

MAHOMET-SEYMOUR
JUNIOR HIGH SCHOOL

Student/Parent Procedures
2011-2012



Committed to Excellence

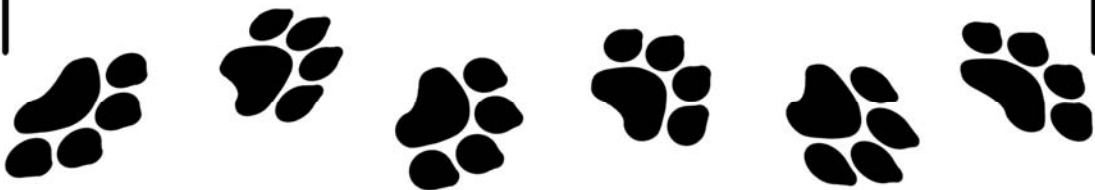


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MAHOMET-SEYMOUR JUNIOR HIGH SCHOOL GENERAL INFORMATION

The Junior High School will have approximately 660 students enrolled in the 2011-12 school year. Students are scheduled for a 10-period day with each period lasting 38 minutes. All students attend the following classes:

- seven required courses
- one elective (band, chorus, both or neither)
- one study hall
- foreign language (7th and 8th grade qualifiers)
- one lunch period

For bus riders, the school day begins when the students arrive at the bus stop in the morning and ends when the students exit the school bus in the afternoon. For students who do not ride the bus, the school day begins when they arrive on school premises and ends when they have left school grounds in the afternoon. Once a student arrives on school grounds, he/she is not permitted to leave the premises without permission. All Mahomet-Seymour schools have closed campuses. Classes begin at the Junior High School at 8:20 a.m. and end at 3:17 p.m.

The movement of over 600 students and teachers throughout the building during the day is a monumental task! From the time you arrive in the morning until you leave in the afternoon, you are expected to follow a few basic rules that promote safety and respect among all people in the building.

Please familiarize yourself with:

- The daily schedule
- Your individual schedule
- Location of important destinations (classrooms, office, locker)
- Locker combinations (hallway and P.E.)
- Student/Parent Handbook information
- Listserve via district/junior high website

Important tips for the beginning of school:

- Carry your schedule with you for the first few weeks of school. If you lose your copy, come to the office and ask for another copy.
- Be ON TIME and IN ATTENDANCE every day.
- Ask for help if you don't understand something... all teachers and staff are happy to assist you.
- Start working immediately... keep up with school work.
- Listen to daily announcements.

Attendance

In the event of any absence, the student's parent or guardian is required to call the school at 586-4415 between 7:15 a.m. and 9:30 a.m. **on the day of the absence** to explain the reason for the absence. Parents who cannot call between the hours listed above may call our 24-hour answering service to report the absence. The parent or guardian must call in each day the student is absent unless previous arrangements have been made. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

When a student accrues five (5) days of absences (excused/unexcused) in a semester, parents will be notified by letter of the student's absences. Additionally, parents will be notified by written communication if the student accrues eight (8) or more absences in a semester.

Determination as to whether a student absence is excused or unexcused will be made by the administration of M-S.J.H.

The Eight (8) Day Excused Absence Policy

Students who accumulate more than 8 days of absences per semester must provide proof of the nature of the excused absence, in the form of a note from a doctor, in order for the absence to be considered excused. Failure to do so will result in the absence being considered unexcused, and the **student will receive no credit for the work that is missed**. Without providing proof, future absences will not allow make-up work credit and therefore will seriously jeopardize the student's grades.

The following are excused absences that are not counted in the **Eight Day Policy**:

- School field trips
- Religious leaves
- Medical appointments with written proof from doctor
- Funeral for family members
- Court appearances with written proof from court
- Extended serious/critical illness of student/family member
- Suspensions for disciplinary reasons
- Other absences as determined by the administration

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal prior to the anticipated absence.

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirements.

Release for Appointments

M-S.J.H. strongly encourages parents to make appointments for their students during times that do not conflict with school and instructional time. Students will only be released to parents/guardians. 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 586-4415 or provide a note to the office and give the following information:

- Name and grade of student
- Time of appointment
- Type of appointment
- Time to be released from school

In order to avoid class disruption, on the day of the appointment, students should come to the office after the 8:10 a.m. bell to receive a pass in order to be excused from class at the time of the appointment. The parent/guardian **must** sign the student out through the office. When the student returns, they must sign back in through the office, **with a written statement from the doctor verifying the appointment.**

ALL APPOINTMENTS THAT ARE UNVERIFIED BY WRITTEN PROOF FROM A DOCTOR WILL BE CONSIDERED UNEXCUSED. STUDENTS MAY NOT MAKE UP SCHOOL WORK MISSED DUE TO AN UNEXCUSED ABSENCE.

