



Massac Junior High

2017-2018

Student Handbook

“The important thing is not so much that every child should be taught, as that every child should be given the wish to learn.”

– Sir John Lubbock

MJHS Mission: “To provide a challenging learning environment which encourages high expectations for success in academics, personal growth, and social achievements.”

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Massac Junior High School

Administration

Mr. Jason Hayes, Superintendent
Ms. Laura Walker, Principal

SCHOOL BOARD MEMBERS

Jeff Brugger
Donnie Koch
Jennifer Larrison
Kathy Rushing
Larry Sommer
Mark Souders
Bobbette Steele

*“Children are the living messages we
send to a time we will not see.”*

-John W. Whitehead

PRINCIPAL'S MESSAGE

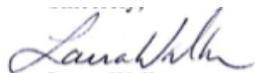
On behalf of the faculty and staff, I want to welcome you to Massac Junior High School and the 2017-2018 school year! I hope you have had a restful and relaxing summer vacation and are as excited as I am to start this new school year.

Our mission here at MJHS is: *“To provide a challenging learning environment which encourages high expectations for success in academics, personal growth, and social achievements.”* We take pride in being educators and the MJHS faculty and staff is constantly improving their curriculum and instruction to uphold this mission. We will continue to put a great deal of energy into creating a positive and safe school culture. We will work collaboratively with students and parents to create an environment that promotes personal growth as well as provides opportunities for social achievements.

Junior high is a time of a change. It is an exciting time, but it can also be challenging with the increase in workloads and the social adjustment to being on a larger campus and having multiple teachers over the course of the day. Because of this it is even more important that we work together to ensure success for all students.

We promise to have high expectations for our students but even more importantly will have very high expectations for ourselves as educators. Communication is of the highest value and my door will always be open to address your questions or concerns. This student-parent handbook was written to keep you informed and involved in the home-school partnership. Should you have questions or concerns not addressed in this handbook, please feel free to visit our school or to contact me at 524-2645 or by email walker@massac.org. Once again, welcome to MJHS! We look forward to working with you.

Sincerely,



Laura Walker
Principal

“Children are apt to live up to what you believe of them.”

---Lady Bird Johnson

EQUITABLE PARTICIPATION IN THE DISTRICT’S PROGRAMS

Notice is hereby given that Massac Junior High School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or disability in admission or access to its programs and activities.

Any person having inquiries concerning the Massac Junior High Schools’ compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact the Superintendent, who has been designated by Massac County Community Unit School District No. 1 to coordinate the District’s efforts to comply with the regulations implementing the Americans with Disabilities Act, Title IX, and Section 504.

Massac Unit #1 has a Voluntary Compliance Plan on file at Massac Junior High School and at the Board Office. Also on file is the student rights procedure as adopted by the Board of Education of Massac County Unit School District #1.

STUDENT'S RIGHTS AND RESPONSIBILITIES

MJHS students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of students while at school. Students, on the other hand, have certain special responsibilities which are required while in school. A few of these responsibilities are:

1. To become informed of and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libelous, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular assigned school program so as to reach the best in one's ability.
6. To refrain from gross disobedience of misconduct or behavior that may disrupt the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

DISCLAIMER

THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACTUAL RELATIONSHIP WITH THE STUDENT; RATHER, IT IS INTENDED TO DESCRIBE THE SCHOOL, ITS CURRENT PRACTICES, PROCEDURES, RULES AND CODE OF CONDUCT.

PARENT/GUARDIAN

The terms "parents" and "guardian" as used herein shall be interchangeable. Such terms shall include the student's natural parents, foster parents, adoptive parents, legal guardian, step-parents, or any adult (over 21) with whom the student regularly resides and who has ongoing supervisory responsibility for the student. Such terms shall not include siblings, grandparents, other relatives, or non -related parties, unless the student has been placed under the care of such individual on a residential basis. All rights under this handbook transfers to the student when he/she reaches age 18 unless court ordered guardianship is established.

SCHOOL CALENDAR

August 2017

08/11 - Teacher In-Service
08/14 - Teacher In-Service
08/15 - First Student Attendance Day
08/21 - No School - Total Solar Eclipse

September 2017

09/04 - No School Labor Day
09/15 - Mid Nine Weeks
09/20 - Midterm Reports Go Home with Students

October 2017

10/09 - 10/13 - No School Fall Break
10/20 - First Nine Weeks Ends
10/25 - Report Cards Go Home with Students
10/27 - Parent - Teacher Conferences 12-7pm (*Call 524-2645 to schedule an appointment beginning October 16th)

November 2017

11/03 - Student Half Day with 11:15 Dismissal 11/10 - No School - Veterans Day
11/21 - Mid Nine Weeks
11/22 - 11/24 - No School - Thanksgiving
11/29 - Midterm Reports Go Home with Students

December 2017

12/21 - Second Nine Weeks Ends
12/22 - 1/1 - No School - Christmas Break

January 2018

01/03 - Report Cards Go Home with Students
01/15 - No School - Martin Luther King Day

February 2018

02/02 - Mid Nine Weeks
02/02 - Student Half Day with 11:15 Dismissal
02/07 - Midterm Reports Go Home with Students
02/19 - No School - President's Day

March 2018

03/02 - Student Half Day with 11:15 Dismissal
03/05 - No School - Pulaski Day
03/16 - Third Nine Weeks Ends
03/21 - Report Cards Go Home with Students
03/30 - No School - Good Friday

April 2018

04/02 - 04/06 - No School
04/13 - Mid Nine Weeks
04/18 - Midterm Reports Go Home with Students
04/27 - Student Half Day with 11:15 Dismissal

May 2018

05/24 - Last Student Day (Without Snow Days)
05/25 - Teacher In-Service (Without Snow Days)
05/28 - No School - Memorial Day
06/04 - Last Student Day (With Snow Days Used)

