



Mendota Township High School

2023-2024

2300 W. MAIN STREET

MENDOTA, IL 61342

TELEPHONE: (815) 539-7446

BUSINESS OFFICE FAX: (815) 539-3103

PRINCIPALS AND GUIDANCE OFFICES FAX: (815) 538-2026

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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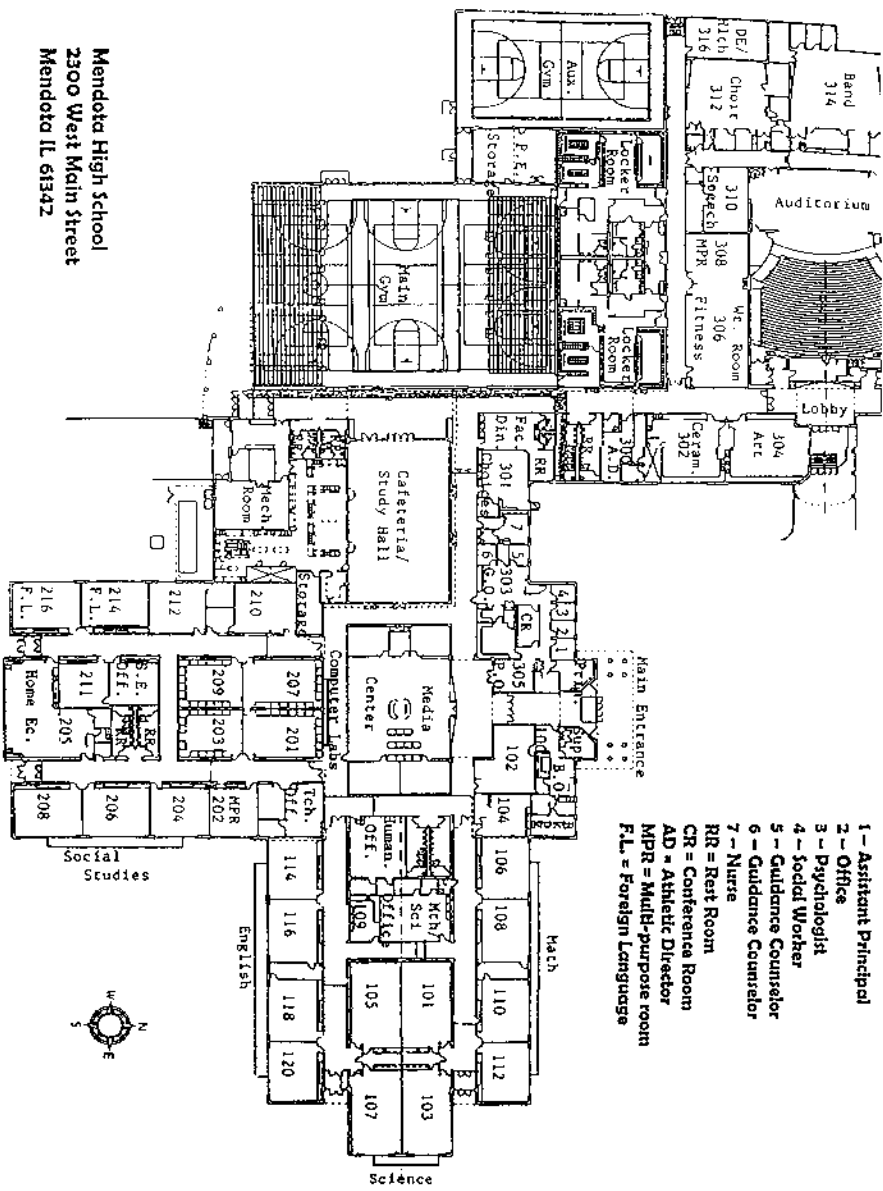
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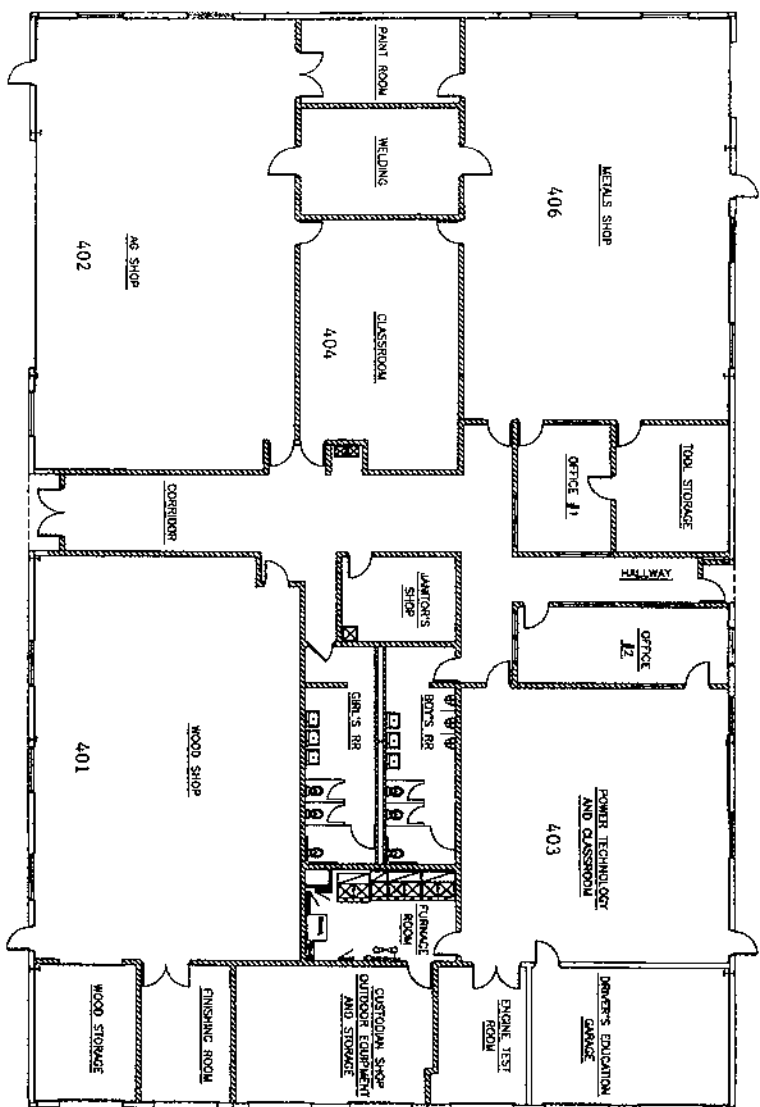
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Mendota High School
2300 West Main Street
Mendota IL 61342