Illness at School

If a student becomes ill while at school, they must come to the office to use the phone to contact a parent/guardian. Students may not use the phones in the classrooms, cell phones or the payphone for the purposes of calling home when ill.

Make-Up Work Requests

If a student is absent for two (2) or more days, parents may request homework for the student by calling the junior high office at 586-4415 prior to 9:00 a.m. If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Unexcused Absences

All absences that are not classified above are considered unexcused absences. Students who accumulate more than nine (9) absences in one class can be referred to the Regional Office of Education's Attendance Improvement program.

The following are some examples of unexcused absences:

- Oversleeping
- Car trouble
- Unverified medical/dental appointments
- Illness exceeding eight (8) days not verified by doctor
- Non-emergency family-related absences
- Shopping trips

***Students will only be released during the school day to the parent/guardian OR to those persons listed as "emergency contacts" on their registration information. If students are to be signed out by someone other than the individuals listed above, the office needs written notification from the parent indicating who has permission to pick-up and sign out their child during the school day. If there are persons to whom a child should **NOT** be released (i.e. non-custodial parent) we must have legal documentation on file indicating to whom the child cannot be released.

Trips/Vacations

Research indicates that it is not educationally sound to remove a child from school for a trip/vacation. While paperwork can be made up from being absent, your student will miss valuable interaction with teachers and students. Please be aware that in many cases, your child will earn a lower grade because of missed information that contributes to overall success in the classroom.

In the event that you do choose to remove your child from school for a trip/vacation, the following policies should be followed:

1. You must notify the office at 586-4415 in advance of the student's dates of absences. Please read the attendance policy.
2. Teachers are not required to distribute work prior to the planned absences. Students will be given make up work upon their return.

M-S.J.H.S. Activities

Student involvement is a key to student success at Mahomet-Seymour Junior High School. Athletics and extracurricular activities provide a safe, positive and healthy atmosphere for students. An activity fee of \$30.00 is assessed for participation in one club/activity. Students can participate in an unlimited number of clubs for \$60.00. Activity information is given on the daily announcements. The following is a list of available activities:

- Art Club
- Bulldog Pen (school newspaper)
- Drama Club
- Photo/Video Club
- Football (7th and 8th grade students only—in order to participate in football, students must have the following items on file in the office: a current physical and an insurance waiver signed by the parent)
- Intramural basketball (open to all students who were not members of the 7th and 8th grade interscholastic basketball teams)
- Intramural volleyball (open to all students who were not members of the 7th and 8th grade interscholastic volleyball teams)

I.E.S.A. Activities

Students are eligible for IESA sponsored activities if they meet the following requirements:

1. Current athletic physical is on file in the office before tryouts (not required for scholastic bowl or speech team)
2. Birth certificate is on file in the office
3. Insurance waiver signed by the parent/guardian and is on file in the office
4. Fees are as follows
 - a. \$80.00 athletic fee has been paid per activity
 - b. \$160.00 maximum in the school year
 - c. \$30.00 fee for scholastic bowl and speech team
5. Students must be passing all school subjects at all times. Please see Extracurricular Eligibility Policy in this handbook.
6. Parent/guardian has viewed the sportsmanship power point.

The following sports allow only 7th and 8th grade participants: boys'/girls' basketball, softball, baseball and volleyball.

The following sports allow 6th, 7th, and 8th grade participants: cross country, wrestling, track, scholastic bowl and speech.

Coaches may establish other rules and requirements for a sport. Cheerleaders may not participate in girls' basketball or volleyball. Tryouts for cheerleading are held in the spring for the next school year and are open to 6th and 7th graders.

In the event that financial considerations become an issue with regard to your child's participation in any extracurricular activity, please contact the athletic director to discuss scholarship opportunities.

Athletic Event Conduct

Students should remember that the purpose of attending an athletic event at the Junior High is to cheer on the Bulldog athletic teams in a positive way. Good sportsmanship is required at all times by all fans. Booing will not be tolerated. Inappropriate conduct by anyone will result in removal from the event and a possible suspension from future events.

- Mahomet-Seymour Schools are smoke-free facilities—inside and outside.
- Stand quietly and at attention when the National Anthem is played.

BULLDOG BACKER CARDS ARE AVAILABLE IN THE FRONT OFFICE AT A COST OF:

Students	\$40.00
Adults	\$60.00

BACKER CARDS ARE NOT INCLUDED IN THE ATHLETIC FEE

BACKER CARDS can be used for junior high and high school activities excluding tournaments and IESA events

Before and After School Procedures

Before school

Students entering the school before 8:10 a.m. must go to their respective gyms: Orange Gym-7th and 8th grade/Blue Gym-6th grade. Band equipment may be taken to the band room before going to the gym.