FACULTY AND STAFF

Ms. Laura Walker	Principal
Ms. T. Barbato	Cook
Mr. T. Borman	Physical Education
Ms. N. Bremer	Health
Mrs. M. Brooks	Special Education
Mr. L. Caporale	Language Arts
Mrs. A. Carlsen	Mathematics
Mrs. C. Clark	Aide
Mr. J. Collins	Language Arts
Mr. R. Corse	Mathematics
Mrs. K. Dowd	Special Education
Mrs. K. Etheridge	Special Education
Mr. T. Felker	Social Studies
Ms. M. Gallin	Drama/Choir
Ms. M. Gelso	Social Studies
Mrs. B. Hall	Cook
Mr. D. Hannan	Band
Mrs. R. Hunt	Secretary
Mr. I. Ingram	Special Education
Mrs. K. Kester	Nurse
Mrs. B. Korte	Aide
Mrs. C. Lawrence	Language Arts
Mrs. B. Lindsev	Cook
Mrs. J. Lovd	Science
Mr. Z. Miller	Science
Mrs. M. Morris	Aide
Mrs. R. Neill	Aide
Mr. J. Newbold	Custodian
Mrs. B. Olrovd	Aide
Mr. J. Rodriguez	Aide
Mr. J. Romane	Art
Mrs. C. Russell	Language Arts
Mrs. J. Sawyer	Counselor
Ms. I. Sielbeck	Speech/Language Therapist
Mrs. M. Souders	Special Education
Mrs. S. Sullivan	Computers
Mrs. R. Thompson	Special Education
Mrs. N. Trovillion	Mathematics
Mrs. T. Williamson	Aide
Mrs. N. Walker	Vision Impaired Teacher
Ms. K. Witthorne	Aide
Mr. K. Vance	Custodian

DAILY SCHEDULE

Each period is 45 minutes with the exception of 8th period of which 4 additional minutes have been added to allow time for school-wide announcements. Any information to go home to parents will also be handed out during 8th period. An RTI – Response to Intervention period is the last 23 minutes of the school day. This period is to allow teachers time to work with students struggling academically. If a student is not considered to be struggling academically they are excused from this period and may leave school at 2:35 each day. All students that are excused from this period will report to the gym or commons area at 2:32, if students have a ride they will be excused by 2:35 to exit the building. Students may only exit through the front doors. If students are waiting to ride the bus, they will be allowed to socialize in the gym or commons area at this time. Phones are permitted in these areas at this time.

1st Hour	8:10 – 8:55	
2nd Hour	8:57 – 9:42	
3rd Hour	9:44 – 10:29	
4th Hour	10:31 – 11:16	---- 7th Grade Lunch
5th Hour	11:19 – 12:04	---- 8th Grade Lunch
6th Hour	12:07 – 12:52	
7th Hour	12:54 – 1:39	
8th Hour	1:41 – 2:30	
RTI/Homeroom	2:32 – 2:55	

GRADING

A serious attempt is made at all times to evaluate the progress of the student. The following grading system has been devised for the purpose.

A -- (93 - 100) - The student is exceeding the demands of the teacher. His/her work is on time. The work is of superior quality. It shows mastery of the subject matter and a comprehensive ability to apply knowledge.

B -- (85 - 92) - The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

C -- (77 - 84) - The student completes the work in a satisfactory manner. The work is on time and is of average quality. The student is showing achievement.

D -- (70 - 76) - The student is not doing all the work assigned, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal but shows some evidence of growth.

F -- (Below 69) - Unsatisfactory with little or no growth taking place. Student shows a lack of interest and attendance is often irregular.

- A. All grades will be determined by using the regular numerical value.
- B. The numerical values will be used for grade card purposes. Each teacher will determine the break where they will issue a plus or minus.
- C. Each teacher will turn in to the office the method they use to determine the 9 week grades, semester average, and how the average will be determined. This will be kept on file for explanation purposes when conferences occur.
- D. Each teacher will send home to parents how the grades are determined and what requirements are to successfully pass each subject. The method of sending home the explanation to parents will be determined by each teacher and will be done in the first two weeks of school. Each teacher will notify the office of the date/method, of how/when the explanation will be accomplished.
- E. The numerical values will be transposed to the appropriate alphabet grade.
- F. The point value of the alphabet grades will be retained without any changes.

A	93- 100	4 points
B	85-92	3 points
C	77-84	2 points
D	70-76	1 point

Report cards will be distributed each nine weeks to notify parents of progress. They will be sent home with students and handed out during their 8th period.

Students who receive an incomplete on their report cards will have up to 2 weeks into the next grading period to finish the work not completed. If after 2 weeks the missed work is not completed, the student will receive an F for that grading period. This applies to the end of the second semester also (i.e. 2 weeks after the last day of school). Extenuating circumstances will be considered on an individual basis by the administration.

GPA CALCULATIONS

A student's GPA is calculated using all classes, this includes electives such as Computers, Keyboarding, P.E., Health, Art, Drama, Choir, and Band. All classes taken by a student will be given points from 0 to 4 with 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and zero points for an F. These points are totaled and then divided by the number of classes giving a GPA with highest being a 4.0.

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each nine weeks period. Honor roll designations are restricted to 3.5 average or above. The GPA is calculated as described above.

HONOR GRADUATES

Students are recognized at 8th grade graduation as being Honor Graduates if they have a cumulative GPA of 3.5 or higher for all 4 semesters at Massac Junior High School.

CHEATING POLICY

Cheating is not allowed at Massac Junior High School. Students caught cheating will, at a minimum, receive a zero on that assignment or test. Depending on the severity of the act, additional disciplinary measures, including but not limited to detention, Saturday detention, or additional disciplinary measures could result.

ABSENCES FROM SCHOOL

A major concern in education is school attendance. In order for a student to receive the full benefits of an education, he/she must be in attendance on a regular basis. Student absences will be categorized as excused or unexcused.

Truancy is the willful avoidance of school attendance without and acceptable excuse unless the student has been excused by the administration of the school. Any student that is absent *without* valid cause for a school day or portion thereof is considered *truant*. A *chronic truant* is a student subject to compulsory school attendance and who is absent without valid cause for **5% or more** of the previous 180 regular attendance days. When a student has accumulated 3 or more unexcused absences, efforts will be made by the school administration to work with parents in order to improve that student’s attendance. A referral may be made by the school to the Regional Office of Education Truancy Officer. Below are the steps to be taken once a referral is made to the ROE truancy officer:

STEP 1 - Letter is mailed to parents by the ROE with a school visit and follow-ups

STEP 2 - Parent Meeting at the school with truancy officer and administration.