FLOOR PLAN

NEW MHS VOCATIONAL BUILDING



NEW VOCATIONAL ED. BUILDING FOR
MENDOTA TOWNSHIP HIGH SCHOOL
152 N. 445TH RD (ATE 62 NW)
MENDOTA ILLINOIS



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NO.	REV.	DATE	BY	CHKD.	NOTED
1	1	10-1-81	JH		
2	1	10-1-81	JH		
3	1	10-1-81	JH		
4	1	10-1-81	JH		
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9	1	10-1-81	JH		
10	1	10-1-81	JH		

To Students and Parents

The Board of Education, Administration, faculty and staff would like to welcome you to Mendota High School. We realize there are many things that you need to know about your school. We hope you will use this handbook as a reference to answer your questions.

We challenge all of our students to excel academically. You are preparing yourself for the future. We also encourage you to participate in extra-curricular activity programs. These activities offer an excellent opportunity to meet new friends and learn in an environment outside of the typical classroom setting.

Please take the time to read the handbook rules/policies and familiarize yourself with the calendar pages. Students are *strongly* encouraged to utilize the planner pages to write in daily work assignments. Organization is the key to student success. Student planner use directly corresponds to increased academic success. Your planner is a tool for success.

Mendota High School shares a common vision to spread the Pulley Effect throughout the classrooms, hallways, and extra-curricular sites. We believe that it is the responsibility of all students, faculty, and staff to pull one another up in support and never tolerate any act of bullying or pushing others down mentally or physically. MHS believes in treating everyone with respect. Join us in this shared effort to build a learning community that is safe and welcoming for all.

Help us have another positive year. We wish you the very best at Mendota High School.

Denise Aughenbaugh, EdD, Superintendent

Joe Masini, Principal

Steve Hanson, Assistant Principal/Athletic Director

INSTRUCTORS

Artman, Jason - Social Science
Baker, Paula - Band
Barajas, Kristi – Special Education
Barnes, Jayne – Math
Barrera, Gary – P.E./Health
Beck, Dan - English
Becker, Veronica - Special Education
Busard, Therese – Science/ELL
Campbell, Janice - ELL/Bilingual/Spanish
Carbajal, Brenda- Spanish/ELL
Cromwell, Nicole - Science
Doyle, Todd - Special Education Director
Fox, Allison – P.E.
Gehm, Matt - English/Social Science
Guglielmetti, Kate – Math
Hill, Keegan – Special Education
Hochstatter, Kellie - Special Education
Hughes, Joseph – Science
Koskotas, Kyra – Special Education
Kramer, Tricia - English
LeRette, Shawn – Business
Lopez, Kyle - Industrial Arts
Masini, Jennifer - English
Meyer, Matt - Agriculture/Industrial Arts
Myers, Nicholas – P.E./Health
Ross, David – English
Sallee, Melissa - FCS
Sester, Aaron - Social Science/Driver's Ed.
Siri, Scott – Technology Director, S.T.E.M.
Sondgroth, Brock - Art/Driver's Ed.
Stewart, Alisa - Science
Straughn, Eric – Math
Wilson, Amy – English/Drama
Wohrley, Kevin – Math
Younger, James - Choir
Zinke, Brock - Social Science, Driver's Education,
Instructional Coach
Zinke, Cody – Math/P.E.
Zinke, Liz – Sp. Ed.