Students may:

- Sit with friends in the bleachers of the gym.
- See a teacher before 8:10 a.m. with a pass from the teacher.
- Use electronic devices if not disturbing others (i.e. cell phones, mp3 players, IPODs).
- Not have food/drink in the gym.
- Go to the office at 8:10 a.m.
- Go to lockers, see teachers, use the restroom, etc. from 8:10 to 8:20 a.m.

After school

Students are to leave the building promptly when the school day ends unless he/she is involved in a supervised school activity.

Bicycles

Bicycles should be parked and locked in the bicycle racks, by the flagpole in front of the school. Bikes should not be left lying on the ground. **Be sure to lock your bicycle!!!**

Book Bags/Backpacks

Due to hallway congestion and safety hazards, book bags/backpacks are to be kept in lockers at all times. Students may use such items when special circumstances arise. Students are encouraged to use lockers for storage purposes.

Building Conduct

The following rules shall apply, and failure to abide by the rules may result in disciplinary action:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted on school property.
- Water guns, play guns and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without administrative permission.

Bus Transportation

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the driver. In the case of a written disciplinary referral, the bus problem will be investigated and handled by the administration.

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, profanity and eating are not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and conduct that will not distract the bus driver from operating the bus safely is required. Distracting behavior such as crowding, pushing, scuffling and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.

15. Keep book bags, books, packages, coats and other objects out of the aisles. Keep all body parts clear of the aisles when seated.

Cell Phones

The possession or use of cell phones and other messaging or recording devices that disrupt the educational environment or violate the rights of others are subject to the following guidelines:

1. They must be powered off and kept in student lockers during the regular school day unless needed during an emergency that threatens the safety of students, staff or other individuals.
2. Taking pictures, video or recording sound with phones or any other electronic device during school hours without teacher permission is strictly prohibited.
3. The use of these devices in bathrooms or locker rooms is strictly prohibited at any time.
4. Items prohibited during school hours will be confiscated and placed in the office for return to the student's parent/guardian. Items not retrieved by June 30th will be donated to charity.

Students found in possession of a cell phone will be subject to the following:

- 1st offense—Parent pick-up
- 2nd offense—Parent pick-up and two misconduct points
- 3rd offense—Parent pick-up and detention
- 4th offense—Parent pick-up and Supervised Saturday Study
- 5th or more offense—Parent pick-up and Supervised Saturday Study

Note: Mahomet-Seymour Junior High assumes no responsibility for cell phones which are lost, damaged or stolen.

M-S.J.H.S. Curriculum

The following is a summary of classes that students take at each grade level.

<u>Subject</u>	<u>Grade</u>	<u>Description</u>
Language Arts	6	2 periods including reading, writing, grammar and spelling
	7	2 periods including reading, writing, grammar and spelling
	8	2 periods including reading, writing, grammar and spelling
Social Studies	6	World Civilization/Geography
	7	Part I-Early Americas to Industrialization
	8	Part II-Imperialism to Present
Science	6	Earth Science
	7	Life Science
	8	Physical Science
Math	6	Regular or Advanced Math
	7	Regular or Advanced Math
	8	Regular, Pre-Algebra or Algebra I
Quarter Classes	6	Tech I, Art I, Geography, Introduction to Foreign Language
	7	Tech II, Art II, Health (one semester)
	8	Tech III, Art III, SELF, Government
Physical Education	All	must have standard uniform: orange shirt, blue shorts/sweatpants, athletic shoes

A placement test is administered to 7th and 8th grade students in the second semester of the school year to determine the most appropriate math placement for the next year. Other factors considered are homework completion, grades, work ethic and teacher recommendation.

Elective Courses

Band (6, 7, 8)—3 periods per week

Chorus (6, 7, 8)—2 periods per week

Students may choose band and/or chorus. If they choose neither, they are assigned to a study hall for that period. Students wishing to add/drop band or chorus may do so at the beginning of the second semester ONLY, with the exception of the first full week of school. Students should bring a note from their parents requesting the change, have it signed by their music instructor and submit the documentation to the office for a schedule change.

World Language Options

Sixth grade students who meet the specific criteria may, starting in 7th grade, select Spanish 1A or French 1A. Enrollment in Spanish 1B or French 1B would take place in 8th grade. Upon entering 9th grade, students would enroll in Spanish 2 or French 2.

