

*Mahomet-Seymour  
High School  
2011-2012  
Building Procedures*



The mission of Mahomet-Seymour High School is to develop life-long learners, effective communicators, and responsible citizens.

302 W. State Street  
Mahomet, IL 61853  
Phone: (217) 586-4962  
Fax: (217) 586-6844  
[www.ms.k12.il.us/mshs](http://www.ms.k12.il.us/mshs)

# Welcome to Mahomet-Seymour High School . . .

This handbook has been prepared to provide information to students and parents concerning high school operations and activities. Policies and procedures may be modified by school administration as situations arise. It is hoped this handbook will be kept as a reference for use throughout the year.

Policies and regulations are necessary for an orderly and functional atmosphere conducive to learning. Courtesy and respect should govern the relationship among faculty, students, staff, and visitors during all school activities. It is in this area of courtesy and respect that students have the greatest opportunity to demonstrate their pride in Mahomet-Seymour High School.

We hope that you will participate in our varied activities and find those things that will help prepare you to live a better life and finally take your place in this complex society.

Mahomet-Seymour High School welcomes you and hopes you will always be conscious of its requirements and traditions of excellence. Your school will be whatever you make it. A positive attitude and spirit will help in making it an outstanding experience.

Shannon Cheek,  
Principal

## A Mahomet-Seymour High School Graduate Is Expected to...

- possess a good work ethic
- strive for life-long learning
- interact successfully with others
- become a productive and creative citizen
- extend kindness, courtesy and sensitivity to others
- communicate effectively through the written and spoken word
- display independence, self-reliance and responsibility
- demonstrate positive self-esteem and confidence
- recognize the need for diversity
- pursue chosen career pathways
- plan and manage time wisely
- choose a substance-free life

...become a well-rounded individual.

MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT #3  
2011-12 SCHOOL CALENDAR

<b>August 17</b>	Wednesday	Institute Day - No Students
August 18	Thursday	First Day for Students (1/2 day)
August 19	Friday	First Full Day for Students
September 5	Monday	Labor Day - No School
September 21	Wednesday	Early Dismissal
September 23	Friday	Midquarter-1 <sup>st</sup> Quarter
October 7	Friday	Institute Day – No Students
October 10	Monday	Columbus Day - No School
October 19	Wednesday	Early Dismissal
October 21	Friday	End of First Quarter
November 3	Thursday	Regular Attendance Day, Parent-Teacher Conferences 3:30 - 8:40 PM
November 4	Friday	No School
November 16	Wednesday	Early Dismissal
November 23-25	Wed.-Fri.	Thanksgiving Vacation - No School
December 2	Friday	Midquarter-2 <sup>nd</sup> Quarter
December 9	Friday	Early Dismissal
December 19	Monday	First Day of Winter Vacation
January 2	Monday	School Resumes
January 13	Friday	Teachers' Institute Day - No Students
January 13	Friday	End of Second Quarter, First Semester
January 16	Monday	M.L. King Birthday Observance - No School
January 18	Wednesday	Early Dismissal
February 15	Wednesday	Early Dismissal
February 17	Friday	Midquarter-3 <sup>rd</sup> Quarter
February 20	Monday	Presidents' Day - No School
March 14	Wednesday	Early Dismissal
March 16	Friday	End of Third Quarter
March 19-23	Mon.-Fri.	No School – Spring Break
April 5	Thursday	Regular Attendance Day, Parent-Teacher Conferences 3:30 – 8:40 PM
April 6	Friday	No School
April 18	Wednesday	Early Dismissal
April 27	Friday	Midquarter-4 <sup>th</sup> Quarter
May 16	Wednesday	Early Dismissal
May 28	Monday	Memorial Day - No School
May 31*	Thursday	Institute Day - No Students

**TABLE OF CONTENTS**

PESTICIDE INFORMATION \_\_\_\_\_ 5

CAFETERIA and LUNCH \_\_\_\_\_ 5

CARD PLAYING \_\_\_\_\_ 6

CHANGE OF ADDRESS OR TELEPHONE \_\_\_\_\_ 6

DANCES \_\_\_\_\_ 6

DIRECTOR OF TITLE IX \_\_\_\_\_ 7

DISASTER DRILLS \_\_\_\_\_ 8

DISPLAYS OF AFFECTION \_\_\_\_\_ 8

DRIVING TO SCHOOL (PARKING RULES, FEES AND CONDITIONS) \_\_\_\_\_ 8

ELECTRONIC EQUIPMENT \_\_\_\_\_ 8

LIBRARY \_\_\_\_\_ 8

HALLWAY TRAFFIC \_\_\_\_\_ 9

LOCKERS \_\_\_\_\_ 9

LOST AND FOUND \_\_\_\_\_ 9

PARTICIPATION FEES \_\_\_\_\_ 9

POSTING OF MATERIALS \_\_\_\_\_ 10

SCHOOL BUSES \_\_\_\_\_ 10

SCHOOL FEES \_\_\_\_\_ 10

SEARCH AND QUESTIONING OF STUDENTS \_\_\_\_\_ 10

STATEMENT OF NONDISCRIMINATION \_\_\_\_\_ 10

CELL PHONE POLICY \_\_\_\_\_ 10

VIDEO SURVEILLANCE \_\_\_\_\_ 10

VISITORS \_\_\_\_\_ 11

WEEKLY BULLETIN \_\_\_\_\_ 11

WITHDRAWN OR DROPPED STUDENTS \_\_\_\_\_ 11

WORK PERMITS \_\_\_\_\_ 11

ACADEMIC INFORMATION \_\_\_\_\_ 11

ACCREDITING ASSOCIATION \_\_\_\_\_ 11

GRADUATION REQUIREMENTS \_\_\_\_\_ 11

GUIDANCE DEPARTMENT \_\_\_\_\_ 12

CLASS RANK AND GRADE POINT AVERAGE \_\_\_\_\_ 12

COLLEGE ADMISSIONS \_\_\_\_\_ 12

DROP/ADD POLICY \_\_\_\_\_ 13

FINAL EXAM SCHEDULE AND RULES \_\_\_\_\_ 13

GRADES AND INCOMPLETE GRADES \_\_\_\_\_ 13

GRADING SCALE \_\_\_\_\_ 13

HONOR CORDS \_\_\_\_\_ 13

HONOR ROLL \_\_\_\_\_ 13

HOW TO SEND A TRANSCRIPT \_\_\_\_\_ 13

MAKE-UP WORK \_\_\_\_\_ 13

MEDICAL EXCUSE FOR PHYSICAL EDUCATION \_\_\_\_\_ 14

PE WAIVER - ATHLETES & MARCHING BAND MEMBERS \_\_\_\_\_ 14

PLAGIARISM/ ACADEMIC DISHONESTY \_\_\_\_\_ 14

RECORDS \_\_\_\_\_ 14

STUDY HALL WAIVER (hour 1 or 7) \_\_\_\_\_ 14

STUDENT RESPONSIBILITY FOR GRADUATION \_\_\_\_\_ 14

SUMMER SCHOOL \_\_\_\_\_ 14

VALEDICTORIAN, SALUTATORIAN, AND TOP TEN \_\_\_\_\_ 15

TIME SCHEDULES \_\_\_\_\_ 15

ALTERNATIVE EDUCATION \_\_\_\_\_ 15

ATTENDANCE POLICY \_\_\_\_\_ 16

DRESS CODE \_\_\_\_\_ 18

DISCIPLINE POLICY AND MEASURES \_\_\_\_\_ 19

EXTRACURRICULAR ACTIVITIES CODE \_\_\_\_\_ 23

SCHOOL ORGANIZATIONS AND ACTIVITIES \_\_\_\_\_ 29

GRADING PERIODS \_\_\_\_\_ 31

# General Student Information

## PESTICIDE INFORMATION

2011 - 2012

### PESTICIDE APPLICATION REGISTRY NOTICE

Mahomet-Seymour CUSD #3 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment.

The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

The Mahomet-Seymour School District is establishing a registry of people who wish to be notified by phone at least two days prior to unscheduled pesticide applications. Each building is inspected and treated on a monthly basis.

To be included in this registry, please complete the attached form and submit it to the Superintendent's Office at 101 N. Division, Mahomet, IL 61853. You will be added to our SchoolReach phone contact system for this particular notification category. The phone message will be given at least two business days before the application of the pesticide. It will identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. ***You must submit a new Registry Notice form each school year.***

\*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*

I would like to be notified by phone at least two days before the use of pesticides at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

Parent/Guardian's Name ((Printed)) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number for Notification \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

## CAFETERIA and LUNCH

Mahomet-Seymour High School has a closed campus lunch. All students are to eat in the cafeteria. Students are expected to conduct themselves appropriately, follow the requests of adult supervisors, and clean up after themselves. Students who do not comply with expected lunchroom behavior will be subject to disciplinary action. During lunch hours, students are not permitted to leave the school building without permission from the office. Students are to stay in the Commons area until the bell rings. Food deliveries to students are not allowed without the permission of the Principal.

## CARD PLAYING

Regular playing cards are not allowed on the campus of MSHS. Students engaged in regular card-playing activity may be subject to disciplinary action.

## CHANGE OF ADDRESS OR TELEPHONE

Inform the office of changes in your address or telephone number.

**DANCES (HOMECOMING, WINTER FORMAL, AND PROM)** – The Homecoming Dance, Winter Formal, and Prom are dances for Mahomet-Seymour High School students and their guests who are high school age or older. Proper attire and behavior is required at all school dances. Students who are selected as King or Queen of a respective dance are not eligible for future dance courts. Students must each sign the Dance Code of Conduct Form. Guests are to be registered at the main table. Their behavior is the responsibility of the MSHS student. Students must fill out the dance request form in advance for student guests. Both forms will be provided by the sponsor of the dance the week of the dance.

### Dance Code of Conduct

- School rules apply at the dance.
- Once you leave the dance, you may not re-enter later.
- Guest must fill out the MSHS Dance Visitor Request Form
- As for dancing, remember that this is a public school dance and not a private party. Good taste is the rule. Parents, guests of the school, community members and students from all walks of life will be there. Dancing will be free of sexually suggestive moves by oneself or with anyone else. Students must be facing face to face while dancing. No front to back dancing will be tolerated.