STUDENT SERVICES OFFICE

Leonard, Karen - Administrative Assistant
Roden David - Social Worker
L.E.A.S.E. Personnel – Audiologist, Hearing
Itinerant, & Psychologist
Hagenbaugh, Kate – Speech
Landgraf, Mitch - Counselor
Tarr, Rachel - Counselor

MEDIA CENTER AND MATH TUTORING

Cervantes, Marisela - M.C. Paraprofessional
DeLong, Janet – M.C. Paraprofessional
Brandner, Karen - Math Tutor

PARAPROFESSIONALS

Clark, Melissa
Gallagher, Gail
Schneider, Taylor
Wamhoff, Alexandria
Weiler, Sheila

CAFETERIA

Correa, Sofia
Eiten, Zondra – Supervisor
Figueroa, Rocio
Scheppers, Kim
Stuepfert, Tamara
Watson, Jennifer

CUSTODIANS

Bauer, George
Dean, Christa
Duttlinger, Gary – Events
Kent, Dustin
Knowlton, Andy—Supervisor
Knuth, Lucille
Stiles, David

BUSINESS OFFICE

Denise Aughenbaugh, EdD, – Superintendent
Perez, Lupe - Athletic Director Admin. Asst. /
Superintendent Admin. Asst. /
Bookkeeper
Phalen, Deb - Bookkeeper

PRINCIPAL'S OFFICE

Blumhorst, Patti - Administrative Assistant
Hanson, Steve – Asst. Principal/Athletic Director
Hochstatter, Chad—Mendota Police Department
School Resource Officer
Masini, Joe - Principal

OFFICIAL CALENDAR 2023-2024

August 14	Faculty Institute-No School
August 15	Faculty Institute-No School
August 16	Opening Day of School for Students – Dismissal 3:01
September 4	Labor Day - No School
September 20	School Improvement – 11:26 Dismissal
October 6	LaSalle County Teacher Institute Day-No School
October 9	No School – Columbus Day
October 16	P/T Conferences 4:00-7:00
October 18	P/T Conferences 4:00-7:00
October 20	No School
October 25	School Improvement - 11:26 Early Dismissal
November 15	School Improvement – 11:26 Dismissal
November 22, 23, 24	No School - Thanksgiving Break
Dec. 19, 20, 21	Semester Exams
December 22	Winter break begins
January 3	Faculty Institute – No School
January 4	School resumes
January 15	MLK – No School
January 24	School Improvement – 11:26 Dismissal
February 19	President Day – No School
February 20	P/T Conferences 4:00-7:00
February 22	P/T Conferences 4:00-7:00
February 23	No School
February 28	School Improvement – 11:26 Dismissal
March 4	Casimir Pulaski – No School
March 20	School Improvement – 11:26 Dismissal
March TBA	SAT – All MHS Juniors
March 29 – April 5	Spring Break
April 8	School resumes
April TBA	PSAT 9, PSAT 10, & ISA 11
April 17	School Improvement – 11:26 Dismissal
May 11	Class of 2024 Graduation
May 17, 20, 21	Final Exams
May 21	Earliest closing day of school for students (if no emergency days used)
May 22, 23, 24, 28, 29	Emergency Days
May 29	Latest closing day of school for students

This student handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, privileges may be revoked at administration's discretion for disciplinary, attendance, or academic reasons.

This student handbook is not inclusive of all regulations and policies of Mendota Township High School. Staff, teachers, administration's discretion will be imposed at appropriate times. Mendota High School insures that educational opportunities are offered to students regardless of race, color, national origin, age, gender, religion or disability.

MHS will adhere to the most current CDC and IDPH guidelines and recommendations regarding Covid mitigation strategies.

SCHOOL DAY

The regular school day is divided into eight periods per day, Monday through Friday, with a thirty-minute lunch period being additional. Four minutes will be allowed for passage from one class to another.

A "five minute" warning bell at 7:55 AM indicates to you that the day's activities are about to begin. By the time the 8:00 AM bell rings, you are expected to be in your first period classroom seated, quiet and ready to learn.

The remainder of the day will run as follows:

"A" TIME SCHEDULE

3:01 Dismissal

Period 1	8:00 – 8:47
Period 2	8:51 - 9:38
Period 3	9:42 - 10:29
Period 4	10:33-11:20
(A Lunch)	11:24 - 11:54
Period 5 (A Class)	11:58 – 12:45
Period 5 (B Class)	11:24 – 12:11
(B Lunch)	12:15 - 12:45
Period 6	12:49 - 1:36
Period 7	1:40 – 2:27
Period 8	2:31 – 3:01

"B" TIME SCHEDULE

11:26 Dismissal

Period 1	8:00 – 8:26
Period 2	8:30 – 8:56
Period 3	9:00 – 9:26
Period 4	9:30 – 9:56
Period 5	10:00 – 10:26
Period 6	10:30 – 10:56
Period 7	11:00 – 11:26

"C" TIME SCHEDULE

1:25 Dismissal

Period 1	8:00 – 8:35
Period 2	8:39 – 9:14
Period 3	9:18 – 9:53
Period 4	9:57 – 10:32
Period 7	10:36 – 11:20
Period 5 (A Lunch)	11:24-11:54
(A Class)	11:58 - 12:45
(B Class)	11:24 – 12:11
(B Lunch)	12:15 - 12:45
Period 6	12:50 - 1:25

At the end of each class period the bell will ring indicating that the class time has elapsed; however, the bell does not dismiss you from class. You are not dismissed until the teacher dismisses you.