Criteria for being selected for these classes are as follows:

- recommendation from 6th grade World Language teacher
- a grade of A or B in 6th grade World Language class
- student plans to attend a 4-year college/university upon completion of high school
- a minimum overall 3.0 G.P.A.
- willingness and ability to give up study hall and manage study time accordingly
- good attendance

*****Students enrolled in French/Spanish plus Band and Chorus will not have a study hall. *****

Daily Announcements

Announcements are made over the intercom at 11:02 a.m. and 3:15 p.m. Students need to pay attention to the daily announcements. It is the student's responsibility to relay information home to parents. Announcements are also shown continuously throughout the day on television monitors throughout the school.

Daily Schedule

The school day consists of ten, 38-minute periods with four-minute passing periods.

8:10-8:20	Pre-class time
8:20-8:58	1 st period
9:02-9:40	2 nd period
9:44-10:22	3 rd period
10:26-11:04	4 th period
11:08-11:46	5 th period
11:50-12:28	6 th period
12:32-1:10	7 th period
1:14-1:52	8 th period
1:56-2:34	9 th period
2:38-3:17	10 th period
3:25 p.m.	Only students involved in supervised activities or waiting for the bus in the cafeteria should be in the building.

Dances

Attendance at school-sponsored dances is a privilege.

Only Mahomet-Seymour Junior High School 7th and 8th graders may attend the dances. There will be a 6th/7th grade dance in May. All dances will begin at 7:00 p.m. and end at 9:00 p.m. unless otherwise announced. Dances will be chaperoned by the administration and parent volunteers. If a student chooses to leave the dance, he/she will not be readmitted. MS JH students are **NOT** permitted to attend M-S High School dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase or sell tobacco materials, alcoholic beverages, illegal substances or paraphernalia.
2. Use, possess, buy, sell, barter or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
3. Vandalize or steal.
4. Haze other students.
5. Behave in a manner that is detrimental to the good of the school.
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

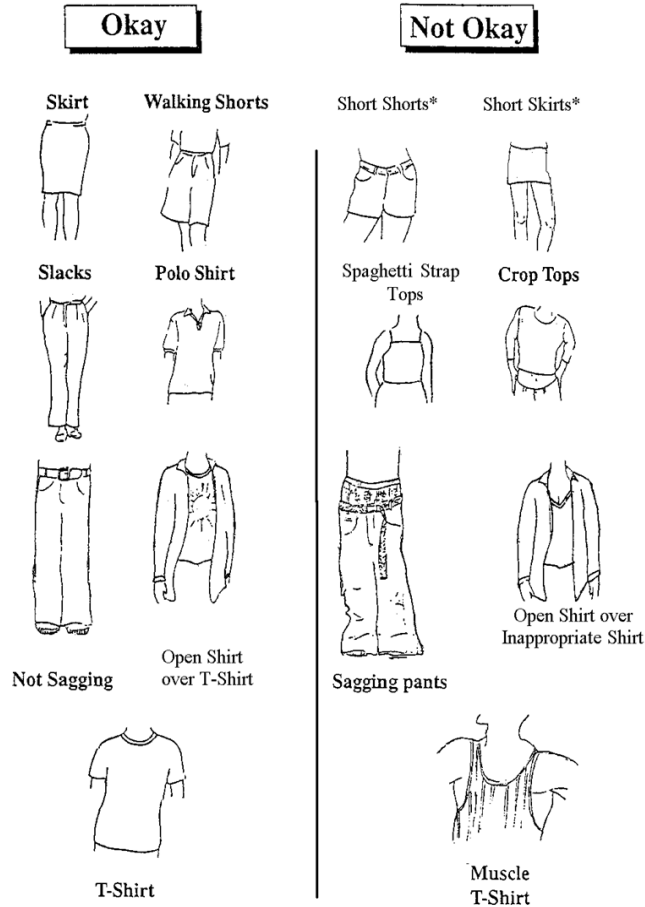
Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress and accessories that pose a safety hazard are not permitted in the labs or during physical education.
- Clothing with holes, rips, tears and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The following tops are not allowed: sleeveless, tank tops, spaghetti-strap tops. Undergarment straps are not to be visible.
- The length of shorts or skirts must be appropriate for the school environment. Minimum length for shorts/skirts should be to the fingertips when arms are extended to student's side while in the standing position.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

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: holidays, performances. **Unusual dress or appearance will be screened by the administration. Parents will be contacted and students may be sent home to change.**

M-S.J.H.S. Suitable Attire



Drills, Safety Procedures and Conduct

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

Early Dismissal Days

Early dismissal days are simply a rearrangement of school improvement days from previous years. Students will need to be out of the building by 1:30 p.m. on early dismissal days. Students involved in extracurricular activities may return to the building at 3:30 p.m.

