and alcohol abuse.

**CHESS TEAM -**The chess team is open to students who enjoy playing chess. The team practices throughout the entire school year and competes against other schools' chess teams in matches and IHSA sanctioned tournaments from October through February. Both competitive and non-competitive players are welcome.

**CLASS ACTIVITIES/CLASS OFFICERS-** Homecoming float building.

**FALL / SPRING PLAY –** An organization for those interested in acting, stage crew, make-up and technical

aspects of theater.

FCA– A national organization that provides Christian witness and fellowship activities. At MTHS, the focus is on a weekly “huddle” group that meets one morning a week where student led music, devotionals, and prayer are featured. Videos and guest speakers are also occasionally featured. The “huddle” is open to everyone, not just Christians or athletes. Outside activities and summer camps are also emphasized.

FCCLA – A state/national organization for students who have completed or are presently enrolled in a home economics vocational class. The activities include recreational, social and service functions.

FUTURE FARMERS OF AMERICA (FFA) – A national organization for students interested in agribusiness and agriculture.

FIRST ROBOTICS – First Robotics is a program where teams from around the world are given a six week challenge to build a remote controlled robot to compete in a game that changes each year. Team members gain experience in electrical, programming, 3D modeling and manufacturing facets of the engineering field and contend at regional and world competitions.

GERMAN AMERICAN PARTNERSHIP PROGRAM (GAPP)/ GERMAN DANCERS – GAPP is an exchange program with Germany in which Metamora High School participates every other year. Any student who is at least a sophomore and has had at least one year of German may be considered for the exchange. This club is designed to enhance the students’ interest in German culture. Dance troupe members perform a sampling of German folk dances, including performing at the MTHS German Fest.

KEY CLUB – High school student members of the Key Club performs acts of service in their communities, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.

LAN CLUB – LAN Club is an opportunity for students with a love of video games to meet and compete. Any MTHS Student or Alum is eligible to participate. There is a small fee which includes pizza and access to games all night. We meet at Metamora Township High School, Room 307.

LIFE SKILLS PEER PARTNER PROGRAM – The Life Skills program at MTHS is a functional, community-based curriculum for high school students with developmental disabilities. The Life Skills Peer Partners Program encourages positive social interaction among the Life Skills students and other students at Metamora High School. Life Skills Peer Partners perform a variety of activities including, but not limited to, assisting teachers with classroom activities, assisting students during cooking labs, playing games during recreation/leisure time, and working one-on-one with a Life Skills student. The Life Skills Peer Partner Program is an excellent opportunity for anyone considering a career in education or any service-oriented career. If interested, contact Mrs. Hayes or Mrs. Haney in room 101.

M-CLUB – A club for those varsity letter winners in boys/ or girls’ athletics.

MATH TEAM- The goal of the MTHS math team is to provide a venue in which students who enjoy math can participate in a competitive manner with other mathletes in our school and across the area. Any students (Freshman through Senior) are welcome.

MADRIGALS- The Madrigal Dinner is a 40+ year tradition at MTHS. The event is set up as a Medieval dinner theatre type atmosphere, which transforms the MTHS Old Gym into a Medieval Castle and is an all evening experience. Each year, this dinner takes place during the first weekend of December. This experience is created by mostly MTHS students and allows for many areas of involvement. Students may audition for one of the following opportunities: Madrigal Singers, Court Singers, Madrigal Brass, Court Players, Recorder Ensemble, and Madrigal Actors. Outside of auditions, students may also volunteer for the following opportunities: Backstage/Tech, Serving/Wenching, Decorating, and Kitchen Help. There are endless ways to become involved in the Madrigal Dinner!

MARCHING BAND and COLOR GUARD-The Marching Band is made up of many working parts, including the drum line, the front ensemble, the wind section, and color guard. Marching Band is a non-audition ensemble that competes around the state during the fall. Rehearsals start in the summer and the ensemble performs at all home football games. Students in this ensemble will learn about the basic fundamentals of marching band, as well as advanced practice techniques on their instruments. Color Guard is a non-audition activity that teaches the basics of Flag, Rifle, Sabre, and Dance as it is relevant to the marching

arts. Students in Color Guard MUST be a part of the Marching Band to fully participate. Students will be expected to participate in the summer rehearsals with the marching band and compete at all competitions.