**Consequences:** First Offense- Warning  
Second Offense- Student will be asked to leave the dance and not return

#### **I fully understand the following information:**

1. I have read and fully understand the Mahomet-Seymour High School Dance Code of Conduct.
2. On my second warning of violating the Code of Conduct, I will be removed from the dance, and my parent(s) will be called. No refunds will be given for the cost of admission.
3. Tickets are non-refundable and non-transferable, even due to disciplinary actions prior to the dance.

\_\_\_\_\_  
Students' Printed Name

\_\_\_\_\_  
Students' Signature

\_\_\_\_\_  
Parents' Printed Name

\_\_\_\_\_  
Parents' Signature

\_\_\_\_\_  
Parents' Phone Number

### Mahomet-Seymour High School Dance Request Form

Instruction: A student requesting to bring a date who is not a Mahomet-Seymour High School student must have this form completed and returned at least three days before the event. This form requires the signature of the principal or administrator of the guest's school. The guest must provide drivers license with photo ID at the dance entrance.

As a MSHS student, I understand that all MSHS rules apply at any school function. I am also aware that once my date and I leave the dance, we will not be allowed for reentry for any reason. I understand that neither my guest nor I may be under the influence of drugs or alcohol during this activity. The use of/or possession of tobacco products is not allowed at any school activity. I will take full responsibility to inform and ensure my date's compliance to all school rules while attending the dance. The guest must always have photo identification in his/her possession and must not be older than 20 years of age, or younger than a current 9th grader in school.

\_\_\_\_\_  
Name of Dance

\_\_\_\_\_  
Date of Dance

Name of MSHS Student \_\_\_\_\_

Grade \_\_\_\_\_

Signature of MSHS Student \_\_\_\_\_

Date \_\_\_\_\_

As the parent of the above MSHS student I find his/her date to be a responsible person and I approve him/her as an acceptable guest for this MSHS social event.

Parent/Guardian Signature of MSHS Student \_\_\_\_\_

Date \_\_\_\_\_

**GUEST INFORMATION(PLEASE PRINT)**

Name \_\_\_\_\_ Age(As of date of event) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School/City \_\_\_\_\_

If not a student, list employer and phone number \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

As the Principal/Administrator of the school that this potential visitor to MSHS attends, I verify he/she is a student in good standing.

Name of Administrator \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Administrator \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Any false representation of information provided on this sheet will result in the guest being prohibited from attendance at this specific event\*\***

**OFFICE USE ONLY**

Approved \_\_\_\_\_  
Administrator Signature

Not Approved \_\_\_\_\_  
Administrator Signature

**DIRECTOR OF TITLE IX**

Title IX provides "no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance" with certain minor exceptions. The Director of Title IX for Mahomet-Seymour High School is Mr. Matt Hensley. Mr. Hensley's office is located in the main office of Mahomet-Seymour High School. Anyone who feels he/she has been discriminated against, as outlined in the provisions of Title IX, should contact Mr. Hensley. If not satisfied with Mr. Hensley' interpretation and decision, a student has the right to appeal to Mr. Keith Oates, Superintendent, who is the District hearing officer.

**DIRECTORY**

The following information will be designated as "Directory Information" under the Family Educational Rights and Privacy Act (FERPA) and will be the information that is disclosed when requested.

- a.) Student name, address and telephone number.
- b.) Participation in officially recognized activities, events and sports.
- c.) Weight and height of athletic team members.
- d.) Honors, honor rolls, degrees, and awards received and grade placement.
- e.) Photographic, video, or electronic images of students.
- f.) Information generally found in yearbooks.

Unless you advise the school office that you do not want any or all of this information released, school officials may release

personally identifiable information that has been designated as “directory information.” Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

## DISASTER DRILLS

Mahomet-Seymour High School annually conducts School Safety Drills as required by the provisions of the Illinois School Code. Included in these drills are Fire Drills, Bus Evacuation Drills, Severe Weather (Shelter-in-Place) Drills, and a Supervised Law Enforcement Drill.

## DISPLAYS OF AFFECTION

Expressions of affection other than hand-holding are considered inappropriate and in poor taste in the school setting and are subject to disciplinary action.

## DRIVING TO SCHOOL/PARKING RULES/CONDITIONS

Automobiles, motorcycles or other motorized vehicles operated by students must be driven directly to school and parked for the day. Your vehicle must be parked in the top two levels of the south parking lot, the band lot, or the east side of the fieldhouse. Vehicles must be parked appropriately in marked parking spaces and between the lines. The lower levels of the south lot are reserved for visitors and faculty. Students are not to remain in their cars before school or to be in their cars during the school day. All student drivers are expected to drive in a safe and cautious manner. Any violations of the above could result in the removal of driving privileges. Students who violate the parking regulations will be subject to disciplinary action. Vehicles parked inappropriately may be towed from the school property.

### Parking Rules and Conditions

#### \$50 Fee

The following rules, regulations, and guidelines must be followed:

- Students may park in the south, band, field house and alternative school parking lots only. Students driving to school should park in the school parking lots not on the streets.
- Students driving vehicles with inappropriate stickers or signage may be asked to remove such.
- Students must have the parking permit displayed at all times. **If the permit is not visible, the vehicle may be towed.**
- Students may not park in no-parking areas such as staff parking areas, fire lanes, any grass-covered areas, visitor or handicapped parking spaces, bus lane or the service drive (area between the building, and the main parking lot) **Any Person parking in these areas may be towed!**
- Students must park between the lines (no double parking or parking at the end of the aisles).
- Students must follow the 5-mile per hour speed limit.
- Reckless driving will result in the loss or suspension of your parking permit and privileges.
- Parking passes are not transferable and may not be sold or given to other students. Doing so may result in the loss of your parking permit. Refunds will be given at the end of the semester for those that graduate early.
- Repeated violations may result in the loss or suspension of your parking privileges.
- Lost or stolen tags will **not** be replaced. Please be sure that your parking tag is secured.
- Students with a permit are not guaranteed a parking spot. If there are no spaces available, you must park in an alternative area.
- **All towing will be at the violator’s expense.**  
**Please remember that parking at Mahomet-Seymour High School is a privilege, not a right.**

## ELECTRONIC EQUIPMENT

The use of iPods, mp3 players and radios during the school day will be allowed in the commons area before/after school and during lunch. Devices will not be allowed in any classroom setting, they are to be put away. Students who have a need for the use of these items in a classroom for academic reasons must have permission from the classroom teacher and the office.

## LIBRARY

The school library is open from 7:45 AM until 3:40 PM. You may use it freely before and after school and between class periods. During class time you must have a pass or written permission from a staff member.

*General Guidelines:*

When going to or from the library, go directly without stopping at your locker, the restroom or elsewhere. Enter and leave through the south doors; the north doors are an emergency exit only. Please sit two students per table, at diagonal corners. Any food and drinks must be kept in your backpack. Library materials must be properly checked out. Most items are due in three weeks, but they may be renewed as often as needed unless someone has requested them. To renew an item, you must have it with you. Five cents (\$.05) per day is charged for most overdue items; however, if the item is returned within two days of the due date, there will be no fine. The "Obligations List" is posted weekly. Remember, you are responsible for returning your materials on time and in good condition. If an item is lost, you are responsible for the item's replacement cost and any accrued fine.

*From Study Hall or Class:*

The library is available for research, recreational reading and computer use. A limited number of students may sign out to the library for the class period. Students with "subject passes" are given priority in signing the library list. You may get a "short pass" to return a book, pay a fine, read the newspaper, or do a small amount of reference work. Upon arrival, the pass should be left at the Circulation Desk. All students must sign in and out of the library using the sign in sheet at the front desk. Have a librarian sign your pass when you are ready to return to class or study hall.

*Photocopying:*

Photocopying, whether school-related or for personal use, has a ten cent charge per page. Color print-outs cost thirty cents per page.

*Technology:*

Computers are available for you to use for school-related purposes. Students who misuse the computers will have their privileges restricted. Students are expected to adhere to the District's "Acceptable Use Policy" regarding Internet use and also observe all other posted regulations.

A complete list of library rules is posted in the library and on the library home page.

## **HALLWAY TRAFFIC**

In order for students to be in the hall or restroom during class time, they must have a pass from their teacher. **THIS PASS SHOULD BE VISIBLE AT ALL TIMES.** This pass must state the time leaving class and the destination. If students wish to leave study hall for another classroom or area, they must have a pass from a teacher and give it to the study hall teacher. All passes must be obtained before class begins. Passes will be given at the discretion of the teacher on a limited basis.

## **LOCKERS**

Student lockers are located throughout the building. It may be helpful for you to take books for more than one class, depending on your schedule. Please make sure that both doors of your locker are closed and latched at all times. The even-numbered lockers have the top book compartment, and the odd-numbered lockers have the bottom book compartment. If your locker is not working please inform the office. You are responsible for the contents of the locker that has been assigned to you. Sharing of lockers is not permissible. Do not place any stickers on your locker. Radios, tape players or CD players should not be brought to school and stored in lockers. MSHS is not responsible for lost or stolen items stored in lockers. School officials may search your lockers at any time.

## **LOST AND FOUND**

A lost and found box is located in the custodian's office. You may come in before school, during lunch hours or after school to claim your lost items. Materials should be taken home or placed in your locker.

## **PARTICIPATION FEES**

Extracurricular activities are a fun, productive and vital part of attending the Mahomet-Seymour Schools. It is our hope that a family's financial constraints do not prohibit a student from participating in any activity in which he/she expresses an interest or desire to be involved in. To that end, should financial considerations be an issue with regard to your child's participation in ANY extracurricular activity, please contact the building's administrator to discuss scholarship opportunities.

## **POSTING OF MATERIALS**

No materials of any kind are to be posted in Mahomet-Seymour High School without prior approval. School-related clubs and activities must have postings approved by their sponsors. Non-school-related postings must be submitted to administration for approval and posting. Students wishing to distribute materials in Mahomet-Seymour High School or on Mahomet-Seymour High School grounds must receive approval in accordance with school district policy.

## **SCHOOL BUSESSES**

Busses will load and unload to the south and west of the building. The main drive is open for busses only after 3:00pm. Students may be picked up in the second level of the lot. At no time will any vehicles be allowed to park in the front drive.

Athletic events - Athletes are expected to ride the bus to and from the contest. Athletes will be dismissed from class 10 minutes prior to bus time.

Before School - Students should wait in the Commons area until the 8:15a.m. bell rings to go to first hour class.