Early Dismissal Schedule

8:20-8:44	1 st period
8:48-9:12	2 nd period
9:16-9:40	3 rd period
9:44-10:09	4 th period
10:12-10:36	8 th period
10:40-11:04	9 th period
11:08-11:38	5 th period
11:42-12:12	6 th period
12:16-12:46	7 th period
12:50-1:15	10 th period

Field Trips

Student field trips, which may have significant educational and/or social value, will be scheduled as opportunity and finances permit. Such trips are planned by staff and are coordinated with school curriculum. The teacher will notify parents about time, date, special clothing, lunch arrangements and if money will be required for tickets, extra fees, etc.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school.

Free and Reduced Lunch

Free and reduced lunch guidelines are available in the district business office.
Free and reduced lunch applications can be obtained from the junior high office.

Grades

Report cards are mailed to parents at the end of each 9-week grading period, as well as at each mid-quarter. Non-custodial parents may receive a copy of all grade reports by contacting the school office. The report card is a record of progress over a set period of time. This report is for your benefit. Students control the outcome of the report cards. Grades are not issued by the teacher, but are earned by the student.

If a student fails to complete class requirements by the end of the grading period, that student will receive a grade of incomplete (I). It is the responsibility of the student to fulfill the necessary

requirements to eradicate the incomplete status within **ONE WEEK** of the end of the grading period. If this is not done, the “I” becomes an “F”. Band and chorus will report quarter and final grades only.

Grading Scale	
100	A+
93-99	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59- ↓	F

Hallway Courtesy

Please move through the hallways in a kind and respectful way. Running is not allowed. Please walk on the right side of the hallway and stairwells. Please talk in a quiet voice and use trash containers to discard unwanted items. Take pride in the building.

Honor Roll

The Honor Roll will be posted in the lower hallway and submitted to the Mahomet Citizen approximately one week after report cards are mailed. High Honor Roll consists of students who have earned all A's. Honor Roll consists of students with a G.P.A. of 3.00-3.99 on a 4.0 scale. All classes, except band/chorus, are used to determine honor roll eligibility.

In School Detention

The purpose of in school detention is to provide an alternative educational environment for students who have violated rules of conduct as set forth by the administration of Mahomet-Seymour Junior High School. Students will be given the opportunity to work on class assignments. Noncompliance of the in school detention rules may result in out-of-school suspension. The following rules and procedures will be followed:

1. Students will meet in the front office for an escorted walk to locker and ISD.
2. Students will have textbooks/materials for each class.
3. Students will be expected to work on class assignments the entire school day.
4. No communicating with other students in ISD (verbal/written/expression).
5. Daydreaming and sleeping are not allowed.
6. Internet and computer use will be allowed only if expressed in assignments.
7. Food, gum or drink is not allowed.
8. All school rules apply.
9. Students will be given breaks at approximately 10:00 a.m., 12:10 p.m., 2:00 p.m.

Items Not to be Brought to School

Valuable items, large sums of money, expensive jewelry, electronic devices, etc. should not be brought to school. Unusual items that need to be brought to school for a project should be cleared through the classroom teacher and administration.

Library

The library and librarian are available as a resource for students, teachers and staff from 8:10 a.m. to 3:30 p.m. every school day. Teachers can reserve the library for their classes to research and/or participate in special projects.

Each student is responsible for books he/she checks out. Each student can checkout up to two books at a time, each for a two-week period. Books can be returned to the library in the return slot any time between 8:10 a.m. and 3:30 p.m. Books can be renewed. A student whose book is lost or damaged is assessed a replacement fee for the book. In addition, a student who returns a book after the due date is assessed a late fee of \$.05 per day.

Lockers

Each student is provided a locker in which to store books, supplies, coats and backpacks. Please mark all items with your name. DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE!!! Students may not change lockers without permission, nor should lockers be shared. If sometime during the school year your locker does not close or open properly, notify the office and it will be fixed. It is the student's responsibility to maintain a clean and well-organized locker. Lockers are school property and may be searched at any time by school officials with or without the student's permission or knowledge.

Lost and Found

Items found should be placed in the following areas:

- Library books should be taken to the library.
- Textbooks should be taken to the office.
- Lost articles other than PE clothing should be placed in the orange bucket in the office.
- All P.E. equipment and clothing should be given to the P.E. teachers.
- Valuable items should be brought to the office.

Lunch Period

Mahomet-Seymour Junior High School has a closed campus, which means that students cannot leave without permission during the lunch hours. Parents must then sign-out the student in the office. All students have a 38-minute lunch period.