STEP 3 - Truancy Review Board - The Truancy Review Board consists of the County State’s Attorney, Truant Officer, Probation Office, Court Services, Mental Health Agencies, DCFS, and School Administrators. At this time, it is possible to schedule a court appearance. This could lead to further action and court monitoring.

MJHS school administrators, staff, and parents are in collaboration to support student attendance. Explanation of excused and unexcused absences are listed below.

When a student is absent from school, a student's parents or guardian should call the attendance office, 524-2645, and notify the school of the student's absence prior to 10:00 a.m. A student may sign out and back in during a day, but this will still count as part of a day absent. A student may sign in late or out early for appointments, but this is also considered a partial day of attendance.

Parents that do not call the school when their child is absent must send a written statement with their child stating: 1) the reason for the absence(s), the date(s) of the absence(s), the parent's signature.

All students must report to the office immediately upon their arrival at school following an absence and before going to class. Failure to present a written statement of explanation or failure of the parent or guardian to notify the school of a student's absence will result in an unexcused absence. A student has until the next day of attendance to present the statement. (Students presenting written statements with forged signatures are subject to disciplinary measures.)

Students who report to school after the first bell at 8:10 must report to the office upon arriving at school. These students will be given a “late to school”. If the number of “late to schools” becomes excessive the administration will request a meeting with the parents.

If a student becomes ill while at school, he/she may ask to see the nurse or call home from the school office. Students should not use their cellphones to contact parents when feeling ill at school. The office will allow students to call if they wish to do so.

Absences will be categorized as excused and unexcused based on the following:

1. Excused Absences: An absence with parent permission for the reasons of illness, death in the immediate family, school activities, established religious holidays, family emergency, or situations beyond the control of the student, or other circumstances which cause reasonable concern to the parent for the safety or health of the student. For any excused absence, the student will have to make-up all missed work or will lose credit for missed work, and the absence counts toward the total days missed.
2. Unexcused Absence: An absence for such things as, but not limited to, shopping, working, court appearances, oversleeping, car trouble, family vacations, or personal reasons will be unexcused. The student will make-up all work missed within a reasonable amount of time agreed upon by the teacher and administration. Reasonable disciplinary action may be taken for excessive unexcused absences.
3. Churches, scouts or other groups planning activities that will require student(s) to be absent from school must make a request in writing at least one full week in advance of any activity that would require a student(s) to miss school. A request from a church, scout group or any other group or organization does not necessarily excuse the student. This determination will be made by the Principal and/or Dean of Students at the time of the request. The decision will be made in compliance with the Illinois School Code.

MAKE-UP, HOMEWORK, TESTS, AND EXAMS

Any classroom work missed may be made up within a designated time frame. Students are given one (1) day for each day of absence to complete the make-up work. Any homework or exams not made up will be recorded as an "F".

Example: A student who is absent on Monday, Tuesday, and Wednesday will have through the following Monday to complete all make-up work. If not completed within this time, it will be recorded as an "F".

TARDINESS TO CLASS

To be effective in educating students, classes must start on time and each class must experience a minimum number of interruptions. Everyone realizes that students entering a classroom late, not only miss part of the class experience, but also disrupt the learning environment for others. Students are given ample time to travel between classes. In most cases they only travel across one hall or down the hall. Students are also given multiple passes per class period per quarter. These passes can be used to go to the restroom.

1st Tardy / Late - Warning

2nd Tardy/ Late - Lunch Detention

3rd Tardy/ Late - Lunch Detention/Parent Conference

4th Tardy/Late – Lunch Detention and Parent Conference that could lead to in-school suspension

Excessive tardies will result in more severe disciplinary action and possible exclusion from extracurricular activities. These tardies are for each period of the day, and the student shall start with a clean slate at the beginning of each quarter.

If a teacher retains a student on school business, that teacher must write a pass to give to the student's next teacher.

PASSES

Each teacher will have a system to manage student passes for each period. Each student will have 3 passes per class period for each quarter.

SCHOOL SAFETY

School safety is a major concern for all school districts. Massac Junior High School has initiated the following items in an effort to improve the safety of our school.

1. Anyone wishing to report any violation of school policy or law may report their concerns to the principal by calling 618-524-2645 or may email at lwalker@massac.org.
2. Random checks will be made by the police K-9 unit dogs. These dogs are trained to detect any drugs which may be brought into the school. Anyone caught with illegal drugs is subject to punishment by both the school and law enforcement agencies.

FORMS OF DISCIPLINE:

There are several types of discipline used at MJHS. These are listed in order of severity:

- | | |
|--------------------------|-------------------------------------|
| 1. Verbal Warning | 5. Exclusion from School Activities |
| 2. Written Reprimand | 6. Out of School Suspension |
| 3. Detention | 7. Expulsion |
| 4. In-School Supervision | |

PHYSICAL AGGRESSION

We will make every effort to keep students safe at MJHS. We will take acts of physical aggression serious and any student that chooses to engage in physical aggression with intent to harm may be suspended from school for up to 10 days and possible expulsion.

Consequences for acts of physical/verbal aggression include ALL of the following:

1. Suspensions for 3 – 10 days and possible expulsion which may or may not result in the opportunity for the student to attend an alternative program.
2. Upon their return to school, student will lose free time such as lunch and recess. During all unstructured times, the student will report to the in-school room to be supervised.
3. Student will NOT be allowed to attend any extra-curricular activities at Massac Junior High School. Student may be excluded from extra-curricular activities at other schools within Massac Unit #1 depending on the circumstances.

*#2 and #3 above will be in place for a period of at least 9 weeks upon the students return to school after suspension and could be a longer period of time depending on the circumstances.

Administration will make the final decision in regards to the length of time such privileges are lost.

DETENTIONS

Detentions are served during lunch periods and will be held in the in-school room. It will begin at the initial bell for each lunch. Students will receive lunch in detention. Failure to be on time for the detention, skipping the detention, or failure to bring books to detention will result in additional disciplinary measures. Students that continue to disrupt the learning of others during class time may be removed from the class and sent directly to the in-school room where they will remain for the remainder of that period. They will also be assigned a detention to be served during their next lunch. Multiple days may be assigned depending on the circumstances. After a student has accumulated more than 5 detentions within a quarter, they will be assigned a day of in-school in place of each detention for the remainder of the quarter. Efforts will be made to meet with student and parents to correct the behavior and keep the student in class as much as possible.