ABSENCES

EXCUSED absences will be granted for the following reasons only:

- a. Personal illness
- b. Professional appointments that could not be scheduled outside the regular school day. For this appointment to be excused, an appointment confirmation slip, which is to be signed by the professional involved, shall be brought into the principal's office upon the student's return to school.
- c. Family emergencies that are approved by the administration on a very limited basis. Student must be with parent/guardian.
- d. Mendota High School has the right to limit personal excused absences.

UNEXCUSED absence – refer to page 42 for make-up privileges.

Some examples of unexcused absences are:

1. Truancy
2. "Needed at home" and "out of town" unless suitable explanation is offered.
3. Oversleeping
4. Missing the bus or transportation
5. Failing or forgetting to sign out
6. Forgetting notes from home
7. Suspension (Out-of-School)
8. Suspension from class due to disciplinary reason.

Telephone calls are required from the parent/guardian of those students who will be absent on a given day. Calls are to be made to Mendota High School, Principal's Office, at 539-7446 between 7:15 AM - 10:00 AM. If no call has been received by 10:00 AM, attempts will be made to contact parents. If no verification of absence is made via the telephone, then students must submit a note to the principal's office from the parent/guardian upon student's return to school. If students do not either verify absence by phone on day of absence or note immediately upon return, then the absence is classified as unexcused and discipline points may be issued. Students whose absences are verified by parent/guardian by way of telephone on day of absence are **not** required to report to the P.O. for an admit slip. Teachers will have already been notified of date/reason of absence.

When contact is made via telephone at home and the person at home cannot verify student's presence at home, the absence will be classified unexcused and discipline points may be issued. A student bringing a note from parent/guardian the next day will not be accepted.

Students whose absences are not verified by parent/guardian by way of telephone on day of absence are required to submit a note to the P.O. upon their return with the note stating date and reason for absence. The student then will be given an admit slip that must be shown to each teacher. Students must get admits **prior** to the bell ringing.

Students who are absent from school because of illness should not be present in the building, on the school campus, or near the high school, or at work. An unexcused absence and/or truancy may result for student who violates the above-mentioned policy.

Failure to follow these procedures will result in unexcused absences/discipline points.

A student who is absent from school for an excused reason and is in the presence of a student who is truant from school, runs the risk of also being classified as truant.

ACCREDITATION

Mendota Township High School is fully accredited by the Illinois State Board of Education.

AREA CAREER CENTER SCHOOL ATTENDANCE

In instances when students miss the ACC bus, they are to report to the Principal's Office at 8:00 and will spend periods 1-3 at an assigned location in the building. Failure to report to the Principal's Office will result in an unexcused absence and/or point penalty.

Because a course of study at the Area Career Center School is a full credit course per semester, the absence limitations (see Absence Limitations) are modified so that an excessive absence status occurs after 5 absences.

ASSISTANCE

The list below indicates the most frequent problems encountered by students and the place where help may be obtained.

Absenteeism	Principal's Office
Change of Address and/or phone	Guidance Office
Changing Schools	Guidance Office
College Catalogs and Information	Guidance Office
Employment	Guidance Office
Homework Request	Guidance Office
Illness/Medications/Injuries	Nurse's Office
Locker Problems	Business Office
Lost and Found	Guidance Office
Personal Support	Guidance Office
Registration Fee	Business Office
Schedule Changes	Guidance Office
Scholarship Information	Guidance Office
School Insurance	Principal's Office
Study Support	Guidance Office
Tardiness	Principal's Office
Transcript	Guidance Office
Truancy	Principal's Office
Work Permits	Business Office

ATTENDANCE POLICIES

The Illinois Compulsory School Attendance laws require that all children of legal age shall be in regular attendance in school during the entire time school is in session.

Because of the importance of regular attendance to the student's success in school, it is the policy of the Board of Education and the Administration of Mendota High School to use all reasonable means to secure the regular attendance of all students. In case of failure of the student to attend school regularly except when properly excused, it becomes the duty of the Principal, Assistant Principal, or Dean to refer the matter to the LaSalle County Truant Officer for such legal action as may be necessary.

Attendance for all students is expected for period 8 and Homeroom. Select students will be notified if they are exempt from this requirement.

Mental or behavioral days will be given for up to 5 days per year. Students will not need to provide a medical note, and they shall be given the opportunity to make up any school work missed during the mental or behavioral health absence. After the second and subsequent mental health days used, the student shall be referred to the appropriate school support personnel.

BULLYING/HARASSMENT

Mendota High School will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. Mendota High School will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.

BULLYING/HARASSMENT DEFINITION AND EXAMPLES

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim.

Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter.