**MEDICAL CAREERS-** This club is for any student (Freshman –Senior) thinking about pursuing a career in the ever-expanding medical field. Several speakers will come to share their experiences in their various medical careers as well as former students who are in the process of obtaining the degrees necessary for these careers.

**MUSICAL-** The musical takes place in the spring and involves a production of singing, dancing, and costume work as well as sound and lighting for students to be a part of.

**NATIONAL HONOR SOCIETY –** This national organization, under the direction of the National Association of Secondary School Principals, sets specific criteria for the selection of its members. The faculty must select from the top 15% of the senior class and the top 10% of the junior class as determined by grade point average. Factors considered include scholarship, service, leadership, and character.

**OPEARTION SNOWBALL –** Operation snowball is a weekend focusing on the prevention of unhealthy life choices through education, skill building, and emotional growth. The weekend workshop addresses a broad range of teen concerns by promoting personal and social development. The teen peer-to-peer effort is founded on the belief that, based on adequate information and an understanding of one's self, every person has the capacity to make sound decisions regarding life and behavior. This process is designed to expand personal and interpersonal growth, leadership skills, and healthy decision-making regarding a broad range of life concerns.

**PHOTOGRAPHY CLUB -** This club is for students interested in digital photography. Students must have a digital camera of some sort—a DSLR, a cell phone or a point & shoot camera—a jump drive and a way to get photos off the camera. Students also learn how to manipulate photos in Photoshop.

**SCHOLASTIC BOWL –** A group that competes in academic contests through a game-style format in which 2 teams of 5 answer questions in categories of math, science, English, literature, music, sports, and popular culture.

**SKILLS USA –** The Metamora Skills USA chapter is an organization for juniors and seniors involved in all areas of Career and Technology Education.

**SPANISH CLUB-**Spanish Club meets weekly before school to enjoy Spanish language pop culture, foods and fun. We plan outings to Chicago's Pilsen and Little Village, salsa nights, and dining as well.

**SPEECH TEAM (FORENSICS) –** Forensics is a Mid-Illini and IHSA sanctioned individual events competition. Students perform acting and public address events during the October-March season. They may also accumulate hours towards Drama Club.

**STUDENT COUNCIL –** An organization of students elected by their peers to represent their interests. They sponsor the student store and are involved in matters that affect students at Metamora High School.

**VISUAL ARTS CLUB –** The goal of the MTHS Visual Arts Club is to provide further opportunities for students who enjoy the Visual Arts. Activities include but are not limited to taking field trips, displaying art work in the school and community, participating in art contests, creating web sites, doing special art projects beyond the classroom and promoting the arts within the school and community. Regular meetings are held once a month and on special occasions.

**VOCAL JAZZ-** The Vocal Jazz ensemble is an auditioned only group, comprised of students currently enrolled in a choral ensemble at MTHS. They rehearse several times a week during the spring semester and perform music from many different genres (pop, jazz, and other miscellaneous a cappella selections). Auditions take place in early January.

**WRITERS CLUB –** A group for students who enjoy writing for fun.

**WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE) –** This is a group of students interested in science and engineering that compete in a series of academic challenges sponsored by the University of Illinois.

## SPORTS

	Boys	Girls
Fall	Cross Country Football Football Cheerleading Golf Soccer	Cross Country Football Cheerleading Golf Swimming Tennis Volleyball
Winter	Basketball Basketball Cheerleading Intramurals Swimming Wrestling	Basketball Basketball Cheerleading Dance Team Intramurals
Spring	Baseball Tennis Track	Soccer Softball Track

## ADDITIONAL FACILITIES AND SERVICES

### CAFETERIA

The cafeteria is located at the west end of the school. Breakfast is served until 8:10 AM on a regular school day and until 9:00 AM on a late start day. Items purchased for breakfast and lunch should be eaten in the student commons where tables and seating is provided.

Payment of lunch can be made through Skyward, the Principal's Office or in the cafeteria. A biometric finger scanning program is available. MTHS is a closed campus. No one is permitted to leave the school grounds without administrative permission.