IN-SCHOOL SUPERVISION

In-school supervision is a discipline option to be used at the discretion of the junior high school administration. An in-school supervision will contain all the consequences of an out of school suspension except that homework is required to be completed in a setting within the school which is apart from the normal school setting. Cell phones will be placed on the supervisors desk while a student is in-school. A wand may be used to detect if a student has a cellphone on them. Further discipline action may be taken if a student is non-compliant.

Students on in-school supervision:

1. May not participate in any extra-curricular activities
2. May not eat at the same time as other students
3. Must keep up with homework and other assignments during their time spent in ISS
4. Students are required to stay on task during their in-school supervision
5. Students are not allowed to have a cellphone on them while in the ISS room.

STUDENT SUSPENSIONS

A student may be suspended for up to 10 consecutive school days for acts of gross disobedience or misconduct pursuant to Massac Board Policy 7:190. During the period of suspension, the student may not attend school or school related functions. Some work missed by a student during a suspension can be made up by the student. A parent disagreeing with the Administration’s decision to suspend a student may request review of the administration’s decision by the Board of Education or its designated hearing officer. A student will not be permitted to return to school if an appeal request is made. In the event the suspension is reversed by the Board of Education, the student will be permitted to make-up all work for days missed during the suspension period.

Any student who has two separate out-of-school suspensions or five in-school supervisions will not be eligible to participate in any school activities for the remainder of the semester. Any student who has three separate out-of-school suspension or ten in-school isolations will not be eligible for any school activities for the remainder of the year. This would include, but is not limited to: sports, dances, prom, field trips, post-graduation activities.

EXPULSION

EXPULSION IS DEFINED AS THE REMOVAL OF A STUDENT FROM CLASSES FOR A TIME PERIOD MORE THAN TEN (10) SUCCESSIVE DAYS DURATION. ONLY THE BOARD OF EDUCATION MAY EXPEL A STUDENT FROM SCHOOL.

EXPULSION FROM SCHOOL IS THE MOST SERIOUS OFFENSE WHILE IN SCHOOL, SO PLEASE READ AND UNDERSTAND THE SECTION IN THE HANDBOOK DEALING WITH DISCIPLINE.

FOR ANY ACTS OF GROSS DISOBEDIENCE OR MISCONDUCT, THE ADMINISTRATION MAY RECOMMEND THAT A STUDENT BE EXPELLED FROM SCHOOL FOR A PERIOD NOT TO EXCEED 2 CALENDAR YEARS. DURING THE TERM OF AN EXPULSION, A STUDENT IS NOT PERMITTED TO BE ON SCHOOL PROPERTY OR ATTEND SCHOOL RELATED EVENTS.

PRIOR TO BEING EXPELLED THE FOLLOWING PROCEDURES WILL BE USED:

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

VANDALISM OF PROPERTY

Students who are caught damaging school property will, at a minimum, be required to pay for all damage done to the school or school property. Depending on the severity of the incident, the student(s) may also receive discipline from the administration that could be a suspension, expulsion, or charges filed with the police.

DRUG SEARCHES

MJHS has the right to schedule unannounced drug searches of the school facility and parking lot. These are scheduled through local and state police to help ensure the safety of our students and staff.

SMOKING - CHEWING TOBACCO – SNUFF

No smoking or possession of cigarettes, chewing tobacco, electronic cigarettes or snuff is allowed on school property during the school day or at extra-curricular events. Students violating this policy will be subject to disciplinary action.

PERPETUAL NUISANCE CLAUSE

A student's disciplinary history is considered when determining the appropriate discipline for any offense. Students who are continually given referrals or sent to the office staff may receive more severe action than the typical punishment for one isolated incident of the relevant behavior. The administration will determine the appropriate recommended punishment, up to and including expulsion from school. When repeated misbehavior is a problem, a parent conference will be called by the principal with the student present.

Gross Disobedience and Misconduct and/or Gross Insubordination

As required by the Illinois School Code, Massac Junior High School will have a Discipline Advisory Committee. The purpose of this committee is to help improve the policies adopted by the Massac Unit #1 School Board. The committee will consist of the building Principal, Assistant Principal, Dean of Students, two MJHS faculty members, two community members from Unit #1, and two MJHS Students.

Each student must be able to enjoy his school experience without infringing upon the rights of others attending school or school activities. Therefore, letters A-V may be considered, but not limited to, suspension from 1 to 10 days from school at the direction of the administration, and/or a recommendation to the Board of Education for consideration for possible expulsion. Any discipline given to a student which results in a loss of student attendance shall necessitate that student be accorded appropriate due process.

The Massac Junior High School administration is committed to maintaining a safe learning environment for its students. To meet this objective, any act by a student that is likely to substantially disrupt the educational environment will be subject to the full range of discipline as identified in this handbook. Students should be aware that this prohibition extends to any conduct that is reasonably related to school or school activities. This would include, but is not limited to:

1. On or within sight of school grounds before, during or after school hours or at any other time when school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student, or an interference with school purposes or an education function.

The below are examples of conduct considered to be gross disobedience or misconduct. Any conduct that interferes with the learning environment is gross disobedience or misconduct and will be subject to discipline up to and including expulsion from school.

- A. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- B. Physical assault on students or staff. Fighting is included in this and will not be tolerated. This includes before and after school and at events at other schools involving MJHS.
- C. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- D. Gross disrespect, gross insubordination, intimidation or threats, or gross verbal abuse of school personnel and/or fellow students. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- E. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- F. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as 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. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.