## **SCHOOL FEES**

Registration/textbooks .....	\$110
Behind-the-Wheel (paid prior to BTW)....	\$300
Athletic Participation.....	\$80/\$160 maximum
Activity Participation.....	\$30/\$60 maximum
Student Backer Card.....	\$40 (not included with Athletic Participation Fee)
Parking.....	\$50
Student Lunch.....	\$2.10

## **SEARCH AND QUESTIONING OF STUDENTS**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. The assistance of law enforcement officials may be requested at anytime. Students may be questioned by school administrators at any time regarding issues relating to student discipline, student welfare, or school-related business. Every child has a right to seek parental advice in any matter adverse to the educational or legal constitutional interests of the child.

## **STATEMENT OF NONDISCRIMINATION**

Mahomet-Seymour High School insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to Mr. Keith Oates, Superintendent, 586-4995.

## **CELL PHONE POLICY**

Cell Phone Policy - Students may use their cell phones in the commons before school, during lunch, and in the hallways during passing periods. Students may use their phones throughout the building after 3:12pm. Students with privilege study hall may use their phones at that time. No cell phone usage may occur during advisory, study hall, or any classroom setting. Cell phones must be put away and out of sight while in the classroom.

1<sup>st</sup> offense: phone is confiscated and taken to the office; student must serve a morning detention; discipline notice is sent home

2<sup>nd</sup> offense: phone is confiscated and taken to the office; a parent (or adult on emergency contact list) must pick up the phone; student must serve a Saturday school; discipline notice is sent home

3<sup>rd</sup> offense: phone is confiscated and taken to the office; a parent (or adult on emergency contact list) must pick up the phone; student must serve two Saturday schools; discipline notice is sent home

4<sup>th</sup> offense: phone is confiscated and taken to the office; a parent (or adult on emergency contact list) must pick up the phone and have a meeting with the administration before the student can return to school; student must serve one in-school

suspension

## **VIDEO SURVEILLANCE**

Sections of our school building and school grounds are under video surveillance.

## **VISITORS**

Mahomet-Seymour High School accepts only those visitors who have legitimate reasons to be at school. Visitors must have PRIOR APPROVAL (24 hours) by classroom teachers and administration in order to attend classes with a Mahomet-Seymour High School student. Visitors must sign-in in the main office and pick up a visitor pass as well as a parking sticker. Parents are always welcome.

## **WEEKLY BULLETIN**

The weekly bulletin provides information concerning school activities. This will be supplemented by the occasional use of the public address system. Weekly bulletins will be posted in all rooms and on the office bulletin board. Please visit our website at <http://www.ms.k12.il.us/mshs/index.html> and visit the school information "drop-down" box for weekly bulletin information. To receive an e-mail weekly bulletin please join our High School listserv.

## **WITHDRAWN OR DROPPED STUDENTS**

Students who have reached their seventeenth birthday and have been absent from school for ten consecutive days without informing the administration as to valid cause shall be dropped from the roll of the school and notified by mail. Any student dropped from the roll may apply for re-admission at the beginning of the next semester. Students wishing to withdraw from school should inform the administration and have their parents sign a statement of confirmation.

## **WORK PERMITS** *(Issued only by the principal)*

Employment Certificate--This form is issued for minors between 14 and 16 years of age for either full- or part-time work outside school hours and/or for full-time vacation employment.

The following items are required before the issuance of an employment certificate:

1. A statement of intention to employ signed by prospective employer preferably on letterhead of the employer including:
  - a. Description of specific occupation or duties.
  - b. Exact hours of day minor will be employed.
  - c. Number of hours per day minor will be employed.
  - d. Number of days per week minor will be employed.
2. Evidence of age--birth certificate.
3. Principal's statement--provided by the school
4. Certificate of physical fitness (Form LLE-30). Ninth grade physical examination on file at the school will suffice for this requirement in most instances.

CERTIFICATE OF AGE--Issued only for the minor 16 years of age or over and provides employer with authentic proof of age. A birth certificate must be presented before issuance.

# **Academic Information**

## **ACCREDITING ASSOCIATION**

Mahomet-Seymour High School is fully accredited by the North Central Association of Colleges and Secondary Schools. Mahomet- Seymour is also fully approved by the Illinois State Board of Education and the Regional Office of Education.

## **GRADUATION REQUIREMENTS**

1. Students enrolled at Mahomet-Seymour High School must earn 20 credits and pass physical education during each semester of enrollment to meet graduation requirements. Physical education will count as .25 credit per semester. Early graduates must attend seven semesters of high school. Students who do not meet graduation requirements will not be permitted to participate in graduation ceremonies.
2. Full-time students must take a minimum of four academic courses and physical education each semester.

3. Academically eligible students should have driver education (30 hours of classroom instruction) before graduation.
4. Required Courses for graduation are:
  - a. 3 1/2 years (4 years for Class of 2012) of English, which includes 1 semester of speech and 1 semester of American Literature.
  - b. 3 years of mathematics
  - c. 2 years of science
  - d. 2 years of social science, including 1 year of U.S. History, and one semester of consumer education or its equivalent
  - f. One semester of health
  - g. Physical education each semester of enrollment, except when Health is taken.
  - h. One year of foreign language, fine arts or vocational education.
5. Definitions
  - Academic course: All subjects except P.E., Driver's Education and Action Education
  - 1/2 Credit: An academic course which meets five times a week for one semester.
  - 1 Credit: An academic course which meets five days a week for the full year.
6. Students who fail a semester of any class should check with a counselor to insure that they meet graduation requirements.
7. Students who have questions or concerns about their schedule should make an appointment to see their counselor.
8. College/Correspondence Classes: Students who plan to take college or correspondence classes must receive written permission from the guidance office and principal. Students who take a three, four, or five-semester hour class at a college may receive one-half academic credit toward graduation. A maximum of one academic credit from these classes will be accepted toward graduation.
9. The Illinois School Board of Education (ISBE) standards of admission to state-supported college or universities are below. Although there is some deviation among state colleges or universities, the most stringent requirements are:
  - a. Four years of English
  - b. Three years of mathematics
  - c. Three years of science
  - d. Three years of social studies
  - e. Two years of humanities: world language, music or art

## **GUIDANCE DEPARTMENT**

The guidance department offers students an opportunity for personal, vocational, and academic counseling and guidance. Students are assigned to a counselor alphabetically. The assignments for the 2005-2006 school year are:

A-G --- Mr. Lybarger  
 H-O --- Mrs. Warren  
 P-Z --- Mr. Garrison

In order to see his/her counselor, a student should make an appointment with the main office secretary.

## **CLASS RANK AND GRADE POINT AVERAGE**

Class rank is calculated by counting all the semester grades of a student in a regular academic program and multiplying these grades by the following scale: A=5, A<sup>-</sup>=4.67, B<sup>+</sup>=4.33, B=4, B<sup>-</sup>=3.67, C<sup>+</sup>=3.33, C=3, C<sup>-</sup>=2.67, D<sup>+</sup>=2.33, D=2, D<sup>-</sup>=1.67, F=1. Honor points will be awarded for classes designated as honors or advanced placement, providing that earned grades are a "C" or higher. These classes receive a higher point value and are reflected accordingly in each student's grade point average (GPA) and class rank. The numerical average of all grades is the grade point average (G.P.A.). Grades for physical education and driver education are not used to determine G.P.A. or class rank. Students who desire to earn maximum honors points need to carefully plan and monitor their four-year course sequence.

## **COLLEGE ADMISSIONS**

Colleges will conditionally admit students after three years of high school. Final acceptance to college is based on verification of graduation from high school. Admission to all public two-year and four-year colleges and universities in Illinois is based on class rank (six semesters) and/or ACT test scores. Parkland College will accept all students who are high school graduates. Parkland does use a selective admissions procedure (evaluating science grades, class rank, and ACT scores) to admit students to special programs, such as nursing, animal health technology, etc.

## DROP/ADD POLICY

The following policy is in effect for all students:

1. A student may drop a course and add another within the first week of the semester with approval from the Guidance Office and instructors involved.
2. A student may drop a class without it's appearing on his/her transcript any time within the first quarter of the semester.
3. A student who drops a class after the first quarter ends will have a grade of "F" entered on his/her transcript for the semester.

## FINAL EXAM SCHEDULE AND RULES

1<sup>st</sup> Day of Finals

1st 8:20am - 9:50am

3rd 9:55am - 11:25am

Lunch 11:30am - 12:00pm

5th 12:05pm - 1:35pm

7<sup>th</sup> 1:40pm - 3:10pm

2<sup>nd</sup> Day of Finals Exams

2nd 8:20am - 9:50am

4th 9:55am - 11:25am

Lunch 11:25 - 11:55am

6th 12:00am - 1:30pm

If students are absent from finals, they should make arrangements to make up tests when they return. Lunch will be available for purchase in the cafeteria on both days. An extra 15 minutes has been scheduled in 4th hour on the second day so that we can meet state regulations. Students are not excused before 11:25am on both days. **1<sup>st</sup> semester finals will be held prior to our winter break on Dec. 17<sup>th</sup> and 18<sup>th</sup>. 1<sup>st</sup> semester will end on January 15, 2010.**

PARENTS—On the days of finals, Mahomet-Seymour High School operates the day under an open campus. Students do not have to go to class unless they have a final exam.

## GRADES AND INCOMPLETE GRADES

Grade reports are issued every nine weeks. A check of student progress is made every four to five weeks and a mid-quarter report is mailed to parents of students. Any student who receives an incomplete grade for the quarter or the semester will be permitted a maximum of one week to complete this work. Students who do not complete their work in one week will receive zeros on incomplete work which may result in a failing grade, unless the student receives written permission from the principal for additional make-up time.

## GRADING SCALE

A<sup>+</sup> and A=93-100, A<sup>-</sup>=90-92, B<sup>+</sup>=87-89, B=83-86, B<sup>-</sup>=80-82, C<sup>+</sup>=77-79, C=73-76, C<sup>-</sup>=70-72, D<sup>+</sup>=67-69, D=63-66, D<sup>-</sup>=60-62, below 60=F.

## HONOR CORDS

Organizations, such as National Honor Society, Spanish Honorary Society, French Honorary Society, International Thespian Society, and Quill and Scroll, may issue honor cords for students to wear during the graduation ceremony. Students must purchase the cords.