MTHS offers a free and reduced lunch program. A free and reduced lunch application is mailed with registration materials each school year. To turn in a free and reduced lunch application or to receive a second copy, visit the Superintendent's Office.

The cafeteria provides two kinds of service. One service is the regular lunch. The second service is an a la carte lunch at a cost per item. Space is available for students who bring their lunch. Drinks may be purchased at a nominal cost. For smooth operation, these procedures need to be followed:

1. Students should not run from their classes to the cafeteria and should not cut in line.
2. Each student is responsible for taking his/her tray and waste items to the proper place in the cafeteria. Any student who does not do so will lose his/her privilege to eat in the dining facility. If a supervising teacher requests a student to return some waste items that are near him/her, it is the responsibility of the student to cooperate and do so.
3. If a student spills a drink, it is his/her responsibility to clean it up immediately.
4. Because of the danger caused by glass bottles, they should not be brought to school. Canned drinks may be brought but must be consumed before school, during lunch, or after school in the cafeteria or main foyer.
5. Food must be paid for at the time of purchase. No charging is allowed.
6. When a student receives free and reduced assistance, only the student whose name is listed on the lunch ticket is allowed to use that lunch ticket.



7. Failure to pay for a meal will be dealt with as theft and the violating student will be suspended from school.

## **COUNSELING**

Confidential counseling services are available from the Guidance Counselors to all MTHS students to discuss personal, interpersonal, career, and academic concerns upon referral from parents, school personnel, or the individual student.

When a student needs or desires counseling services, there are several options.

1. The Guidance Department has three full time counselors.
2. A school social worker is at MTHS three days a week.
3. A school psychologist is at MTHS two days a week. Students can be seen by the school social worker or school psychologist for counseling five sessions for approximately 45 minutes without parental consent (according to the Illinois Mental Health Code). If counseling is required beyond this time, parental consent is needed. If there are any questions concerning these services, please call the Guidance Department at MTHS at 367-4151, ext. 551.

## **HEALTH SERVICES**

1. Physicals, Immunizations, and Notifications: The School Nurse will be responsible for collecting, checking, and filing physical and immunization records. She will also notify teachers of students who have specific medical problems when information is critical. The nurse will coordinate the vision and hearing screening.
2. Illness and Minor Injuries While at School: Students who become sick or injured while at school should report to the Nurse's Office. Ill or injured students must check out through the Nurse's Office before leaving school. Failure to do so will result in the absence being considered unexcused.
3. Students who are diagnosed with a concussion must report it to the school nurse.
4. Emergency and Major Injury: Emergency 116 will be called in emergency situations.

## **ADMINISTRATION OF MEDICATION**

All prescription and non-prescription medications will be dispensed from the Nurse's Office. Students who require medication during the school day may bring the medication to school following these guidelines:

1. Medicine must be brought to school in the original package or appropriately labeled container.
  - a. Prescription drugs shall display:
    - Student's name
    - Prescription number
    - Medication name and dosage
    - Administration route and/or other direction
    - Date and refill
    - Licensed prescriber's name
    - Pharmacy name, address and phone number
    - Name or initials of pharmacist
  - b. Non-prescription drugs must be brought to school in the original package or appropriately labeled container.
2. The student or parent(s)/ guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for the student. If the medication is not picked up by the end of the school year, the School Nurse will discard the medication in the presence of a witness.

## **FIELD TRIPS – MEDICATION**

Prescription medication to be administered during a field trip shall be clearly marked with:

- Student's name
- Prescription number
- Medication name and dosage

- Administration route and/or other directions
- Date and refill
- Licensed name and address and phone number
- Name or initials of pharmacist

Non-prescription drugs to be administered during a field trip must be in the original package or in an appropriately labeled container.

Any other possession, distribution, or sale of medication will be dealt with as drug possession. This will result in a Board hearing with the possibility of expulsion.