- G. Carrying, transferring, or possession of a weapon such as a gun, knife, or any look-alike weapons (but not limited to) on school grounds, school parking lot, school activities or transportation to and from school or school activities. Gambling in any and all forms is not permitted.
- H. Refusal to identify oneself to school authorities.
- I. Excessive unexcused absences or tardiness from school, class, study hall or other designated school assignment areas after counseling and a notice to the pupil and his parents or legal guardian.
- J. Throwing snowballs or other objects such as cans or foods.
- K. Improper bus conduct.
- L. Using, possessing, distributing, purchasing, or selling tobacco products, e-cigs, snuff or look-alike tobacco products, energy drinks or drugs..
- M. Using or possessing a radio, CD player, gameboys, iPod, MP3 players or any other wifi enabled/similar devices which emit sounds or uses headphones **within the classroom**. Pagers or beepers, walkie-talkies, and laser pointers are strictly prohibited throughout the school.
- N. The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules: (a) they must be kept out of sight and in an inconspicuous location such as a backpack, purse, or locker; (b) they must be turned off or silenced in all classrooms unless the supervising teacher grants permission for them to be used or if needed during an emergency; and (c) they may not be used in any manner that will otherwise violate student conduct rules.
- O. Organizing/participating in an unauthorized activity for missing school.
- P. Inappropriate shirts or clothing will not be permitted. This includes clothing with profane, vulgar, or obscene speech. Also included is clothing which could lead to disturbances. This includes, but is not limited to: hate speech, advertisements for drugs, alcohol, or tobacco, logo's and symbols for offensive material, and clothing which is racially offensive.
- Q. Illegal use of a computer to alter grades, report cards, or transcripts.
- R. Sexual harassment of fellow students or staff members.
- S. Electronic devices such as "shockers" or "zappers".
- T. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and an additional penalty will be assessed on an individual case.
- U. Hazing and/or bullying are prohibited at all times.
- V. Any other activity that, in the administration's opinion, causes or is likely to cause a material and substantial disruption to the educational environment.

ALCOHOL AND SUBSTANCE ABUSE

The use of alcohol and other unauthorized substances is forbidden:

- A. on the school bus.
- B. during school hours and on school property.
- C. going, during, and returning from extra-curricular events.
- D. when under the supervision of school personnel at meetings, contests, or events that are on school grounds and at other schools where MJHS is participating.

This provision applies to all prescribed and over-the-counter medications. The administration may contact law officials in all matters pertaining to alcohol/ substance abuse. When considering the discipline to be imposed to a student for violating the District's Alcohol and Substance Abuse Policy, the term "possession" includes having control, custody or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a student's school assigned locker, desk or other school property, or (d) any other location on school property or at a school sponsored event. A student under the influence of alcohol or a controlled substance is also considered to be in possession.

UNAUTHORIZED ORGANIZATION POLICY (GANGS)

It is the school's responsibility to maintain a safe and disruption-free environment. The School Code of Illinois provides that "any public fraternity, sorority, or secret society is inimical to the public good."

"Gangs", as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School District's rules and regulations.

Gangs, gang-related activities and secret societies are not acceptable in the school setting. The Board of Education is aware that their presence interferes materially and substantially with the education process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, while attending school or school sponsored events.

PROHIBITED ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Soliciting and/or recruiting others for membership
- Participating in and/or inciting physical violence
- Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or payment of dues
- Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature
- Wearing, possessing, using display in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang, secret society, or any fraternity or sorority
- Using any communication, verbal or nonverbal (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang, secret society, or any fraternity or sorority
- Engaging in any activity intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang, secret society, or fraternity or sorority
- Any act or activity which violates any law or any Policy of Massac Unit I when such act or activity is taken to further the interests of a gang, secret society, fraternity or sorority.

Disciplinary action for any of the above activities or activities which promote membership in unauthorized organizations may include the following: warning, parent conference, suspension from school for up to ten days, police referral, expulsion warning and/or expulsion proceedings in accordance with the Illinois School Code.

THE SCHOOL AND THE LAW

Any unlawful act taking place on school grounds, busses or during school activities not only makes the student subject to penalties which the courts may prescribe but will also result in a suspension or a recommendation to be expelled from school.

END OF THE YEAR DISCIPLINE

Students who receive disciplinary action at the end of the year may have the action carried over the next school year. For eighth graders, this would mean the discipline would be carried over to their 9th grade year and discipline action will be taken at the beginning of that school year.

LOITERING ON SCHOOL GROUNDS AND IN BUILDING

Considering the large numbers of teenagers in Massac Junior High School, it is only natural that outsiders and some of our students would like to visit in the halls, lobby and on school grounds. To control this problem and provide safety for our students, no one is allowed on school grounds during school except to attend classes or for conferences with the staff. Parents and guardians are encouraged to visit Massac Junior High School during the school day. All visitors are to report to the main office immediately upon entering the school and/or grounds and are required by law to sign in as visitors.

Also the following rules must be strictly adhered to concerning students loitering in the building and on school grounds:

1. If any student has extra-curricular at 5:00 p.m. he/she will not stay in the building from 2:57 p.m. to 5:00 p.m. He/she will leave the building and report at the appropriate time. This will also be in effect for any group/club/ organization meeting.
2. The bottom line is that any student who is supposed to be here at a designated time will be here at that time only and not be loitering around the building before or after the designated time span of the practice/meeting.
3. All students waiting on rides after school will remain in the commons by the office. This in no way affects any coach/sponsor who has a student(s) doing what they are supposed to be doing at the appropriate time while being supervised.

SEXUAL HARASSMENT POLICY FOR MJHS

Sexual harassment is prohibited. Sexual harassment is defined as follows:

1. An employee's, district agent's, or fellow student's advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment should discuss the matter with the Building Principal/Assistant Principal.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal/Assistant Principal for investigation and appropriate action.

A violation of this policy will result in discipline, which may include suspension or expulsion from school.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate public display of affection is not condoned at Massac Junior High School. Students involved in this type of behavior could receive detention, In-School Supervision, or further disciplinary action. This includes, but is not limited to: hand holding, embracing and kissing.

DANCE RULES

School rules apply to student conduct. Infringement upon these rules will result in the student being asked to leave the dance and a disciplinary judgment will be made at that time regarding the extent of the problem. This decision will be made by the administration and/or a staff member. Students will most likely not be allowed to attend any extra-curricular activity the rest of their junior high school career if they are a problem.

No students or other individuals will be allowed to be outside or on the parking lot during the dance. This does not include parents or authorized persons while they are bringing students or picking them up after the dance. The junior high school dances will be from 6:30 to 9:00 p.m. Only parents will be permitted to deliver messages to students during the dances.