## HONOR ROLL

An honor roll will be listed after each grading period. The honor roll will be for students with an average of 4.00 and up. This is based on an A=5, F=1 scale. For high honors, students must have at least a 4.75 average with no grade less than a B in non-academic subjects. For honors, students must have a 4.00 grade point average in academic subjects with no D or F in any academic or non-academic subject.

## HOW TO SEND A TRANSCRIPT

If students want a transcript of grades sent to another school, college or employer, a form must be completed (available in the guidance office). High schools, colleges, and universities require that official transcripts be mailed from school. Written consent of the student or parent is required before the transcript will be sent.

## **MAKE-UP WORK**

Students are required to make up all coursework for excused absences. In general, students are allowed one make-up day for each day of absence due to illness. Students who have pre-arranged absences (field trips, college days, out of town with parents) should have all work completed upon returning to school. No credit will be given for work missed due to unexcused absences.

## **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

If a student is sick or injured and must be out of physical education, he/she must bring a note stating why he/she is to be excused. For periods longer than two days, a doctor's excuse is needed. The doctor's excuse must state the illness and/or treatment and the length of time the student is to be excused from physical education. The written excuse from the doctor must be turned into the instructor as soon as possible after the accident, illness or treatment occurs.

## **PE WAIVER - ATHLETES & MARCHING BAND MEMBERS**

To be excused from PE as an athlete or marching band member, you must meet the following criteria:

1. Be a junior or senior
2. Be taking four or more classes
3. Be participating in a school sport or marching band during the season you are excused.

You must fill out a PE waiver form prior to your activity season. Once the form is completed, you will be assigned a study hall during your PE period. If you drop from the team, it is your responsibility to report to your guidance counselor and return to PE. Failure to do so may result in failure for the semester.

## **PLAGIARISM/ ACADEMIC DISHONESTY**

Plagiarism constitutes a serious offense. It is defined as the copying or paraphrasing of material written by another without attributing the source, whether the source is published material, electronic media, or another student. A first offense may result in a zero on the assignment. A second offense may result in a failing grade for the quarter in which it occurs.

## **RECORDS**

This is to notify the parents and students that upon graduation, transfer or permanent withdrawal of a student from school, the permanent cumulative files will be kept in storage at the Central Office for sixty (60) years. The temporary record files will be kept in storage at the Central Office for a period of five (5) years from the date of graduation, transfer or permanent withdrawal from school. At any time prior to the destruction date the student or parent may request in writing to copy the record and information proposed to be destroyed. This request should be made to the Central Office. The information should be picked up within seven to ten working days from the date of the request. The cost is twenty cents per page.

## **STUDY HALL WAIVER (hour 1 and/or 7)**

Juniors and seniors who have a study hall during 1st or 7th period may be excused provided:

1. Students and parents sign and understand the following study hall waiver conditions.
  - a. Students may NOT ride the bus to or from school.
  - b. Students may NOT be in the building or on the grounds unless under supervision of a teacher.
  - c. Students may NOT cause a nuisance to persons or property in the neighborhood of the school.
  - d. Students may NOT be driving or riding in vehicles near the school during these periods.
  - e. Students may be detained for disciplinary and academic reasons.
  - f. Study hall waiver students must not arrive at school before 9:00 and must leave after 6th hour.
  - g. Study hall waiver privileges may be canceled at any time by administration.
2. Study hall waiver privileges will NOT be granted on an irregular basis.

## **STUDENT RESPONSIBILITY FOR GRADUATION**

Counselors will assist students in planning a schedule that will meet graduation requirements and entry into educational or vocational training programs and employment after high school. It is the responsibility of each student to see that he/she takes and completes all requirements for graduation, college admission or other programs.

## **SUMMER SCHOOL**

Summer school courses will be offered on a tuition-basis. Course offerings and dates will be determined prior to

registration.

## **VALEDICTORIAN, SALUTATORIAN, AND TOP TEN**

These positions of high honor will be determined by students successfully completing graduation requirements set forth by the Mahomet-Seymour C.U.S.D. #3 school board.

### **TIME SCHEDULES**

#### First Student Day

PERIOD 1	8:20 - 8:35
PERIOD 2	8:39 - 8:54
PERIOD 3	8:58 - 9:13
PERIOD 4	9:17 - 9:32
PERIOD 5	9:36 - 9:51
PERIOD 6	9:55 - 10:10
PERIOD 7	10:14 - 10:30

#### Regular Schedule

PERIOD 1	8:20-9:06
PERIOD 2	9:10-9:56
PERIOD 3	10:00-10:46
ADVISORY	10:50-11:15
PERIOD 4A	11:19-11:47
PERIOD 4B	11:47-12:13
PERIOD 4C	12:13-12:41
PERIOD 5	12:45-1:31
PERIOD 6	1:35-2:21
PERIOD 7	2:25-3:12

#### Shortened Schedule

NOTE: PERIODS ARE NOT IN REGULAR ORDER!

PERIOD 0	7:30 - 8:10
PERIOD 1	8:20 - 9:00
PERIOD 2	9:03 - 9:43
PERIOD 3	9:46 - 10:26
PERIOD 5	10:29 - 11:09
PERIOD 4A	11:12 - 11:42
PERIOD 4B	11:45 - 12:15
PERIOD 4C	12:18 - 12:48
PERIOD 6	12:51 - 1:31
PERIOD 7	1:34 - 2:15

#### Early Out Schedule

PERIOD 1	8:20-8:48
PERIOD 2	8:52-9:20
PERIOD 3	9:24-9:52
PERIOD 5	9:56-10:24
PERIOD 6	10:28-10:56
PERIOD 4A	11:00-11:30
PERIOD 4B	11:34-12:04
PERIOD 4C	12:08-12:38
PERIOD 7	12:42-1:12

## **Alternative Education**

Alternative Education provides an alternative way for Mahomet-Seymour High School students to earn their high school diploma. Students in the program have access to flexible scheduling computer based learning, and independently paced courses.

### **PLACEMENT**

To be considered for placement, students must fill out an application and complete an interview with the Alternative Education Committee. In general, the program is designed for students who face significant obstacles in completing their high school education. Since a limited number of placements are available, priority will be given to those students with the greatest need.

### **ACADEMIC REQUIREMENTS**

Students in Alternative Education must complete the same number of credits and the same core courses required of every Mahomet-Seymour High School student. Any student completing all of these requirements will graduate with a Mahomet-

Seymour High School diploma.

## **COURSEWORK**

Classes in the alternative program are offered in a variety of formats. Some will meet daily, some will be independently paced with teacher conferences, some will be computer-based, and some may be vocational or community projects and partnerships. Times for individual help and guided study are scheduled into every school day. Any student wishing to take a lab course, world language, or art/music course may choose to take one class per semester in the traditional school.

## **HOW IT WORKS**

Alternative Education is a program of choice. Upon entering the program, every student is assigned to a Learning Coordinator (LC) who creates an individual plan in a conference with that student. Students decide which classes to take, how and when to take them, and how quickly they make progress toward graduation. They must commit to these plans in writing. Students are held to the commitments they make for attendance hours and academic progress. Every week, students confer with their LC to review their progress for the week. If a student does not make adequate progress, she/he may be placed on probation in the program, and ultimately may leave the program.

## **CRITERIA FOR ADMISSION**

- Attendance Problems/Truancy
- Academic Difficulties
- Inadequate Progress
- Excessive Accumulation of Discipline Points
- Social Skills Needs
- External Home/Personal Problems
- Age Inappropriate for Grade Level
- Must complete requirements by the age of 21
- Financial need to work
- Other Factors

## **TYPICAL SCHOOL DAY**

Each student's typical school day will be determined by the alternative education plan that has been developed with the student. Students will be enrolled in at least three classes per quarter and will earn credits on a per quarter basis. Students who are enrolled in the work/study component of the program must attend school for at least 180 minutes per day and be on the job site for at least ten hours per week to be considered full time students. Students who are not enrolled in the work/study component must attend school for 300 minutes to be considered full time students.

## **MAKING CHOICES**

Life is all about making choices. This alternative program is predicated on teaching students to make the right choices. It is a program of choice. Students must choose to apply for the program. No students will be placed in the program without a commitment to achieve success. Students must choose to attend their classes on a daily basis, choose to make adequate curricular progress in all of their classes, and choose to abide by a few simple behavioral rules in order to be successful in the alternative school. The program has a limited number of seats available, thus students who are not making the choices that will allow them to be successful in the program will be released from the program in order to allow another student to have a chance at being successful. We encourage all students who are interested in the program to apply. Students will be chosen for the program based on their need and individual situation. All students who apply and are not selected will remain on a waiting list and may be enrolled when a seat is available.

# **Attendance Policy**

The progress and success of each student depends to a large extent upon regular attendance at school. Responsibility is one of the most important personal attributes to be learned in school. Strict enforcement of attendance is one way to help in teaching this concept. Regular attendance is necessary to insure maximum educational benefits. A student who is not present in school is not learning. Because excessive absences from class result in a lack of participation and interaction by the student with the class, Mahomet-Seymour High School shall adopt the following attendance policy.

### **I. Reporting of Absences:**

If a student is absent from school, the parent/guardian must telephone the attendance office (586-3358) between 7:30am and 4:00pm on the day of the absence to state the reason for the student's absence (notes are not accepted). Parents who cannot call between the hours of 7:30am and 4:00pm may leave a message on our 24-hour answering machine. The parent/guardian must call each day the student is absent unless previous arrangements have been made. If the parent does not call the attendance office on the day of the absence, the administration may classify

the absence as unexcused. Students who have been absent without explanation must receive an admit from the attendance office before returning to their classes.

II. The determination as to whether a student absence is excused or unexcused will be made by the administration.

III. The Eight (8) Day Excused Absence Policy

Students who accumulate more than eight excused absences in any one class (per semester) must provide proof of the nature of the excused absence (a note from a doctor) in order for the absence to be marked excused. Failure to do so will result in the absence being marked as unexcused and the student will receive no credit for work missed. Without providing proof, future absences will not allow make-up work credit and therefore will jeopardize the student's semester grade. This policy will be in effect for students who transfer in to MSHS on a prorated basis.