All students have the option of purchasing a hot lunch in the cafeteria. The cost is \$2.00 and students may pay on a weekly, bi-weekly or monthly basis. Students carrying a sack lunch also eat in the cafeteria. Milk is available for \$.40 per carton. An a la carte line is also provided for the students, and is optional. Lunchroom cashiers can accept pre-payment in the form of cash or checks made to CUSD #3 or charge with a VISA or MasterCard by going to the following website:
<http://mahomet.revtrak.net/tek9.asp>.

You must have your student's ID in order to log in to this page. The ID number is printed on student schedules and report cards.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Food shall only leave the cafeteria with ZAP students.
4. Loud talking, yelling, screaming and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.

7. Students shall follow instructions of the lunchroom supervisors and show respect to all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff makes announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Mentoring Program

Mahomet-Seymour Junior High School provides a mentoring program which pairs a student with a business/community member. The purpose of this program is to establish a positive adult relationship in the student's life through weekly meetings with the mentor. All activities take place on school grounds. For more information, please contact our social worker at (217) 586-4415.

Misconduct Point System

The misconduct point system was approved as a program designed to insure that students conform to the school rules and policies. Points serve as a notice of some type of misconduct and/or violation of a school rule. The four main components of the misconduct point system are as follows:

1. Points are issued upon violation of school rules.
2. Points accumulate and start over each semester.
3. Accumulation of points will result in being placed in before/after school detention, in school detention, Saturday detention or Out of School Suspension.
4. During the course of a semester, students who accumulate misconduct points will receive the following:

5 points	Before school detention
8 points	Supervised Saturday Study
11 points	PBIS referral
15 points	In School detention and parent conference
5. One point will be deducted for every five days a student does not receive a disciplinary referral.

Parent Connect

In order to stay current with a student's progress, parents are able to access Parent Connect on the district's website (www.ms.k12.il.us). To enter Parent Connect, click on the link on the JH website. Use the student's ID for the user and the password. To get this password, email dnorris@ms.k12.il.us or call Deb Norris at 586-2550. It is extremely important when logging on, don't use the mouse (or the password will not work). To log on to Parent Connect enter the student EXAMPLE user # 12999enter password 1j23r45enter (the bar at the bottom of the screen will move from left to right and the user will be in the program).

The tabs of value in Parent Connect are the schedule (which have the teacher's email addresses), attendance and grade book. Grades will be posted two days after a grading period.

Please remember that what you are seeing is a copy of our data and it is 24-36 hours behind the current time.

A note to parent's looking at the attendance folder. Students will have a "U" for unexcused absences until the attendance secretary updates attendance. At that time, excused absences will be changed to "E"s.

While on the JH website, please sign up for the JH listserv. The principal uses this tool to communicate with parents.

Homework can be found on the JH website by clicking on the individual teacher. Most teachers have assignments linked from teacher web.

Parent Teacher Communication

Teachers are available through e-mail, voice mail, telephone and websites. Please visit our website at www.ms.k12.il.us for further information about communication. If a student needs extra help, many teachers are available before or after school, or during study hall. It is the student's responsibility to ask for help and make arrangements with a teacher.

Parent/Teacher conferences are held twice a year, at the conclusion of the first and third quarters. All students earning a D or an F will automatically have a conference requested by the corresponding teacher. Parents must call in to set a conference time. The phone number is 586-2550.

Passes

If a student needs academic assistance during study hall, a written pass must be obtained in advance from the teacher who will be providing assistance. Study hall teachers will issue passes to the library if students are not on the D/F list.

Students needing to leave a class during the period must have a pass. Use of class time for drinks, restroom visits or locker visits is discouraged.

Physical Education

All students are required to take Physical Education on a daily basis. Exceptions will be granted to students with medical excuses and or religious objections. Students are required to dress in P.E. uniforms every day and participate in all activities to the best of their abilities. P.E. uniforms consist of an orange t-shirt, blue shorts/sweat pants and athletic shoes. A doctor's note is required for a medical release from P.E. for any time exceeding one day. Students are required to provide personal locks. Please place student's name on all possessions.

A "no dress" for P.E. class shall be defined as not changing into the entire uniform, including proper shoes.

The following procedure will be used for students who do not dress for P.E. during a quarter:

- 1st No Dress—verbal warning from P.E. teacher
- 2nd No Dress—deficiency notice will be sent to parents.
- 3rd No Dress—a Supervised Saturday Study will be assigned to the student.

Note to athletes: If a student is medically excused from P.E. for being injured, participation in practice or games/meets is not allowed. In addition, athletes are not permitted to sit out of P.E. on days of athletic contests. If an athlete chooses not to dress, they will receive a No Dress and will not be allowed to compete on that day.