The main types of aggressive behaviors may be but are not limited to:

Physical: hitting, kicking, grabbing, spitting, etc.

Verbal: Name-calling, racist remarks, put-downs, extortion, etc.

Written: threatening e-mail, notes, and/or graffiti, etc.

Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.

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

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

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

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

BULLYING/HARASSMENT REPORTING PROCEDURES

Any faculty and staff member or student at Mendota High School, who has witnessed or has reliable information that a pupil or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the Principal, Assistant Principal or his/her designee. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, retaliation against those who seek remedies under this policy is prohibited.

Reports of bullying may be made to any Administrator, Guidance Counselor, Social Worker, teacher of the student's choosing, or online through MHS CARES. The school employee receiving the student report of bullying should notify the Assistant Principal or Dean who is responsible for receiving oral or written reports of this policy. The administration shall conduct the investigation.

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

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

BULLYING/HARASSMENT TRAINING

The administration or designee may develop age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The Student Services Office is always open for discussion about concerns in the bullying/aggressive behavior area. The counselors are available to discuss such behaviors and consequences with students at any time.

BULLYING/HARASSMENT DISCIPLINE

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the Student Handbook. Such discipline will be continuous and could result in Disciplinary Probation, Suspension, etc. Any such disciplinary action shall be taken in accordance with applicable Mendota High School policy and legal requirements from state and federal sources.

Disciplinary action may include, depending on the nature of the conduct, any of the following: warning, parent conference, discipline points, Saturday School, 1 to 10 days Out-of-School Suspension, police referral, expulsion warning and/or expulsion proceedings.

BUS RULES

Students riding the bus are required to be picked up and dropped off at the same address.

Be at the bus stop on time before the bus arrives.

Stay off the road at all times while waiting for the bus.

Wait to move toward the bus until it has been brought to a complete stop. Be alert to a danger signal from the driver.

Put musical instruments where the driver directs.

Keep aisles clear at all times.

All waste paper is to be put in the waste container as the rider enters or leaves the bus so that buses are kept clean.

Get seated as quickly as possible, facing front and remain seated until the bus stops.

Bus windows may be raised or lowered by riders only with instruction from the driver.

There is to be no marking or damaging of any part of the seats or on the inside or outside of the bus. Willful damage must be paid for by the offender.

Alcoholic beverages, drugs and tobacco products are not permitted on the bus.

Voices must be kept at a conversational tone. Yelling, shouting and whistling are never acceptable bus behavior.

Profane language or fighting is unacceptable behavior.

There must be complete quiet at railroad crossings.

Nothing is to be put or thrown out bus windows. Heads and hands remain inside the bus at all times.

No knives, guns or lookalikes are to be taken on bus. (including water pistols)

No pets or animals are to be taken on the school bus.

A driver is in complete charge and has been instructed not to tolerate misconduct on buses. For consistent misbehavior, the rider may be excluded from the privilege of riding the bus. In addition, misbehavior can result in other disciplinary action.

When leaving the bus to enter the school building, walk straight out from the bus steps to the sidewalk or loading zone. It is dangerous to walk back along on the side of the bus or diagonally across the roadway or blacktop.

Riders who must cross the road to get to their homes should walk to a point at least 10 feet ahead of the bus, then walk to the center of the road where they can see the bus driver and he/she can see them. Riders should check traffic and then wait for the bus drivers "okay" signal to cross the road.

Riders who do not have to cross the road to get to their homes from the bus stop should walk several feet straight ahead from the bus steps, then turn around and stand at that spot so they can see the driver and the driver can see them as he drives away.

Children whose bus stop is at their driveway should immediately walk away from the bus as the bus moves on. (mailbox checking by children should be done after the bus has continued its route)

Only assigned riders may ride the bus.

No child may ride a bus other than their own except in an emergency. In case of an emergency, such as illness or parents not home, a written note of permission from the District #280 or District #289 Building Principal must be presented to the driver.

No rider may get on or off their assigned bus at a place other than their regular stop unless they present the driver with a permission slip signed by the school authority. If a rider who ordinarily changes buses is not riding the bus home, the driver of the bus from the school should be given the Principal's note of permission.

If a student wishes to bring a friend on the bus, notes from both parents giving permission for the guest to ride the bus must be presented to the Principal by noon on the day the guest is to ride the bus. A guest will not be permitted to ride the bus unless both notes are on file. (Riders will be limited to one guest only.)

CLOSED CAMPUS - LUNCH

Over the lunch periods, students are to remain in the building specifically in the cafeteria or in the hall between the cafeteria and gym. Students are not to be in any other areas of the building unless they have permission from a supervisor. Going outside or leaving the campus is prohibited.

COE ATTENDANCE/WORK POLICY

Generally, if students participate in the COE Work Program, they must attend all classes the same day. Exceptions to this would include the following:

1. A.M. work students who become ill at the work site, leave work early, and are ill the remainder of the day.
2. A.M. work students, who report to the MHS for classes, become ill during the afternoon, and sign out because of the illness.