Acceptable reasons for excused absence:

- A. Illness of the student/family
- B. Unavoidable accident or emergency
- C. Anticipated absence with Administrative Approval

These are examples of anticipated absences that may receive approval:

- a. College visits (for juniors and seniors)
- b. Special religious holidays
- c. Other circumstances as determined by the Administration

Excused absences not counted in the Eight Day Policy:

- A. School field trips
- B. Religious leaves
- C. Medical appointments (with written proof from doctor)
- D. Funeral for family members
- E. Court appointments (with written proof from court)
- F. Extended serious/critical illness of student/family member
- G. Suspensions for disciplinary reasons
- H. Other absences as determined by the administration

IV. Release for Appointments

MSHS encourages parents to make appointments for their students during times that do not conflict with school. In the event that an appointment must be made during school time, it is expected that the student return to school following the appointment. Parents or individual students should provide transportation to the appointment. No student will be released to provide transportation for another student during school hours. In order to be excused for an appointment, the following procedure must be followed.

Prior to the appointment, the student's parent/guardian should call (no notes are accepted) the Attendance Office at 586-3358 and give the following information:

- a. Name of Student
- b. Time of Appointment
- c. Type of Appointment
- d. Time to be released
- e. Approximate time of return

On the scheduled day of the appointment, the student must sign out through the Attendance Office. When the student returns they must sign in at the same office (with the statement verifying the appointment). **ALL APPOINTMENTS THAT ARE UNVERIFIED BY WRITTEN PROOF FROM A DOCTOR WILL BE CONSIDERED UNEXCUSED ABSENCES.** Failure to check out through the attendance office may result in an unexcused absence.

V. Illness at School

If a student becomes ill while at school, he or she should ask their teacher for a pass to the Attendance Office. Students may not leave school when they are ill unless the Attendance Office has received parental/guardian consent prior to the student's signing out.

VI. The Five (5) Day Unexcused Absence Withdrawal/Fail Policy

All absences that are not classified above are considered to be unexcused absences. Students shall receive no credit for work missed during unexcused absences. Students who accumulate more than five unexcused absences in one class may be withdrawn from the class, placed in study hall, and given a failing grade for the semester.

The following are some examples of unexcused absences:

*(absences with the knowledge of the parent)*

- a. oversleeping
- b. car trouble
- c. unverified medical/dental appointments
- d. students who leave due to illness without signing out
- e. illness exceeding eight days not verified by a doctor

- f. non-emergency family related absences
- g. shopping trips
- h. skip days
- i. driver's license
- j. hunting

Students are considered to be unexcused truant (*absent without the knowledge of the parent*) if they are absent from school for all or part of a school day without parent knowledge. The consequences for unexcused truant absences range from detentions to out of school suspensions and may include legal action through the truant officer at the Regional Office of Education.

Upon the fifth unexcused absence a meeting will be requested with the student, the student's parents, a guidance counselor, and the Assistant Principal regarding the student's unexcused absences.

Students who accumulate more than five (5) unexcused absences of any kind in one class may not be withdrawn from the class until a parent/teacher/administrator conference is held to determine his or her status.

The student's status will be one of the following:

Conditional Status

The student remains in class with the following conditions:

- (1) there must be no further unexcused absences.
- (2) all work assigned in the class must be completed to the teacher's satisfaction.
- (3) the student must not be a discipline problem.

Students on conditional status who fail to complete the semester in good standing will receive no credit for the course. The loss of credit may be appealed to a committee consisting of an MSHS administrator, a guidance counselor, and the teacher involved. It is the responsibility of the parent to initiate the appeal process by notifying the Assistant Principal in writing within five (5) school days of the end of the semester.

Withdraw-Fail Status

The student will receive a grade of "WF" (withdraw-fail) and earn no credit for the course, and be placed in study hall.

VII. Tardiness

- 1. Students are tardy if they are not in the classroom when the bell rings. Oversleeping, missing the bus, or experiencing car trouble are not considered valid reasons for being tardy excused to class. Tardiness may result in the assignment of detentions from the teacher or from the administration.
- 2. 1<sup>st</sup> offense – warning from the teacher
- 3. 2<sup>nd</sup> offense – teacher-issued detention served with that teacher 8:00-8:15 the next morning (missed detention = referral to the office); teacher contacts home
- 4. 3<sup>rd</sup> offense – referral to the office
- 5. All tardies greater than four -- The student will be referred to the administration for further consequences including additional detentions, Saturday Supervised Study, or suspension from the class or school.

\*Tardies will be marked in the SDS program.

## **Mahomet-Seymour High School Expectations for Student Dress**

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. Our goal is to reduce distractions to the school-learning environment.

The following standards will be observed during school hours at Mahomet-Seymour High School.

- 1. Pants must be worn at the waist. No sagging allowed.
- 2. Shirts, blouses, and dresses must cover the abdomen, back, shoulder and chest areas. Strapless or single strap tops are not allowed. Tank top shirts are not allowed and all sleeveless shirts must cover the shoulder area. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. See-through mesh or fabric garments are

not permitted.

3. Undergarments must be covered at all times.
4. Head apparel, including hats and bandannas must not be worn inside the school building.
5. Footwear is required at all times.
6. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
7. Skirts, dresses, and shorts must be beyond fingertip length.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials such as spandex.
9. Coats and jackets exceeding fingertip length are not to be worn in the classroom.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with the policy shall be subject to the following consequences:

Correct the violation or spend the remainder of the day in in-school suspension (ISS).

Repeat offenders shall be subject to additional measures that include parent conferences, in-school suspension, and out-of-school suspensions as described in the CUSD#3 student discipline policy.

## **MAHOMET-SEYMOUR CUSD #3 DISCIPLINE POLICY**

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

For further information, See Board Policy 7:190, *Student Discipline*.

**Disciplinary consequences may apply when:**

- 1. On, or within sight of, school grounds before, during or after school hours and at any other time when a school group is using the school;
- 2. Off school grounds at a school activity, function or event;
- 3. Traveling to or from school or a school activity, function or event; or
- 4. Anywhere, if the conduct may reasonably be interpreted to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.
- 5. The students conduct is reasonably related to and negatively impacts some legitimate school interest.

**Corrective/Disciplinary Measures**

Corrective/disciplinary measures may include:

- 1. Reprimand.
- 2. Personal counseling.
- 3. Withholding of privileges (Social Probation).
- 4. Seizure of contraband.
- 5. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed.
- 6. Suspension of bus riding privileges, provided that appropriate procedures are followed.

7. Expulsion from school and all school-sponsored events for a definite period of time not to exceed 2 complete school years, provided that the appropriate procedures are followed.
8. Notification of juvenile authorities whenever the conduct involves illegal activity and/or drugs (controlled substances and/or illegal and/or misuse of prescription drugs), look-alikes, alcohol or weapons.
9. Notification of parent(s)/guardian(s) which may include Parent/Teacher or Parent/Administrator conference(s).
10. Removal from the classroom.
11. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or a designee shall ensure that the student is properly supervised.
12. Detention or Saturday Supervised Study, provided that the students parent(s)/guardian(s) have been notified. The detaining teacher, the Building Principal or a designee must supervise the student.
13. Restitution.

**ACTS OF MISCONDUCT - LEVEL I**

1. Misconduct in or around a school vehicle.
2. Classroom disturbances.
3. Dishonesty.
4. Littering - careless discarding of rubbish or other items.
5. Loitering - standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action.
6. Misrepresentation.
7. Tardiness.
8. Truancy.
9. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

**SCHOOL DISCIPLINARY ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

**LEVEL I**

- Reprimand
- Detention
- Parent Call
- Parent/Teacher Conference
- Parent/Administrator Conference

**ACTS OF MISCONDUCT - LEVEL II**

1. Especially serious, unmodified, multiple or repeated Levels I Acts of Misconduct.  
Especially serious, unmodified, multiple or repeated violations of Level I Acts of Misconduct may cause the infraction to be treated as Level II, III or Level IV misconduct.
2. Disrespect/Insubordination - Open or persistent defiance of authority and/or school rules and regulations. Included are verbal abuses, use of obscenities or recognizable derogatory gestures.
3. Failure to abide by corrective action for misconduct.
4. Failure to follow directions of school personnel.
5. Forgery or the use of forged notes or passes.
6. Gambling.
7. Refusal to identify self.
8. Stealing or theft (minor) - Covers small inexpensive items, i.e., books, pencils, etc. The unauthorized taking of larger, more expensive items would cause the infraction to fall under level IV of this policy.
9. Using, possessing, distributing, purchasing or selling tobacco materials or paraphernalia.
10. Verbal Abuse: Name calling, profanity, obscenity, racial slurs or other derogatory statements or gestures.

**SCHOOL DISCIPLINARY ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

**LEVEL II**

- Detention
- Parent/Administrator Conference
- Social Probation
- In School-Suspension
- Saturday Supervised Study
- Suspension

### **ACTS OF MISCONDUCT - LEVEL III**

1. Especially serious, unmodified, multiple or repeated Levels I or II Acts of Misconduct. Especially serious, unmodified, multiple or repeated violations of Levels I, II, or III Acts of Misconduct may cause the infraction to be treated as Level II, III or Level IV misconduct.
2. Threats to others - A threat to apply force or threat to do physical injury to another student or to school personnel.
3. Trespassing on school property - this applies to one or more of the following acts:
  - a. Entering upon or in property without justification or without implied or actual permission.
  - b. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering or after being told to leave.
  - c. Entering an area of the school building that is restricted in use and so posted.
4. Vandalism - Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture or fixtures.
5. Other acts of misconduct which seriously are disruptive and/or which create a safety hazard to students, staff and/or school property may be considered Level III.
6. Violation of the constitutional rights of another person.
7. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
9. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any secret society.
10. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
11. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
12. Causing or attempting to cause damage to school property or another person's personal property.

### **SCHOOL DISCIPLINARY ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate disposition.

#### **LEVEL III**

Social Probation  
In-School Suspension  
Restitution  
Saturday Supervised Study  
Suspension  
Expulsion

### **ACTS OF MISCONDUCT - LEVEL IV**

1. Especially serious, unmodified, multiple or repeated Level I, II or III Acts of Misconduct.
2. Bomb Threats - The conveyance of threats or false information regarding bombs or the placement of any device, which could reasonably cause harm to self or others.
3. Extortion - The use of force or negative consequences or the threatened use of force or negative consequences to obtain another persons money, property or with the intent to compel someone to do something he or she would not otherwise do.
4. Fighting, assault, battery.
5. Using, possessing, distributing, purchasing or selling illegal drugs, controlled substances or prescription drugs, look-alike drugs and drug paraphernalia other than as prescribed by a physician licensed to practice medicine in all its branches for the use intended by the physician and as used consistent with the prescribed use by the person for whom the drug was prescribed. Students who are under the influence, or who are suspected to be under the influence, are not permitted to attend school or school functions and are subject to suspension or expulsion.
6. Possession or sale of stolen property.
7. Setting false fire alarms.
8. Stealing or theft- taking the property of others with or without the threat of violence. (Refers to items of greater value than those described in stealing under Level II)
9. Acts of Violence against school personnel or others.
10. Possession of weapons and/or use of weapons or other objects to produce bodily harm.
11. Setting Fires.
12. Using, possessing, distributing, purchasing or selling alcoholic beverages. (Students who are under the influence, or who are suspected to be under the influence, are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.)
13. Using, possessing, distributing, purchasing or selling explosives, firearms, knives or any other object is used as a weapon or the use of which as a weapon is threatened.