Plagiarism/Academic Dishonesty

Plagiarism constitutes a serious offense. It is defined as the copying or paraphrasing of materials 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.

Plan Bulldog

Plan Bulldog is a collaborative problem solving approach to assist both students and teachers with challenging behavior. By using this approach, students and teachers, together, participate in identifying the skills a student lacks, as well as the unsolved problems that give way to challenging behaviors. Problem solving together, a “plan” will be determined that is mutually satisfying for everyone involved. Instead of a punishment/consequence approach, which is often unsuccessful, students will be taught the appropriate behavior to aide them in a situation that may have caused an undesired behavior. By investing in a problem solving technique, students will be able to learn those skills, overcome obstacles and be successful in the classroom.

Posting of Materials

Materials of any kind may not be posted in Mahomet-Seymour Junior High School without prior approval. School-related clubs/activities must have postings approved by sponsors. Non-school related postings must be pre-approved by administration. Distribution of materials on school grounds must be approved by administration.

Pre-Arranged Absences—School-Related

In an attempt to maintain academic success, if students are involved in school-related absences that involve at least a ½-day absence, the student is responsible for all classwork on the day of the absence. This includes field trips and sporting events. The student/ sponsor are responsible for the following:

- Sponsor/coach distributes permission slip/pre-arranged absence form
- Students write assignments
- Classroom teachers initial form
- Coaches/sponsor check assignment sheet for completion
- Student receives “late grade” if not submitted to teacher at the next class period

Out of School Suspensions—homework collection will take place for OSS of two or greater days.

Principal Recognition

Principal Recognition is a weekly award given by the principal to students who have been nominated by the Junior High staff. Students are called to the office at 9:00 a.m. on Tuesday mornings and are presented with a certificate, pencil and gum. Teachers are encouraged to recognize students who make positive contributions to the Junior High.

Sales at School

The school premises are not to be used by students for the sale of anything unless approved by the office.

School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child’s safety, make certain your child know ahead of time where to go in case of an early dismissal. The Junior High School is the last school serviced by buses. Therefore on days when school is dismissed early due to inclement weather, the buses will arrive at the Junior High approximately thirty minutes after the reported time given by television and radio stations. PLEASE DO NOT CALL THE SCHOOL TO OBTAIN EARLY DISMISSAL INFORMATION—IT IS AVAILABLE ON ALL LOCAL TELEVISION AND RADIO STATIONS.

Social Work Services

Social work services are available for all students. Individual and group sessions are available, depending on the need. Counseling may be ongoing or short-term, and will be aimed at improving students' ability to function in the school setting. Students can make self-referrals for social work services, or may be referred by parents, teachers, or administrators.

Standardized Testing

In the second semester of each school year, 6th, 7th and 8th graders will be given the Illinois Standards Achievement Tests (ISAT). It is extremely important that students are in attendance on these days, so please make every effort to schedule appointments outside of school time.

Student Council

Sixth grade student council members will be elected in September. Seventh and eighth grade officers and representatives were elected last spring. The class officers will meet during the school year with the student council sponsor to plan dances and other activities. President, Vice-President and Secretary positions are held by eighth graders. There are four representatives from each grade for a total of fifteen members.

Study Hall

Study hall is provided during the day for students to complete homework, study for tests, work on projects, receive assistance from a teacher and enhance the learning experience. It is expected that students will appropriately participate in study hall by doing the following:

- Arrive to study hall prepared to work with proper materials/books.
- Remain quiet during the entire period.
- Work on school-related assignments or read.
- Conduct themselves in a manner which does not disrupt the learning environment.

Students that are not in compliance with the above guidelines will receive the following consequences:

1 st offense	verbal warning
2 nd offense	1 misconduct point
3 rd offense	written warning with discipline referral
4 th offense	morning detention and phone call to parent
5 th offense	Supervised Saturday Study

Students must have a pass to see a teacher or report to the library. Library privileges are lost if a student is on the D/F list after a grade check.