Students who have COE release time during the school day and are **NOT** scheduled to work that day **MUST** report to study hall.

Violation of the above will result in a point penalty being assigned for the first offense and suspension from the workplace.

COLLEGE VISITS

Juniors and seniors are granted the privilege of visiting college campuses and counting these visits as excused absences provided that: (1) the student is accompanied by a parent, and (2) the requirements are met for Pre-Arranged Absences. College visits will be limited to three per year for juniors and two per year for seniors. Students with extenuating need for additional visits, must seek prior approval from their counselor. These absences will count against perfect attendance. The only Illinois Valley Community College visits allowed will be the one-day orientation and counseling program and scheduled placement exams. The only campus visits not requiring parent attendance is at Illinois Valley Community College.

COMPUTER LAB & CHROMEBOOK CODE OF CONDUCT

1. The use of the computer labs and related computer/device equipment is a privilege and not a right.
2. It is the student's responsibility to treat the equipment with care and to report instances of abuse or misuse as soon as he/she becomes aware of any abuse or misuse. Each student is expected to report any malfunction or problem, immediately upon discovery to the teacher/lab supervisor.
3. If a student vandalizes or otherwise deliberately damages any of the hardware or software in the lab, the student and/or parent is responsible for payment for the repair or replacement of the damaged items up to \$2,000.00 per unit.
4. If a student damages, destroys, or copies another student's data, the offending student will be sent to the Principal or the Dean for appropriate punishment and may be suspended from or denied access to the computer labs. Students who copy other student's data will be treated as having cheated and denied credit or issued a zero.
5. If a student tampers with or tries to gain access to computer data to which he/she has no right, e.g., a teacher's file, or other confidential information, the episode will be considered as equivalent to tampering with a teacher's written records (grade book or other confidential data) or trying to gain access to confidential student information (being in other student's records).
6. If a student uses personal software which results in damage to Mendota High School hardware or software, the student or parent will be responsible for any damage which occurs. The student may also be liable for prosecution under copyright laws.
7. The student hereby agrees to abide by the terms and conditions of the Code of Conduct for Computer Labs and Chromebook devices.

INTERNET POLICY

Internet access is available to students and teachers in the Mendota High School District #280. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. A violation of the Internet Policy will result in discipline points and possible termination of your account and future access could be denied.

Each student will be issued a computer account name in addition to a confidential password. To log onto the computers and/or network, students will be required to use **their own** account name and password. Students who share their account name and password will be issued discipline for sharing such information. Students caught using another student's account name and password will be severely disciplined.

Students are only allowed to use E-mail or enter chat rooms for educational purposes.

INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director or Administrators will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time for concerns related, but not limited to, unexcused or excessive absences and poor grades. At the Technology Director or Administrator's discretion, student may get their rights reinstated. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-viruses;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Technology Director. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

CORPORAL PUNISHMENT

Corporal punishment may not be used.

Staff members or teachers may use reasonable physical force against a disruptive pupil when it is necessary for self-defense, the preservation of order, maintenance of the safety of other persons or the protection of property of the school district. Such a person may remove a student from the classroom or other setting for disruptive behavior. If so the Board must comply with the applicable due process procedures set forth above.

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for self-defense or defense of property.

COURT APPEARANCES

If students must leave during the day for a court appearance, they must follow the procedures for "Leaving School During the Day." In addition, they must obtain a "Court Appearance" statement from the Principal's Office, have it signed by the Court Clerk, and return it to the Principal's Office. Students are expected to return to school **immediately** after the scheduled court appearance. Failure to follow these procedures may result in a point penalty and/or an unexcused absence. **The absence will not be excused until the signed court slip is brought back.**

STUDENT DISCIPLINE

Reasonable rules and regulations developed and enforced by the administration, teachers, and parents are necessary for the orderly operation of the school, physical and psychological safety of students and staff, for the maintenance of a good learning environment, and for the ultimate development of self-discipline. School officials will discipline appropriately all pupils who do not conduct themselves in accordance with the rules and regulations established and who hinder the normal progress of other pupils. Disciplinary measures may include suspension by school officials or expulsion by the Board of Education.

Students will not be permitted to disrupt the normal operation of the school or interfere with the lawful rights of others.

It is the intention of the Board of Education that the students of the school district learn behavior patterns, which will enable them to be responsible, contributing members of society. The Board will periodically review the Student Discipline Policies to ensure the following specified rules of conduct for students.

1. Do not infringe upon constitutionally protected rights.
2. Are clearly and specifically described.
3. Are printed in a handbook or other publication made available to students and parents.

In all instances, students are expected to conduct themselves in keeping with their level of maturity and act with due regard for the supervisory authority vested by the Board in all district employees.

Students may be placed on disciplinary probation at any time. A student placed on disciplinary probation must follow the guidelines of a behavioral contract established by school personnel. Violation of this behavioral contract will result in stricter discipline imposed upon the student, including possible expulsion.

With consent from parent(s)/guardian(s), the administration of MHS may choose to place a regular education student on a homebound status. This will only be done in situations necessary to ensure the physical and psychological safety of the student.