### **SCHOOL DISCIPLINARY ACTIONS/PROCEDURES**

Within each of the Levels of Misconduct a range of dispositions is possible. The staff member handling the case will select the appropriate

disposition.

#### **LEVEL IV**

Suspension

Expulsion

Corporal punishment shall not be used. Certificated personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property.

A student who uses, possesses, distributes, purchases or sells an explosive, firearm, knife or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a definite time period of at least one calendar year, but no more than 2 school years. The School Board, however, may modify the expulsion requirement on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Before any punishment is imposed in any disciplinary setting, the student shall be given the opportunity to deny or explain his or her conduct.

#### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal and/or Dean of Students are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 consecutive days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

## **MAHOMET-SEYMOUR CUSD #3 EXTRACURRICULAR ACTIVITIES CODE**

#### **ACTIVITIES PHILOSOPHY**

Mahomet-Seymour feels that extracurricular activities are an important educational experience for all who choose to participate. A person is the sum total of all his living experiences, and experience comes in many ways. The channels of learning differ with each student, and each student will tend to stress those channels that give expression to his/her best talents.

All too often, people give little thought to those values that are usually described in abstract terms. Nevertheless, qualities, such as loyalty, respect, service, sacrifice, pride, love, dedication, and courage become more obvious when exposed to the pressures associated with athletics and extra-curricular activities.

When a student endures the physical and mental hardship of being a team member, when he/she accepts all the unpleasantness of weather, outside pressures, bruises, aches, the disappointment of losing, when they subject their performance to the judgment of all spectators and critics...through all of this, a person can achieve a special discipline of character. This kind of discipline contributes to the strength, which helps all of us face hardships, responsibility, and the demands of duty throughout our lifetime. As a participant grows in their understanding of what it means to be part of a team, and they face the difficulties of a challenging schedule, many of these qualities emerge.

#### **RULES AND REGULATIONS**

##### **ARTICLE I - ELIGIBILITY**

**SECTION I** Mahomet-Seymour High School abides with all IHSA eligibility requirements.

Athletes are NOT eligible, if:

1. You reach 20 years of age prior to the start of your sport season.
2. You did not receive credit for 20 hours of work for high school credit in the previous semester or if you are not currently passing 20 hours of work per week this semester for high school credit. Upon receiving a D or F in an academic class the

student will receive a warning for the week from their coach or sponsor.

3. You have attended more than 8 semesters after entering the 9th grade. Ten days of attendance constitutes a semester.
4. You have participated in a given sport for all or part of 4 seasons.
5. You have competed under a false name.
6. You are not enrolled and in attendance at school by the beginning of the 11th day of the semester.
7. You have missed ten consecutive days of school.
8. You play on a non-school squad while you are a member of a school squad in that sport. You are a member of the school squad until the squad completes its last contest in that sport.
9. You have played on any college or university team, or on any all-star football or basketball team before you graduate, or on any all-star baseball team during the school year.
10. After entering an IHSA member school, you play on a team with a player who is paid.
11. After entering an IHSA member school, you accept for athletic achievement any medal, cup trophy or other type of award with a value of more than \$75.00
12. You attend a camp or clinic without complying with the cutoff deadlines. Athletes who will compete in a fall sport may not attend a summer coaching school, camp or clinic after July 31, 2011. Note: IHSA By-Laws allow student athletes to attend organizational meetings prior to the beginning of any season.
13. You do not have a licensed physician's certificate or physical fitness to participate, issued within a year preceding your current participation.
14. Your parents do not live in the school district in which you attend high school.

Caution: To keep your eligibility from being in jeopardy, do not participate in practice sessions or extra-curricular events, except during regular seasons.

In order to be eligible to participate in any high school sponsored or high school supported athletic sport or extra-curricular activity, a student must satisfy the Mahomet-Seymour School District's scholastic standing requirements. The standards are:

- Students must have passed 4 academic classes the previous semester.
- Students must be passing 4 academic classes.
- Students receiving two D's and an 'F' in another class will be ineligible.
- Students receiving two F's will be ineligible.
- Grades, for eligibility purposes, are cumulative for the semester.

Any student participant failing to meet these academic criteria shall be ineligible to participate for seven calendar days or until the specific academic criteria are met, whichever is longer.

**SECTION II** Suspension or expulsion from Mahomet-Seymour High School for violations of school rules and regulations will affect the student-participant as follows:

1. The student-participant will not be allowed to practice nor be allowed to participate in any extra-curricular event, game, meet, match or event on the day(s) he/she is suspended from Mahomet Schools. This applies to in-school suspension, suspension or expulsion.
2. The student-participant will not be allowed to attend any practice or extra-curricular event or school activity.

*Question: Suppose I am suspended from school on the last day of class preceding a vacation, such as Thanksgiving, Christmas or Easter. When would I be allowed to practice or participate in a game, meet or match or event?*

*Answer: You would be eligible to practice or play on the day you are re-admitted to school—the day school next begins following the vacation or the first day after vacation that your suspension is over, and you are re-admitted to class.*

**SECTION III** Mahomet-Seymour High School will abide by the IHSA Constitution regarding students' participation in IHSA-sponsored state meets and tournaments.

**SECTION IV** Mahomet-Seymour High School student-participants must be in attendance at least one-half day (four class periods) on the day of games, meets, matches or events in order to participate that particular day. The principal or assistant principal for special or unusual circumstances may grant exceptions. If at all possible, coaches and sponsors are to be informed of any reason for a missed practice or meeting prior to the practice or meeting.

**SECTION V** Each school year every student-athlete must obtain and pass a physical exam by a licensed physician prior to practicing, being issued equipment, and participating in any extra-curricular event. All student/athletes are required to have on file prior to practicing a copy of a current physical examination, a signed copy of the Parent Permission and Insurance Verification for Athletes Form and a signed copy of the Illinois High School Association Parent and Student Agreement/Acknowledgment Form for the Performance-Enhancing Substance Testing Policy.

At the time you are issued an IHSA physical examination card, you will also be issued an Athletic Permit and Emergency Treatment Card, which must be filled out by your parent(s) and then returned before you will be issued equipment or allowed to practice.

Question: *Do I have to have a physical for each sport?*

Answer: *No, one physical examination is good for all sports during each school year. (One Treatment Card per year.)*

SECTION VI- Mahomet-Seymour C.U.S.D #3 recognizes the importance and value of good sportsmanship. The major benefits derived from a child's participation in competitive athletics and activities are the development of sportsmanlike attitudes and values such as honesty, fair play, and citizenship. With that belief in mind, Mahomet-Seymour C.U.S.D. #3 requires the parents of all student-participants to view Mahomet-Seymour's Fundamentals of Sportsmanship and Extra-Curricular Code Review video. The video will be shown at the high school thirty minutes prior to the start of each of our seasonal sports kickoffs. The Mahomet-Seymour Fundamentals of Sportsmanship and Extra-Curricular Code Review is also available to be viewed on-line at <http://www.ms.k12.il.us/mshsathletics/links/sportsmanship.ppt>. If the parents are unable to attend the viewing, there will be a videotape able to view at times designated by the Extra-Curricular Director. This videotape will be available at the high school office and the parents of student-participants must watch the videotape and sign the Fundamentals of Sportsmanship signoff sheet acknowledging they have viewed and understand the Fundamentals of Sportsmanship and our Activities Code. Student-participants will be unable to compete interscholastically or perform until their parents have signed this sheet. Student-participants will still be allowed to participate in practices, meetings, rehearsals, etc.

If at anytime a spectator is asked to leave our facilities for unacceptable behavior, the spectator will be required to view the videotape of the Fundamentals of Sportsmanship again before they are allowed to be present at other extra-curricular events and may be suspended from attending future events. If the spectator continues to display poor sportsmanship, they may be suspended from attending any extra-curricular event for a time period determined by the administration and the school board of Mahomet-Seymour C.U.S.D. #3.

#### SECTION VII Insurance for student-athletes

1. In order to compete, all Mahomet-Seymour student-athletes must be covered by family hospitalization and medical insurance and/or school accident insurance, which is suggested. This coverage is available to student-athletes at a nominal cost.
  - a. School accident insurance pays in addition to any family insurance.
  - b. If you do not wish to purchase school insurance, parents must sign an insurance waiver.
  - c. All sports need:
    - (a) Family hospitalization and health insurance and/or
    - (b) Regular school time insurance.
2. Community Unit School District No. 3 is NOT responsible for injuries or loss resulting from participating in sports.
3. Expenses over and above the insurance coverage are the responsibility of the parent. The school assumes no obligation for this occurrence.

(For further information concerning these insurance programs, you may contact the athletic director.)

4. What you should do in case of injury:
  - a. Tell your coach to fill out an injury report for you.
  - b. The insurance form will then be mailed to your parents with instructions.
  - c. Your parents should then complete the form and send it to your doctor or the hospital.

SECTION VIII The Illinois High School Association randomly tests the student/athletes who are members of interscholastic school teams for the use of performance enhancing supplements. The student/athletes and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before participation in interscholastic athletics. Failure to sign the consent form renders the student/athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with the I.H.S.A. policy.

#### ARTICLE II BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

SECTION I A student representing Mahomet-Seymour High School shall exemplify high standards of moral integrity and good citizenship, both in and out of school. A neat, clean appearance is expected of all student-participants.

SECTION II The Mahomet-Seymour Extracurricular Activity Staff will not, under any circumstances, permit SECTION II violations listed below during the entire year (12 months a year, in and out of season):

- \*\*1. Using, possessing, distributing, purchasing or selling tobacco materials or paraphernalia on or off school grounds.
- \*\*2. Using, possessing, distributing, purchasing or selling alcoholic beverages on or off school grounds.
- \*\*3. Using, possessing, distributing, purchasing or selling any controlled substances on or off school grounds. For detailed

information on substances included, see Board Policy 7:190.