A decision may be made at any time by the administration to see that a student leaves after improper behavior. If the administration is not available, a staff member may do so. All questionable behavior should be reported to the administration at the time it occurs.

Dress code will be enforced for all dance attire. Should dress code not be followed, students will be asked to leave prior to entering the dance. Should students be found to be in violation of dress code while in the dance, they will be asked to follow the dress code or leave.

No outside food or beverages will be allowed at the dance.

DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

Inappropriate clothing is defined but not limited to:

1. No caps, hats, bandanas or face paint of any kind.
2. Inappropriate shirts or clothing will not be permitted. This includes clothing with profane, vulgar, or obscene speech. Also included is clothing which could lead to disturbances. This includes, but is not limited to: hate speech, advertisements for drugs, alcohol, or tobacco, logo's and symbols for offensive material, and clothing which is racially offensive.
3. No meshed or see-through clothing. No sleeveless t-shirts or tops with large arm hole openings that expose the armpit or sides of the chest.
4. No short shorts or short skirts. Shorts are not to be tight-fitting or form-fitting. Shirts should be modest. Pulling the shorts or skirt down in order to meet the standard could cause a violation of the dress policy.
5. No short tops or shirts. Tops are not to be low-cut or revealing. They should cover the waist. Exposed belly or waist is inappropriate. Pulling on the top in order to meet the standard could cause a violation of the dress policy. No spaghetti strap tops or dresses. Tank tops are permitted if they provide full coverage.
6. No pajamas or house shoes unless approved by administration.

Any student with clothing in these categories will be asked to change, cover up, or turn over the clothing. If the student cannot or will not change clothes, they will be kept in the office and arrangements will be made for the parents to bring in proper attire. Student dress code violations that are also violations of the general disciplinary code are subject to general disciplinary actions.

CELL PHONE POLICY

Cell phones are allowed on school grounds, however, their use is limited. Students may use cellphones prior to 8:05. The first bell rings at 8:05 and students should put them away at this time and turn them off. At 2:32pm, a RTI period begins and if a student is exempt from RTI they may use a cellphone at this time in the gym or commons area.

Consequences for cell phone violations:

1st Offense: Student will be asked to leave class immediately and take cellphone to the office. Student will place cellphone in a safe place in the office to be picked up at end of day. Verbal warning is recorded in the computer.

2nd Offense: Student will be asked to leave class immediately and take cellphone to the office. Student will place cellphone in a safe place in the office to be picked up at end of day. Detention is assigned and parent notified.

3rd Offense: Student will be asked to leave class immediately and take cellphone to the office. Student will be assigned in-school for 1 day. If the incident occurs during 6th hour the student will serve 6th, 7th and 8th hour for that day and will finish the full day the following school day by serving in-school for 1st through 5th periods.

Additional cell phone violations will result in the student having in-school for each incident.

CAFETERIA AND LUNCH HOUR EXPLANATION

There are 2 separate lunch periods. All 7th grade students will have lunch from 10:31 until 11:16. All 8th grade students will have lunch from 11:19 until 12:04. For each lunch period, half the student in that grade will eat while the other half will have recess in the gym or outside. Some students will eat and then have free time while the others have free time first and then eat last. The lunches are split in half alphabetically. The principal may give permission for students to switch within their grade level lunch and eat first or last.

Students need to have a positive lunch account balance to charge a meal. Lunch bills will be sent home whenever the account reaches a negative balance. We ask that parents prepay for lunches and be responsible for keeping the account in the positive. Students will use their four-digit school i.d. to charge their lunch.

In order to help keep the cafeteria clean and attractive, the following rules will be observed.

1. Empty all debris from trays into appropriate containers. Trays and dishes will go to the dishwashing window and silverware in proper containers designated for silverware.
2. Always use a tray.
3. Keep milk cartons, food and waste paper on tray.
4. Keep tables, chairs, and floor clean.
5. Talk in a normal voice.
6. Keep the cafeteria line orderly.
7. Never push or run.
8. Pick up and clean up any food you drop or spill.
9. All food must be eaten at the table.
10. Students are NOT allowed to eat during recess time.

EATING/DRINKING IN BUILDING

No food or soft drinks of any kind, including candy, is to be consumed anywhere in the building, with the exception of the cafeteria. No consumption of food or open drink containers are allowed in the hallways. Students who violate this policy will be subject to disciplinary action.

LOCKERS

Each student is assigned a locker for the storage of books and materials. It is highly recommended that students use locks on their lockers at all times. Students are not to share lockers. The lockers are the property of Massac Junior High School and are provided for student convenience. The school cannot assure that they are a safe place to leave valuables and the student should have no expectation of privacy. Periodically, the administration will exercise its right to search lockers. A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. In addition to random searches, if school officials have a reasonable suspicion that the students have placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent.

MEDICATION IN SCHOOL

As a general principle, medications are not to be given in school. Students are not allowed to have any drugs, prescription or non-prescription, in their possession on the school grounds except under special circumstances approved by the administration. This includes diet pills and steroids. However, if medication is necessary, a form needs to be filled out and given to the school nurse or office along with the medication. Students will not be reminded to take their medication except under special circumstances.

Asthma inhalers and epi-pens may be carried by the student for self-administration, or, it can be kept in a locked drawer in the main office. Prior to allowing a student to self-administer these medications, they must have a physician complete certain forms. Please see the administration for further information. If there is a specific medication concern the parent/guardian should talk with the school nurse. Unless authorized by the administration, the possession of any drug, including items such as aspirin or Tylenol, will be subject to discipline for violating the Alcohol and Substance Abuse provisions.

EMERGENCY STATEMENT

In case of an emergency situation, every effort will be made to contact the parent/guardian of the child. However, if no one can be reached, then the administration and the school nurse will make a decision about whether an ambulance is needed. If no previous directions have been left by the parent/guardian, then the student will be taken by ambulance to Massac Memorial Hospital.

MESSAGES FOR STUDENTS

The school secretaries have duties that they are to carry out each day. Secretaries do not have time to deliver personal messages to students; therefore, the following will apply to parental requests to deliver a message to a student. 1) Only emergency messages will be taken. 2) These will be delivered to the students at the end of the school day. Students will be called to the office at the end of 8th hour and given any message. If there is an emergency and you need to speak to your child, we ask that you come to school and we will call the student from class to the office to speak with you.