LESSER DISCIPLINARY MEASURES

Discipline points, probation, removal from the classroom or other disciplinary measures may be imposed for student disobedience or misconduct warranting less penalties.

Minor disciplinary offenses as indicated below lead to specified disciplinary measures. However, students are reminded that the frequency and the severity of these offenses can lead to further disciplinary action that may include a recommendation for expulsion.

DISCIPLINE POINTS

Students will be assigned **Discipline Points** for various infractions. As soon as the total number of points accumulates to a designated number (see below), a "Saturday School" from 8:00 AM to 11:00 will be assigned. During Saturday School, students will be expected to do assigned work during the 3-hour period. A student's signature on the "discipline point assignment" sheet does not mean the student agrees with discipline assigned. The signature means that student has been made aware of discipline that is being issued.

Saturday School will be assigned based on the following point accumulation:

- | | |
|------|--------------------------------|
| 0-29 | Warning/conferences/counseling |
| 30 | Saturday School |

Subsequent Saturday Schools will be assigned every 15 points after the first Saturday School.

Points will not carry over from one semester to the next (i.e. each student starts each semester with 0 points). However, committing the same offense may carry over.

Listed below are some examples of first offense point ranges. Repeat offenses will result in more points being assigned. Infractions and points include, but are not limited to the following examples:

<u>Description of Infraction</u>	Points
Assault/battery toward student	10-15
ACC Driving violation	15
Class rules violation	5-10
Closed Campus Violation	15
Code of Conduct violation	5-10
COE Policy violation	10
Computer/Chromebook Agreement Violation	10-30
Conduct on bus	5-10
Contraband violation	10-15
Detention Served	-10 per hour served
Dress Code violation	5-10
Disruptive in class	5-10
Driving violation	10
Disrespect	10-15
Disruptive to school operation	5-15
Display of physical affection	5
Endangering well-being	5-10
Excessive tardiness	5-15
Failure to Bring Chromebook to Class	5-15
Failure to follow directive	5-10
Failure to serve teacher detention	15
Failure to sign in library	5
Failure to sign out	5
Failed to verify presence	5
Gang Policy violation	15-30
ID Card violation	5-15
In unauthorized area	5
Laser Pointers	15
Leaving assigned area	5
Littering	5-10
Loitering	5-10
Lying	5-10
Obscene gesture	10
Obscene material	5-10
Reckless driving	15-poss. police involvement
Riding in unauthorized vehicle	5
Running in hall to lunch	5
Sitting in parked car	5
Stealing/destroying property	10-15
Truancy	10 per period
Unauthorized locker use	10-15
Unexcused absence	10-15
Use or Possession of tobacco/E-Cig	30 poss. police involvement
Unacceptable language	5-15
Unacceptable note	10
Unauthorized passes	5
Vandalism	10-30
Vehicle parking violation	10-15
Violation of attendance restriction	10 per period or removal from class

DISCIPLINARY MEASURES

Students committing acts of disobedience or misconduct may be placed on probation, detained during non-school hours, assigned discipline points, assigned Saturday School, suspended from school, suspended from riding the school bus, expelled from school or otherwise disciplined in accordance with applicable MHS policies. Students may be withdrawn from or prohibited from taking Driver Education (driving phase only) if the student's behavior warrants this action be taken by one of the school administrators. Students may be expelled from Mendota Township High School in accordance with the provisions of the Illinois Code.

Offenses, which may be considered, as constituting gross misconduct shall include, but are not limited to the following:

1. Physical assault/battery towards other students, certified or support staff.
2. Off-campus vandalism and or conduct that may reasonably be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.
3. Failure to follow directions or to report to principal's office when sent for.
4. Stealing, defacing or destruction of school or personal property.
5. Gross disrespect, gross insubordination, intimidation or gross verbal abuse of school personnel and/or fellow students. (this includes profane words or gestures)
6. Drug Abuse - Direct involvement or participation in consuming, using, selling or giving alcoholic beverages, marijuana, look alike/counterfeit drugs, non-prescription drugs or other controlled substance during the school day or at school functions. Being in possession of drug paraphernalia is also a violation of school policy. When a student is found to be in possession of, or has used drugs or alcohol, the student will be dealt with as follows:
 - A. Direct involvement, possession, or participation in consuming or using the above-mentioned substances could result in one or more of the following:

Steps

1. First Offense
 - a. Notification of parents and other proper authorities
 - b. Participation in SAP Program (see SAP section) and 5 days' suspension or 10 days out of school suspension
2. Second Offense
 - a. Notification of parents and other proper authorities
 - b. Out of school suspension for up to 10 days and formal recommendation to the Board of Education for expulsion.
- B. Selling or distribution of the above-mentioned substances will result in the following procedures:
 1. Notification of parents and other proper authorities
 2. Suspension up to ten (10) days
 3. A hearing to determine expulsion

REFUSAL TO USE BREATHALYZER

If a student gives a staff member reasonable suspicion to suspect that the student is under the influence of alcohol, the student will be asked by the Principal or Assistant Principal to blow into a breathalyzer. Reasonable suspicion could include, but not limited to, student smelling of alcohol, acting as if possibly being under the influence, being with others under the influence, or information implicating the use of alcohol.