4. Engage in conduct that specifically violates existing criminal code statutes.

5. Deliberate access, creation, display, transmission, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions.

\* \* All Drug/Alcohol/Tobacco Treatment Programs should last the full duration recommended by the approved counselor. Costs for enrollment in D/A/T Abuse Treatment Programs are the responsibility of the student-participant and/or parent. If a student-participant confides in a coach, sponsor or school official that he/she has a drug or alcohol problem and requests help, that student-participant must attend an approved D/A/T Treatment Program, but the 30 day or one-half the season suspension penalty from extra-curricular events is waived; the student-participant will be charged with his/her first offense violation. This must be considered as a "cry for help". This section will be void if the student-participant is using this exception only to avoid the extracurricular activity suspension penalty or if the student-participant is in violation for the second or third offense.

All drug/alcohol testing must be completed at an approved testing center. Local doctor's offices or clinic tests will not be accepted.

If any member of the Mahomet-Seymour Staff, school official or law enforcement officer has proven knowledge of any of the preceding violations, the student-participant will lose all privileges and honors he/she is entitled thereto. A personal conference with the student-participant, coach, sponsor, athletic director, and/or parent(s) may be held concerning any of the preceding violations, if so desired.

The extracurricular activity staff may, at any time, require drug/alcohol testing of any student-participant where there is "reasonable suspicion" of drug or alcohol use by a student-participant.

For any drug/alcohol-related violations, a student-participant must take an approved five-panel test and test negative prior to returning to the activity. Failure to submit to testing under any of the preceding provisions will result in suspension from participation until compliance and until the test is reported negative.

Penalties for offenses #1, #2 and #3 shall be:

**1st offense**—suspension from participating in all extra-curricular events from the next scheduled event for a period of 30 calendar days or one-half of the next activity season, whichever is less. Event can be described as game, contest, math, performance, competition, etc. Drama and Madrigal events will be considered performances if the event is performed in full costume and performed for the entertainment of others. Dress rehearsals will not be considered performances. Students involved in more than one school activity at the same time will have the suspension period applied to each activity. The penalty for a first offense can be reduced to 15 calendar days or one third of the next activity season, whichever is less, if the student-participant chooses to meet with a school-approved treatment counselor and performs eight hours of community service. The counseling session(s) and community service must occur within the 15 day calendar period. The penalty for tobacco use is 20 calendar days for the first offense. The 2<sup>nd</sup> and 3<sup>rd</sup> offense penalties for tobacco use will be subject to the same penalties as other drug and alcohol offenses. Tobacco offenses are not subject to a five-panel drug test.

\* 1. The student-participant will practice with the team or group during the time he/she is suspended from extra-curricular event or activity. He/she must test negative prior to returning to the activity to participate. He/she must also provide proof of submission to a drug test prior to returning to practice.

\*2. If the violation occurs during a season, the same penalty will result, but the penalty will be on a pro-rated basis for that activity and/or the next activity season of participation.

\* Upon approval of each coach or sponsor involved.

**2<sup>nd</sup> Offense**-Suspension from participating in all extra-curricular events for a period of 90 calendar days from the date of the next competition or performance with the completion of an approved counseling program. Student-participants must continue training rules during this time. If the student or parent should desire, the penalty can be truncated to 45 calendar days with mandatory counseling and 40 hours of community services. A random five-panel drug test must also be performed during this 45 day period and test negative before returning to the activity.

**3<sup>rd</sup> and subsequent offenses** are one year suspension and the completion of an approved counseling program. There will remain mandatory drug testing before returning to program or sport. Penalty for third offense can be truncated to 6 months with 80 hours of approved community service.

**Expunging of record for good behavior** - Following a first offense violation, a student-participant who has not been in violation of the Mahomet-Seymour CUSD #3 Discipline Policy for a period of one year will have his/her record expunged. A subsequent violation of the discipline code will be treated as a first offense, and if necessary, a second and third offense. A student-participant's record can only be expunged one time during his/her high school career.

**Proximity Clause**-- Student-participants are not permitted to be in attendance at any location where alcohol, controlled substances or illegal drugs are knowingly possessed or consumed by any minors.

Penalties will be:

1st offense -- Student -participants that are in extra-curricular activities that have fewer than 15 regular season contests are suspended for one (1) contest. Student-participants that are in extra-curricular activities that have 15 or more contests are suspended for two (2) contests.

2nd offense -- This will be treated the same as a first offense for possession or consumption, which is a thirty (30) day or half the season suspension.

Penalties for offenses #4 and #5 shall be:

Dependent on the severity and nature of the infraction(s) consequences may range from suspension from practice(s) and or competition(s) participation to expulsion from program.

#### **Questions and Answers:**

Question: *If a student-participant is smoking in June for the first time, when would he/she become eligible?*

Answer: *The student-participant would become eligible in 30 calendar days or one-half of the season after the date of the first game, match, meet or event in the activity in which he/she enrolled, provided (1) he/she practices with the team or group during the suspension and (2) he/she makes the team, squad or group, and (3) he/she attends an approved program for smoking counseling.*

Question: *If a student/athlete has a suspension in place and the sport season ends, does the suspension carry over to the next sport season?*

Answer: *Yes, and remaining suspension dates will carry over to the next sport season that a student/athlete participates.*

Question: *Assume a student-participant is smoking for the first time during the season. When would he/she become eligible?*

Answer: *In this case, the one-half season or 30 calendar days is pro-rated for that activity and the next season in which he/she participates, provided (with the coach/sponsor's permission) he/she attends practices, he/she is not dismissed from the team, squad or group, and he/she attends an approved smoking counseling program.*

Question: *What if a student is a non-participant, does not observe training rules, then wants to go out for an activity. Would he/she be eligible; if so, when?*

Answer: *Yes, provided he/she contacts the coach or sponsor and athletic director and explains his/her intention at least 30 calendar days in advance of the opening date of the season, and he/she begins training at that time. He/she would then be eligible at the opening date of the season. If, in this case, the student-participant did not notify the coach or sponsor and athletic director 30 days in advance, he/she would be eligible to compete extra-curricularly after 30 calendar days after the first game, match, meet or event, or one-half of that season, provided he/she attended all practices and abided by all rules and regulations. In this case, the prospective student-participant must test clean prior to participation in practices or games.*

Question: *If a student-participant has committed any first or second offenses, must he/she still observe all training rules to be eligible for extracurricular activities in the future?*

Answer: *Yes.*

Question: *Does the second offense have to be in the same year?*

Answer: *No. The offenses accumulate, If you had an offense as a freshman, then another as a senior, that would be considered a second offense.*

Question: *If it is a student-participant's second offense, may he/she practice with the team or group for the entire year, but not compete as is defined above?*

Answer: *Possibly, provided he/she has permission of all coaches or sponsors involved. In all practicality, the answer to this question is no. See "2nd offense."*

Question: *If I have a drug or alcohol problem and go to my coach or sponsor and request his/her help, what procedure would then follow?*

Answer: *If you sincerely are seeking help and ask your coach or sponsor for his/her assistance to help you with your drug or alcohol problem (and it is not public knowledge or will soon be public knowledge that you have just been involved in a drinking or drug situation), you will be considered to be under the 1st Offense Penalty. The 30 days or one-half (1/2) the season penalty is waived, but you must enroll in an approved Drug/Alcohol Treatment Program for a minimum time that is equal to or exceeds the amount of time of your suspension. You must take and pass a drug test prior to returning to competition.*

Question: *If I am a second semester 8th grade student and break training rules before I enroll at the high school, what penalties*

are incurred, if any?

Answer: Second semester 8th grade students who have completed their extracurricular activity careers at the junior high have two options: (1) Enroll in and complete an approved drug/alcohol/tobacco program; enter high school at no penalty or (2) Enter the high school at the first offense penalty.

SECTION III These training rules and regulations apply to all extracurricular activities at Mahomet-Seymour High School. These training rules will apply for the entire year (12 months). They are also cumulative.

SECTION IV All transfer students are required to meet with the athletic director. If a student transfers to Unit #3 after having been suspended from another school's extracurricular program for training violations, that student will not participate in this district's extracurricular program until his/her suspension would have been over at the other school. If the penalty for the violation is longer at the Unit #3 school than it would have been at the school where the offense occurred, the student will be suspended according to our guidelines.

#### ARTICLE III - SEASONS - Section I

Organized practice in each sport may begin as follows:

<u>Sport</u>	<u>Date</u>
Fall Sports	8-10-11
Competitive Cheerleading	11-02-11
Girls Basketball	10-31-11
Boys Basketball & Wrestling	11-07-11
Boys Track & Girls Track	1-16-12
Spring Sports	2-27-12

SECTION II Any participant who quits or is dismissed from any extracurricular activity may not participate in another extracurricular activity during the same season, unless:

1. All equipment is checked in, and
2. The end of the season of the activity you quit or were dismissed from is concluded (EXCLUDING STATE TOURNAMENT COMPETITION) or
3. It is your first time out for that activity and not more than 20% of the season is completed (provided you were not dismissed from the team, squad or group), and you have both coaches' or sponsors' agreement.
4. You have a season-limiting injury determined by a doctor and described by him/her in writing.

Question: If I quit football before the second game, would I be eligible to practice on the opening date of wrestling or basketball practice, if it was my first time out for football?

Answer: Yes.

SECTION III All equipment must be checked out and in each season. Before you will be allowed to participate in the next season's activity, all equipment checked out by you must be returned by you.

Question: If I go out for football and finish the season, then wish to go out for basketball or wrestling, when may I go out for that sport?

Answer: As soon as you check in all football equipment.

SECTION IV The Team Locker Room is to be used by teams in season only. When seasons overlap, the team that has not completed its season will be given priority if there is a conflict.

SECTION V The M-S CUSD #3 weight room will be open when supervised during the summer and school year. The school year schedule can be obtained from the athletic office. Suggested time of arrival is 3:45 p.m.

SECTION VI All students are encouraged to participate in M-S sponsored programs.

SECTION VII Any student athlete that has earned nine varsity letters will be awarded a MSHS Letter Blanket before graduation. Athletes must defend their letters.