### BILLING FOR MEDICAID REIMBURSEMENT

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided for students are partially reimbursable. Unless a person objects in writing, Metamora Township High School #122 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

### **LIBRARY**

The library is open on most school days from 7:30 am until 4:00 pm. The major purpose of the library is to provide students and teachers with services and materials that supplement the resources of the classroom. Reading materials for leisure/individual interests are also provided. In order to come to the library from study hall, a student's planner must be signed prior to the beginning of that study hall either by a classroom teacher (when a student needs to use library resources to work on a specific assignment for that teacher's class) or by library personnel. Planners will not be signed by library personnel if a teacher has reserved the library for class research during the requested class period. Study hall monitors do not sign planners for students to come to the library. Study hall students who come to the library on planners signed by library personnel remain in the library for the entire period. All students who come on planners signed by anyone else must return to the location from which they came 5 minutes before the end of the class period.

Magazines, pamphlets, and vertical file materials may be checked out for one week. Most audiovisual materials may be checked out overnight. Reference books may not be checked out. All other books may be checked out for three weeks. The exception to that is when a special due date is used for a particular project. Items may be renewed as long as they are not needed by other students. Students must have their ID cards to check out library materials. All items checked out on a student's ID card are the responsibility of that student. All items which have been checked out are to be returned to the book drop slot located inside the library front door. The fine for overdue materials, not including audiovisual materials, is 20 cents per day per item. However, a two-day grace period exists during which this overdue item may be returned or renewed with no fine charged. If the overdue item is not returned or renewed during this two-day grace period, the fines will continue to accrue during the grace period. The fine for overdue audiovisual materials is 50 cents per day, and no grace period is permitted. If overdue materials are not returned and any related fines are not taken care of within two weeks after the original due date, a disciplinary notice will be written at that time and then weekly thereafter until the obligation is cleared. The regular overdue notices handed out daily by English teachers will be the only notification given prior to the discipline notices. Replacement costs are charged for all lost or damaged items except magazines. Charge for a lost or damaged magazine is \$6.00. The charge for a damaged or missing barcode for any library material is \$2.00. There may be times when a student may need materials which our library does not have and may want to borrow through interlibrary loan. Interlibrary loan is a courtesy extended by one library to another. Since the materials involved do not belong to our library, it is essential that they be returned on time. The fine for an overdue item obtained through interlibrary loan is 50 cents per day per item. Abuse of this privilege by a particular student will result in denial of future interlibrary loan requests made by that student. Internet free-web use will be at the discretion of the library personnel. All general school and specific library rules pertaining to Internet use must be adhered to or access will be denied.

The Library has a webpage which can be accessed from the school's website at mths.us. The subscription databases, accessible at school and outside of school, can be accessed with the following logins and passwords. A detailed description of all library subscription databases can be found at the MTHS Library website.

The login and passwords are:

- Login for all subscription databases except FirstSearch: metamora
- Login for FirstSearch: 100-108-063
- Password for all subscription databases: redbirds

## **LOCKERS**

Both hall lockers and P.E. lockers are furnished without charge to each individual student. Students are expected to use their lockers for storage of books, clothing, and other items of personal property. Lockers are to be locked at all times. Failure to keep a locker locked may result in loss of personal property and school property. Students should not share lockers. While school officials will work diligently to prevent and investigate theft, the school accepts no responsibility for items taken from student lockers. It is strongly advised that students not bring large amounts of money or valuables to school. Damage to a student's locker should be reported immediately.

All lockers are school property, and the locker and its contents are subject to inspection by school personnel at any time. Further, the School District does not relinquish control of a locker or the right to inspect a locker when a student is allowed to use a locker. Accordingly, school administrators and authorized personnel may open and inspect student lockers at any time. When reasonable suspicion exists based upon information received from law enforcement officers or other reliable sources that drugs, weapons, illegal or prohibited materials, goods stolen from the school, staff, or student body are likely to be found in a locker, the school administration has an obligation to inspect and search the student locker and the belongings therein. However, the school administration is not required to have reasonable suspicion to conduct a general locker inspection or search.

## **LOCKS**

A charge of \$7.00 will be made for lost or damaged locks.

## **LOST AND FOUND**

All articles found are to be taken to the Assistant Principal's Office. Items remaining long term may be discarded or given to Good Will. Billfolds and all other articles of high value must be properly identified before being returned to the owner.