Tardy Policy

Instruction at the Junior High begins each day at 8:20 a.m. This is the time when all students must be in class. Students arriving after 8:20 a.m. are considered tardy-unexcused. When students arrive to school after 8:20 a.m. they must report to the front office, whereupon they will be issued an unexcused tardy pass. After three unexcused tardies per semester, students will be issued a detention. The following reasons are not valid excuses for being late to school: oversleeping, missing the bus, car trouble/traffic problems and/or unverified medical appointments. An appointment card or doctor's note must accompany the student upon return to school. Chronic problems with unexcused tardiness may result in a parent conference, Saturday Supervised Study session or other disciplinary action. In a semester, if students are tardy for periods 2-10, the following policy will be followed:

Tardy 1	verbal warning
Tardy 2	teacher conference
Tardy 3	parent contact via phone/email/referral form
Tardy 4	detention
Tardy 5	Supervised Saturday Study with parent conference
Tardy 6 and up	Supervised Saturday Study

Telephone Calls

In case of emergency/illness, students may obtain permission from the secretaries to use the office phone to contact parents or relatives. Classroom phones are for teacher use only.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at the school.

Visitors must sign in, identifying their name, the date and time of arrival and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Visits by students from other schools will not be authorized due to district liability. Junior high dances are only open to those students who attend Mahomet-Seymour Junior High School.

Withdrawal from School

Please notify the office and all teachers of plans to withdraw from school a few days before the actual withdraw date. This will allow office personnel to forward the appropriate records to the new school in a timely manner.

ZAP Program

Zeros Aren't Permitted

This program is designed to provide motivation and support for students to complete assignments on time and to meet academic responsibilities. Within this program, students with two or more missing assignments in a class during a one-week period will be ZAPPED. When a student is ZAPPED for incomplete assignments, they will be required to attend a ZAP session during lunch. Students will eat lunch in the ZAP room, and then complete assignments. If the student is unable to complete assignments during the lunch period, they will return to the ZAP room the next day until assignments are completed.

The ZAP Program serves the following purposes:

- to give students a second chance to earn credit on assignments they may have lost, forgotten or failed to submit
- to increase responsibility with students while building pride in their school performance.

A consistent pattern of failing to turn in assignments can signal a need for assistance with organization, study skills or a more serious problem that may need to be discussed with your student's teachers.

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;
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 student’s conduct is reasonably related to and negatively impacts some legitimate school interest.

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 student’s 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 1

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 1

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

Acts of Misconduct—Level 2

1. Especially serious, unmodified, multiple or repeated Level 1 Acts of Misconduct. Especially serious, unmodified, multiple or repeated violations of Level 1 Acts of Misconduct may cause the infraction to be treated as Level 2, 3, or Level 4 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 4 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 2

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

Acts of Misconduct—Level 3

1. Especially serious, unmodified, multiple or repeated Levels 1 or 2 Acts of Misconduct. Especially serious, unmodified, multiple or repeated violations of Levels 1, 2, or 3 Acts of Misconduct may cause the infraction to be treated as Level 2, 3, or Level 4 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 3.
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 3

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

Acts of Misconduct—Level 4

1. Especially serious, unmodified, multiple or repeated Level 1, 2, or 3 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 person's 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 treated as though they had drugs in their possession.
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 great value than those described in stealing under Level 2).
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 4

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 and 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 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

RULES AND REGULATIONS

ARTICLE I – ELIGIBILITY

SECTION I: Mahomet-Seymour Junior High abides with all I.E.S.A. eligibility requirements.

1. All student participating in any extracurricular activity must have passing grades in all subjects. (Please see “Extracurricular Activities Standards” following this information.)

SECTION II: Suspension or expulsion from Mahomet-Seymour Junior 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 Junior High School will abide by the IESA Constitution regarding students' participation in IESA-sponsored state meets and tournaments.

SECTION IV: Mahomet-Seymour Junior 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. IESA physical exam forms must be used. These are available in the junior high office.

At the time you are issued an IESA 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 attend Mahomet-Seymour's Fundamentals of Sportsmanship and Extra-Curricular Code Review. This twenty minute video may be viewed at the parent meeting prior to the start of each season. This videotape will also be available at the junior 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:
 - (1) Family hospitalization and health insurance and/or
 - (2) 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.

ARTICLE II BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

SECTION I: A student representing Mahomet-Seymour Junior 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 possess or disseminate 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 of #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 2nd and 3rd 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 practice or 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.

2nd 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.

3rd 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.

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.

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 the first offense for possession or consumption, which is a thirty (30) day or half the season suspension.

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: 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 Junior 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:

Girls Softball	7-25-11
Boys Baseball	8-01-11
Cross-Country	8-01-11
Girls Basketball	8-29-11
Boys Basketball	10-17-11
Wrestling	11-28-11
Volleyball	11-28-11
Track	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' and/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.

Mahomet-Seymour Junior High School Extracurricular Activities Standards

Eligibility is checked on Thursdays at 3:00 p.m. Students that have one or more F's at that check time will be ineligible to participate in their activity from the Sunday after the check through the next Saturday (7 days). While a sport participant is ineligible, he/she is expected to attend and dress for practice.