#### **THE M-S SCHOOL SONG**

Cheers, Cheers, For Old M-S High.  
You Raise The Score, Boys/Girls,  
We'll Raise The Cry!  
Fight, Fight, Fight, For Orange And Blue!  
We Will Be Loyal Thru And Thru!

Our Team Has Spirit, Our Team Has Fight!  
Come On You Bulldogs, Victory Tonight!  
With A Coach That's Great And A Team With Strength!  
It's Onward To Victory!  
B-B-B-U-L-L, D-D-D-O-G-S,  
B-U-L-L-D-O-G-S,  
Bulldogs!! Bulldogs!! Bulldogs!!  
Yeah!!!!

# School Organizations and Activities

**ATHLETICS**—Mahomet-Seymour High School competes in a competitive interscholastic schedule in the following sports and/or activities: Baseball (Freshmen, F/S, Varsity), Cheer, Cross-Country (Boys and Girls), Dance, Football (Freshmen, F/S, Varsity), Golf (Boys and Girls), Soccer (Boys and Girls), Track (Boys and Girls), Girls Softball (Junior Varsity, Varsity), Girls Volleyball (Freshmen, Junior Varsity, Varsity), Basketball--Boys and Girls--(Freshmen, Junior Varsity, Varsity), and Wrestling (Freshmen, F/S, Junior Varsity, Varsity). Mahomet-Seymour High School is a member of the Corn Belt Athletic Conference.

**ART AND CRAFTS CLUB**--is open to any student. Enrollment in an art class is not mandatory, but is helpful. The purposes of this club are (1) to allow students open lab time to work on projects, (2) to explore new areas in the art field other than those covered in class, and (3) to aid in art projects that contribute to the school environment.

**JAZZ BAND**--The instrumental music department, in addition to the marching and concert bands, offers Jazz Band as an organization, open only by audition. Jazz Band specializes in guest performances for public organizations. It presents a Dinner-Dance with the Swing Choir each year and participates in the Illini Jazz Festival. This band also performs at select concerts during the year and plays at every home basketball game.

**CHEERLEADING**--is open to all students. There will be separate squads for football and the basketball/competitive cheer season. Each seasons squad will consist of two squads with the number of student/athletes on each squad to be determined after tryouts.

**CHESS CLUB**--is open to all students. Chess is an I.H.S.A. sponsored activity and players compete in tournaments during the season as well as the I.H.S.A. State Tournament Series.

**DANCE TEAM**— is an auditioned team dance group that is open to all female student/athletes. The Dance Team enters statewide competitions that are sponsored by TDI (Team Dance Illinois). The Dance team also performs at selected home events during the Winter Sports Season.

**DANCES (HOMECOMING, WINTER FORMAL, AND PROM)** – The Homecoming Dance, Winter Formal, and Prom are dances for Mahomet-Seymour High School students and their guests who are high school age or older. Guests are to be registered at the main table. Their behavior is the responsibility of the MSHS student. Proper attire and behavior is required at all school dances. Students who are selected as King or Queen of a respective dance are not eligible for future dance courts.

**DRAMA CLUB**--is open to all students. Enrollment in drama class is not mandatory. The club sponsors an all-school play, freshman-sophomore Christmas play, variety show, spring musical, and theatre field trips.

**FFA**—(Future Farmers of America) is open to all students taking ag-related classes. The purpose of FFA is to develop competent, aggressive, rural agricultural leadership. FFA is an integral part of classroom instruction in agriculture. The student will have the opportunity to participate in several contests related to agriculture.

**FBLA**—(Future Business Leaders of America) This national organization is open to students who are currently enrolled in a business or economics course and to students who have previously completed such a course. Two primary goals of this organization are to develop competent, aggressive, business leadership and to facilitate the transition from school to work. Students have the opportunity to be involved in local activities and to attend Area, State, and National Conferences, where competing in business-related events and holding leadership roles are primary activities. Just a few of the competitions offered are: computers, accounting, business law, marketing, web page design, public speaking, team presentation events, business calculations, and business communications. Scholarships are offered to FBLA members from a variety of colleges.

**FRENCH CLUB**--is designed mainly for students presently enrolled in a French class. The purpose is to promote understanding of the French language and customs through out-of-school activities, including the celebration of Mardi Gras and International Night.

**INTERNATIONAL THESPIAN SOCIETY**--Thespians is an honorary theatre organization for high school students. To gain entry, a student must earn points by working on a variety of theatrical productions/activities.

**INTRAMURALS**— Provides opportunities for persons interested in playing Basketball in a non – interscholastic atmosphere.

Physicals and an entry fee is required for each participant. In season student/athletes are not eligible for participation in the intramural program.

MADRIGALS--An auditioned a capella group of about 20 singers, these musicians meet throughout the summer, fall, and winter to present Medieval Christmas madrigal dinners in December. Thirty to thirty-five Renaissance madrigals, Christmas carols, and traditional songs of festivity are learned by this refined group, which performs widely throughout the area.

MAHOMET-SEYMOUR BOOSTERS, INC.--is organized as a non-profit corporation and shall accept contributions and gifts of all kinds. The organization promotes fund-raising activities and provides financial assistance to Mahomet-Seymour High School programs in order to increase participation in such programs, thereby lessening community tensions, combating community deterioration and juvenile delinquency, and providing instructional equipment useful to students and beneficial to the community. All parents and community members are encouraged to become members.

MARCHING AUXILIARIES -- Consisting of the flag squad and the pom pon squad, these groups accompany the band at football games, parades, and competitions. Students are selected by audition in the spring and are required to attend summer band camp. The pom pon squad also performs at basketball games throughout the winter.

MATH CLUB/TEAM -- The Math Club/Team is a student organization that also participates in intra- and inter- scholastic math competitions. Membership is open to all interested students. Competitions include: Mathfax events, the AHSME (American High School Math Examination), IML/NML (Illinois Math League/ National Math League), the ICTM Regional Tourney at Parkland, possibly the ICTM State Tournament at ISU, and the Mahomet-Seymour Math Invitational; as well as other invitationals. Math Club/Team will meet once a week before school and will have after school practices during Math season.

MULTIMEDIA CLUB -- The Multimedia Club is open to all students. Students will use technology to create a variety of projects. Members will work with digital and video cameras, as well as computers and software. Projects include creation/revision of MSHS Web Pages, production of videos and CD's, and graphic designs for display. Student should be prepared to meet weekly and work before and after school as assigned.

NATIONAL HONOR SOCIETY -- National Honor Society members are selected on the basis of scholarship, leadership, service, and character. Juniors/Seniors must meet a scholarship requirement of a 4.6 cumulative GPA to be eligible for membership. Students who are scholastically eligible for National Honor Society must do all of the following in order to become a member: (1) sign and return the acceptance statement by the designated deadline and (2) attend the induction ceremony. The National Honor Society Induction Ceremony will be held in March at 7:30 pm in the high school auditorium.

PIN PALS--is an organization of students interested in the promotion of wrestling. Pin Pals help in all aspects of conducting wrestling meets, such as keeping score, running the clock or working in the concession stand.

QUILL AND SCROLL--(International High School Journalism Honorary Society) membership is an honor earned by those students who have made outstanding contributions to high school publications, either newspaper or yearbook. To qualify, a student must be a junior or senior in the upper third of his/her class and have made a significant contribution to high school journalism. Members are inducted in the spring.

RETRO--(School Yearbook) staff publishes an annual, designed as a memory of the past school year, as a reference aid for those in and out of school, as a community relations device, and as a student learning project. Any student may join the staff.

SCHOLASTIC BOWL--is open to all students. Several interscholastic contests and tournaments are scheduled. Scholastic Bowl is an IHSA activity.

SPANISH CLUB--is open to students taking Spanish. Monthly meetings deal with Spanish interests, such as progressive dinners, International Night, and other related activities.

STUDENT COUNCIL--is a student-directed service organization whose membership is composed of representation for the four classes and five officers. The Council works to provide social functions or solve student problems, providing a two-way communication channel for the school.

These are your Student Council members for 2011-2012:

President- Ashley Hodge                      Vice-President- Samantha Schroeder  
Secretary- Abby Cockerham      Treasurer- Griffin Miller  
Historian- Lauren Vogelsang      KDASC Convention Secretary - Emily Williams

**CLASS PRESIDENTS**

Senior- Amanda Wallace                      Junior- Jessica Roberts  
Sophomore- Erika Penrose                      Freshman- Lane Shafer

Seniors Representatives - Carly Baughman, Alec Bean, Randal Bernthal, Sarah Brown, Brooke DeSmith, Danielle Ellis, Jenna Ferguson, Connor Hillard, Cale McCormick, Jake Phillips, Teresa Wang

Junior Representatives - Marisa Ellis, David Gaddy, Gillian Hage, Ross Johnson, Todd Metzger, Heidi Rausch, Kayla Schwenk, Andrew Shroyer, Allie Tarrant, Emily Williams

Sophomore Representatives - Sydney Brown, Lydia Coulson, Morgan DeHaan, Cameron Earl, Tara Ferguson, Hannah Fortune, Abby Grinberg, Lauren Holderfield, Lily Johnson, Sarah Knight, Catherine McHale, Allie Melchi, Audrey Lowry, Lera Rosen, Chandler Stranc

Freshman Representatives - Aleyna Brunner, Matt Campbell, Emily File, Kate Johnson-Monfort, Ashley Lafond, Kaitlyn Murphy, Lily Newton, Madison O'Donnell, Megan Perrero, Audrey Roney, Donna Xia

**GRADING PERIODS**

<u>Mid-Quarter Ends:</u>	<u>MQ Grades Due:</u>	<u>Quarter Ends:</u>	<u>Grades Due:</u>
09-23-11	09-27-11 (8:00a.m.)	10-21-11	10-25-11 (8:00a.m.)
12-02-11	12-06-11 (8:00a.m.)	01-13-12	01-17-12 (8:00a.m.)
02-17-12	02-21-12 (8:00a.m.)	03-16-12	03-27-12 (8:00a.m.)
04-27-12	05-01-12 (8:00a.m.)	06-01-12 (tentative)	Final Grades (TBA) Sr. Final Grades(TBA)

1<sup>st</sup> semester final will be held prior to our winter break on Dec. 15<sup>th</sup> and 16<sup>th</sup>. 1<sup>st</sup> semester will end on January 13, 2012.

Disclaimer

*These building procedures are not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct) which may be subject to change based upon administrative or Board of Education action.*