## **STUDENT PARKING INFORMATION**

BY ENTERING THE SCHOOL PARKING AREAS, THE PERSON IN CHARGE OF ANY VEHICLE CONSENTS TO THE SEARCH OF THE ENTIRE VEHICLE BY SCHOOL AUTHORITIES OR POLICE OFFICIALS.

Parking on school grounds is privilege. The student parking lots are located to the west of the main school building on the lower level and to the north adjoining the softball/tennis/ soccer/ baseball complex. This north lot will be designated as The Bird Lot and the lot west of the main school will be designated as the Red Lot. Juniors and Seniors (determined by credits) may park in the Red Lot for \$50.00. (Seniors not electing to pay the \$50.00 must park in the Bird Lot). All other students MUST park in the Bird Lot at no charge). Students are not to park in the upper lot, on the east side of the building, behind the school fences, or around the Grove area. Faculty lots are off limits to students. All students who drive to school and wish to park in the school lot must observe reasonable care in the use of the lot. Drivers who do not exercise proper caution, speed, and parking may be denied the use of the school parking lot. The entire MTHS campus has a 10 mph speed limit.

Parking is limited and there is not enough space to accommodate all students who can drive. Students are strongly encouraged to ride the bus or to car-pool.

Students who park improperly on school property during the school day or in an off limits area will be issued one warning. On the second offense, their car may be towed at their expense. Towing service used is Metamora Motors, their rate is \$85/tow and \$25/day for each additional day beyond the first. Students who choose to park on school property must have a current parking permit issued from the Assistant Principal's Office.

1. Students' cars are not to be moved during the school day. Students are not to return to their cars until they have been dismissed from school. If a student needs to return to his/her car, he/she must seek permission from the Assistant Principal's Office.
2. Upon leaving the school, students are requested to exit the student parking lot directly south or west. Under no circumstances should a student drive a car past the high school as buses will be loading in front of the school.
3. Students who leave campus in their vehicles without authorization may lose their parking privileges.
4. MTHS is not liable for any damages sustained by student vehicles while parked on school grounds. This includes, but is not limited to, damages sustained from other vehicles, law enforcement dogs, and individuals.

Seniors who graduate at semester will be charged \$50.00 for the parking pass and will be reimbursed \$25 upon return of the parking pass to the Assistant Principal's Office to be reissued to student on waiting list.

## **CONTACT US**

### **WEBSITE / PHONE / ADDRESS**

For a complete list of faculty/staff contact information (phone extensions and email addresses) please visit our web site at: [mths.us](http://mths.us). The web site is also the most up-to-date location to find all school information such as our daily calendar and bulletin.

If you need to call Metamora High School, our number is 367-4151. Our fax number is 367-4351. Our mailing address is 101 W. Madison, Metamora, IL 61548.

### **ADMINISTRATION**

Randall Toepke	Superintendent – ext. 510
Sean O’Laughlin	Principal – ext. 520
Peter List	Assistant Principal – ext. 522
Kevin Hodel	Assistant Principal – ext. 530
Jared Hart	Assistant Principal/ Athletic Director – ext. 540

### **GUIDANCE**

Ron Bachman	Director – ext. 550
Garry Finch	Counselor – ext. 553
Melinda Brown	Counselor – ext. 552

### **HEALTH SERVICES**

Lisa Doty, R.N.	Nurse – ext. 532
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### **TRANSPORTATION**

Pete List	Director – ext. 522
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### **BOARD OF EDUCATION**