PERSONAL PROPERTY

In order to maintain an academic focus and in order to protect personal property, students should leave at home any personal items that are not approved learning materials. Students should avoid:

- A. Playing with or possessing playing cards of any kind without prior approval from the administration (this includes, but is not limited to, Yu-gi-oh cards, Pokemon Cards, Magic Cards, and Sports Cards).
- B. Bringing personal playground equipment such as balls, bats, Frisbees, or jump ropes.
- C. Bringing other toys, this would include laser pointers, fidget spinners or rubix cubes, unless approved by their teacher or the administration.
- D. Shoes with wheels – must have wheels in at all times.

EXTRACURRICULAR PARTICIPATION

In order to participate or attend any extra-curricular school function the following requirements must be met:

- 1. Must be present at least one half day (or 150 academic minutes)
- 2. Must have no more than 2 failing grades
- 3. Must not be in in-school supervision for that day
- 4. Must have fewer than 5 detentions for that quarter
- 5. After an out of school suspension, student is not able to participate for 4 school weeks after suspension

EXTRA-CURRICULAR ACTIVITIES

A REMINDER TO ALL STUDENTS WHO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES THAT TO PARTICIPATE IS A PRIVILEGE AND **NOT** A RIGHT.

STUDENT CLUBS AND ORGANIZATIONS

SCHOLAR BOWL (Mr. Caporale)

Think you have what it takes academically to compete against some of Southern Illinois' most gifted students? If you are up to the challenge, the MJHS Scholar Bowl team may be perfect for you. The team is seeking bright, outgoing, and fun students who are seeking a challenge. Students on the squad, will not only be competing against other students from schools across the region, but will serve as representatives of MJHS. Mr. Caporale, Scholar Bowl sponsor, hosts open tryouts for any student who has what it takes to be part of the team. Meets take place during the school day, so students must show they can keep their grades above a 'B' in all classes in order to compete. Participants must also meet after school for practices.

ART CLUB (Mr. Romang)

The Art Club at MJHS is a group of about 25 members. This is only offered to 8th grade students and students must have participated in art their 7th grade year.

BAND (Mr. Hannan)

The band is comprised of any 7th or 8th grade student. To be a member of the band each student must be dedicated to playing in all performances that are scheduled. To be a member of the band each student must maintain at least a 2.0 grade point average. Each member must also keep a good behavior report with all teachers and staff.

DRAMA CLUB (Mrs. Gallip)

Drama Club meets daily and studies all of the elements of theater including stage directions, improvisation, acting, developing sets, and writing scripts. Students have the opportunity to learn by doing in Drama Club. Every day is an active hands-on application of drama techniques and skills.

FELLOWSHIP OF CHRISTIAN ATHLETES (Mr. Miller / Ms. Gallip)

The Fellowship of Christian Athletes (FCA) has been present on campuses all across the country since 1966. The Campus Ministry is initiated and led by student-athletes and coaches on junior high, high school, and college campuses, with over 45 campus "huddles" currently meeting in southern Illinois. The FCA Mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. FCA values demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence.

At Massac Junior High School, FCA huddle meetings are normally held twice per month on Wednesdays after school, and usually include prayer, devotions, games, guest speakers, snacks, and other activities. Special events or meetings are also held occasionally. Applications for student leaders are distributed each Fall after school begins. All students in both 7th and 8th grades are welcome to attend FCA huddle meetings, regardless if they are involved in athletics. More information can be found at www.fca.org and www.sifca.org.

BETA CLUB (Luke Caporale/Rachel Thompson)

The Beta Club is open to any student at Massac Junior High School. Club members must achieve and maintain a 3.5 GPA or higher to be a member of the club. Members must complete 3 or more service projects throughout the year to be eligible for the end of the year trip. A member falling below a 3.5 GPA per 9 week report card or receiving any form of suspension, or two or more detentions will be automatically removed from the club. The club requires a \$20 non-refundable initiation fee for the National Beta Club.

STUDENT COUNCIL (Mr. Felker)

All MJHS students are eligible for student council if they achieve a 3.5 GPA by September 15th. Council members are elected by the student body. Candidates must complete a Student Council Application, and be within the top scoring five students for their names to appear on the ballot. All Student Council members from the previous year retain status as a Student Council Advisor. A member falling below a 3.5 GPA per 9 week report card or receiving any form of suspension, or two or more detentions will be automatically removed from Student Council.

ATHLETIC PROGRAMS

Listed below are the separate sports programs offered to the students at MJHS. Literally hundreds of our boys and girls take part in them and have competed quite successfully overall. We want you to get to know our coaches and to feel free to call them on any concern you may have. The school number is 524-2645. (They wouldn't mind you calling to compliment them either!)

MASSAC JUNIOR HIGH SCHOOL COACHING ASSIGNMENTS 2017-2018

BASEBALL – Mr Pat Clark
 SOFTBALL – Mr. Tyson Bormann
 BOYS BASKETBALL – Mr. Tyson Bormann
 GIRLS BASKETBALL – Mrs. Abby Kaylor
 CHEERLEADING – Mrs. Mandy Hannan
 CROSS COUNTRY – Mrs. Joanne Wong Hammonds
 BOYS TRACK – Mr. Luke Caporale
 GIRLS TRACK – Mrs. Kandi Hayes
 VOLLEYBALL – Mr. Zack Miller

Athletic Guidelines

There are certain policies which guide our athletic program. Listed below are some of the more important ones:

- The Board of Education for the boys and girls of the district which will follow the rules and regulations of the SIJHSAA, the conference where in membership is maintained and the policies of the board.
- Administration: The Principal shall have the responsibility to plan, organize and administer, under the principal's guidelines.
- Conduct and Personal Appearance: Coaches are teachers and the relationship of student athletes to coaches should be the same as student to teachers.

Coaches and student athletes represent their school and communities and therefore are expected to conduct themselves properly and exhibit a high standard of personal appearance.

ATHLETIC ELIGIBILITY

Massac Junior High School follows the Southern Illinois Junior High School Athletic Association's minimum rules and regulations concerning athletic eligibility. These regulations govern all athletes, cheerleaders, and drill team members, band members, and members of all extra-curricular organizations. This includes each level of competition.

Eligibility periods run weekly, at the end of each nine weeks, and at the end of each semester grading period. A student may not practice or attend games during the period he/she is ineligible

Weekly Eligibility:

Students must maintain a minimum weekly 2.0 GPA which is calculated using all classes. Weekly eligibility runs from Monday to Monday. If the student is ineligible for three (3) consecutive weeks, he/she is ineligible for the rest of the semester.

Attendance Student athletes must be in attendance at school or at a school function on the day of the event to be eligible to compete. They must be in attendance for one half a day (150 academic minutes) on an illness. If the student absence is the result of a doctor's appointment, documentation from the doctor's office must be provided upon the student's return to school. An emergency excused absence must be obtained in advance. Attendance at all games and practice sessions shall be governed by the Board Policy on attendance. The coaches may also authorize and excuse absences for other reasons at their discretion.

Resumption of Athletic Activity Following Injury When a student has suffered an injury in a school sponsored athletic practice or competitive event which requires medical examination or medical treatment, a written physician's statement stating that the student is able to return to participation in athletics must be presented before he or she will be allowed to return to the program. The physician's statement must be filed with the athletic director before the student will be able to participate in either practices or competition.

Coaches have authority to suspend student athletes from competition and/or practice.

All coaches and student athletes shall be fully informed on these policies by the Principal. Interpretations and even-handed enforcement of these policies shall be the responsibility of the Principal. Other questions and situations not covered by these policies shall be decided by the Principal. Additional policies or amendments to them shall be made in the form of recommendations to the Board.

ATHLETIC TRANSFER RULES

If a student transfers to a Unit 1 school after having been suspended from another school's athletic program for training violations, that student will not participate in this district's athletic program until his/her suspension would have been over at the other school. If the penalty for the violation is longer at the Unit 1 school than it would have been at the school where the offense occurred, the student will be suspended according to our guide-lines.

ATHLETIC TRAVEL

Athletes must travel to athletic contests with the team and coaches. Athletes may ride home with their parents with a verbal or written consent slip. They may also ride home with another parent with a verbal or written consent slip from both their parents and the parent they will be traveling with.

EVACUATION PROCEDURES

MJHS has evacuation procedures in place for emergencies such as fire, tornado, and earth - quakes. These procedures are practiced throughout the school year and are posted in each room in the building. In an emergency situation the student will be released to the parent/guardian upon the parent/guardian's arrival at the school. If there is a question about any of our emergency procedures, please call MJHS for a clarification.

HAZARDOUS EXPOSURE TO BLOOD BORN PATHOGENS (HEPATITIS B AND/OR HIV)

1. All open areas of skin (cuts, scrapes, etc.) must be covered by bandages before practice or competition.
2. Any injury which results in bleeding must be brought to the attention of a coach, so that the situation can be properly managed.
3. Athletes with blood on clothing must leave a practice or competition until the uniform or clothing has been replaced or properly disinfected.
4. Water bottles may not be shared among students and staff.
5. Person towels, rather than common team towels, are to be used.
6. Deposit all waste and soiled clothing in a closeable, leak-proof container marked "biohazard".

ACCIDENTS

When an accident or injury occurs on the school grounds it must be immediately reported to the school nurse or the principal. An accident report must be filed. These forms are available in the Nurse's Office and in the Principal's Office. A student having 24 hour insurance coverage must file an accident report in order for the claim to be processed.

SPECIAL EDUCATION SERVICES

Special Education services are provided for students with handicapping conditions and special learning problems through special education courses. Classes in special education are offered at Massac Junior High School as well as alternative placement.

Requests for screening and comprehensive case study may be made by either the teacher or the parent. Requests should be reviewed by the building principal. The principal then refers all requests to the Coordinator of Special Services who evaluates the situation, secures the necessary parent permission, and arranges for the comprehensive case study.

The Board of Education has adopted policies and procedures relating to behavior interventions for students that are eligible for special education services. A copy of the district's policy and procedures can be obtained by contacting the Board of Education office.

The Board of Education has also adopted a Physical Restraint and Time-Out Policy and Procedures. You may obtain a copy of the district's policy and procedures by contacting the Board of Education office.

PHOTOGRAPHY NOTICE

In order to acknowledge the accomplishments of our students we sometimes publish photos/videos, class and individual photos along with other directory information. If you do not want your child's image to appear in any publication along with any other identifying information, please contact the school office in writing within the first two weeks of the new school year.

ASBESTOS MANAGEMENT

The District is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect the plan at any time during regular business hours at the District Office, 401 Metropolis Street, Metropolis, Illinois.

SCHOOL INSURANCE

School insurance is available at a nominal cost. This insurance is available to all students and parents may inquire at the school office. Emphasis is placed on all students who participate in sports activities. When a student is injured under this plan a claim form will be sent to the parent upon completion of an accident report by the school nurse. The parent is responsible for seeing that this claim is signed and reaches the doctor or hospital. This is a supplemental insurance and will not cover the entire amount of the bill in most instances. There are some exclusions when there will not be benefits paid. Check with the school nurse if you are in doubt.

PESTICIDE USE

In accordance with State laws, the District will provide notice of specific pesticide use to any school staff, student or parent who requests this notification. You can request to be placed on our Pesticide Notification list by contacting the building principal and providing your name, address and day phone number. You can make this request at any time during the school year. We will provide anyone on our Pesticide Notification list with notice of any use of chemicals used to control insects, rodents, or weeds. We will provide notice in writing or by phone at least 48 hours prior to the application. Notice of pesticide applications made to control emergency pest problems will be provided as soon as possible after the application.

INTERNET

Use of the Internet is a privilege. Anyone caught abusing this privilege will be banned from using the Internet for the remainder of the year, and are subject to other disciplinary action. Students are not to visit chat rooms or any other web sites considered inappropriate or offensive. Prior to using the District's computers or access to the District's Internet, the student and his/her parent(s) will be required to acknowledge receipt of the District's Acceptable Use Policy at registration. Any violation of the Acceptable Use Policy will subject the student to discipline under the general discipline procedures.