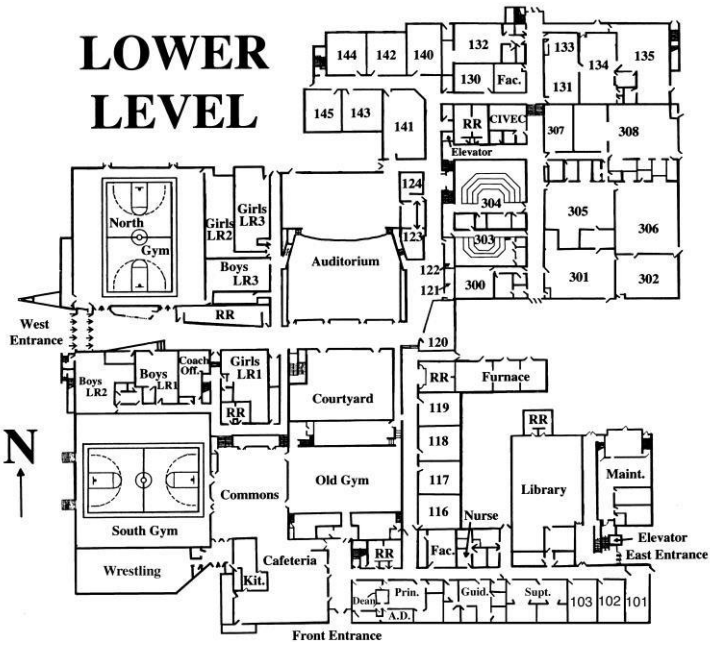
President	Kedric Curtis
Secretary	Dale Whittington
Board Members	Melissa Heil
	Gary Grebner
	Ryan McCoy
	Amy DeFreitas
	Stefanie McAllister

### **DISTRICT BOUNDARIES**

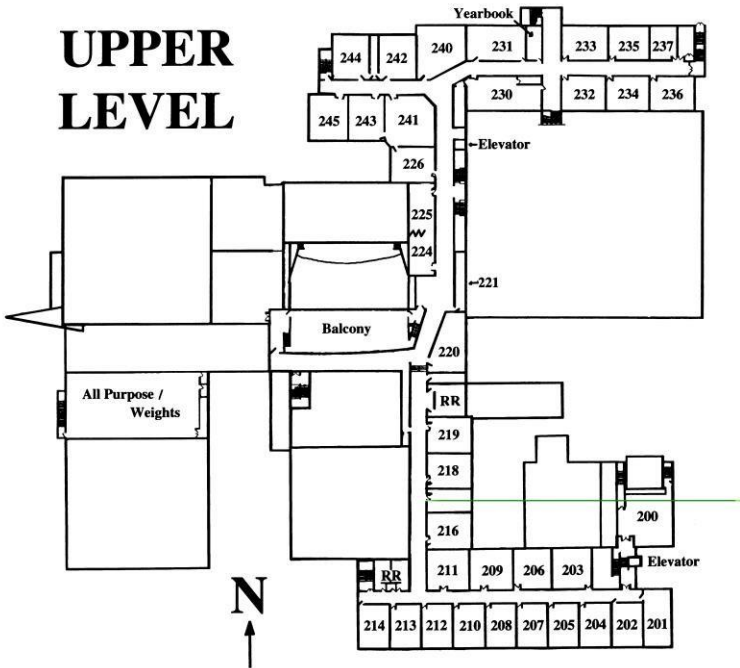
The district encompasses approximately 95 square miles. Within the boundaries are situated the communities of Metamora, Cazenovia, Germantown Hills, Bay View Gardens, and Spring Bay.

**BUILDING MAPS**

**LOWER LEVEL**



**UPPER LEVEL**



## STUDENT REGISTRATION FORM

The State requires every student to receive a copy of the planner. It is provided to answer most questions concerning the expectations of the school district, serve as an educational resource, and assist with student organization. While the school, parent and student share responsibility for improved student academic achievement, it is the student's responsibility to know and follow the guidelines contained within the planner. All rules contained in this planner will also be in effect when students are on school sponsored trips and attending or taking part in school sponsored activities. This form must be signed and returned to the Assistant Principal's office before your student will receive his/her I.D.

Due to printing deadlines, there may be updates and changes to the information in the handbook. These will be reflected in an online document, which can be found at the school's website [mths.us](http://mths.us).

I have discussed the contents of the planner with my student.

STUDENT: \_\_\_\_\_  
(Print)

STUDENT: \_\_\_\_\_  
(Signature)

DATE: \_\_\_\_\_

PARENT: \_\_\_\_\_  
(Print)

PARENT: \_\_\_\_\_  
(Signature)

DATE: \_\_\_\_\_