If a student refuses to take the breathalyzer, this will be taken as an admission of being under the influence and the student will be subject to all discipline for an alcohol violation.

***Drug policy violations and physical assault/battery and gang violations are cumulative during the student's years at Mendota High School.**

7. Use/possession of tobacco including e-cigarettes

Use/possession of tobacco in school, on the school bus, on streets bordering the school, on property immediately adjacent to the school property or while attending a school activity is strictly prohibited. Students are also prohibited from having tobacco on their person while at school, on the school bus or while attending school activities.

Violation of the tobacco policy may result in one or more of the following consequences:

1. Discipline points
 2. Mendota City Ordinance Violation
8. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:
- A. Improper release of a school fire alarm or tampering with fire extinguishers. Students should be reminded that setting off the fire alarm as a "prank" is a felony offense. Student(s) committing this act will be arrested in addition to school issued discipline.
 - B. Starting or attempting to start a fire on school property.
 - C. Setting off, any attempt to set off, explosive devices on school property.
 - D. Possession, use or display of a dangerous weapon or any reasonable facsimile
 - E. Sexual harassment. Sexual harassment is defined as:
Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of the favorable or unfavorable continuance of a relationship between an employee and student or between a student and another student, or (2) such conduct has the purpose or effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive environment.
 - F. Threat/harassment through electronic communication is a misdemeanor offense.
 - G. Calling 9-1-1 as a "prank" is a felony offense.
9. Use or possession of unauthorized passes.
10. Unexcused absences (truancy) from/or excessive unexcused tardiness to school, class or other officially designated school assignment.
11. Any acts which are disruptive to the operation of the school or school activities, whether or not those acts are committed on school grounds.
12. Driving a motor vehicle during lunch hour without prior permission from a school administrator. Riding in a student driven vehicle.
13. Excessive number of absences.
14. Use of profanity in school, on the school bus or while attending a school activity.
15. Display or be in possession of obscene material in school.
16. Sitting in cars parked near the school over the lunch hours/during school day.
17. Illegal parking of a motor vehicle in the parking lots or spaces.
18. Loitering on property adjacent to or near the high school will not be permitted. Smoking on the property of others is prohibited.
19. Leaving building or campus over lunch periods or leaving campus between classes.
20. Gang policy violation.

Any of the above offenses may be referred to the police for criminal action. The administration may sign complaints against any person committing any offense at school events or on school property.

RE-ENGAGEMENT OF RETURNING STUDENTS

The Building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

DISCIPLINE POLICY FOR PHYSICAL EDUCATION

Students will be excused from PE by the school nurse/parent for a maximum of two days per semester. Any further absences from PE will require a written note from a physician.

DRESS CODE FOR PHYSICAL EDUCATION

The Mendota High School Physical Education dress code policy has been implemented to maintain an acceptable standard of dress and to maximize daily participation opportunities. **STUDENTS ARE EXPECTED** to have a change of clothes and proper footwear every day. What you wore to school is not allowed. Students must also adhere to the school dress code policy (see page 35 in the student handbook) The PE teacher has final say on what is appropriate and not appropriate for proper dress.

Physical Education and Weight Room required mandatory dress code

T-Shirt – Purple, Gold, or Gray t-shirt must be worn during class

Shorts – Purple, Gray, or Black shorts must be worn during class. Shorts should be at a proper length to avoid any “exposures”.

Sweatpants – Gray or Black sweatshirts or “joggers” are the only colors that may be worn. No pajama pants (flannel) are to be worn during class.

Sweatshirts – When inside gray crewneck sweatshirts may be worn in class with the proper shirt underneath. Sweatshirts may not have a hood, zipper, or pockets. If going outside the teacher can allow other forms of sweatshirts to be worn.

Yoga Pants – Must be all black or Grey and not the same yoga pants worn to school.

It is expected that you have a change of clothes, that you do actually change your clothes, and participate daily.

The PE teacher has final say on what is appropriate and not appropriate for proper dress.

EXCESSIVE ABSENCE STATUS

The State of Illinois defines excessive absence as any student who has been absent from school for 10% or more of the student attendance days. This includes all excused and unexcused absences. Therefore, eight absences in any one semester result in excessive absence status. This excessive absence status means that for the rest of this semester, a written medical excuse from a physician will be required for any further absences to be excused. School sponsored field trips, required testing, court (with the required documentation), in-school suspension and out-of-school suspensions are not included.

- This written medical excuse will prevent your student from receiving discipline points. Without the written medical excuse, the absence will be treated as unexcused which carries with it discipline points.
- Excessive absence status may result in restriction of “Day Student Only” which means students will not be allowed to attend extracurricular activities such as sporting events (including practices), plays, concerts and dances.
- Neither vacation nor personal days will be excused once one has reached excessive absence status.
- Future absences may result in an Excessive Absence Hearing with MHS Administration.
- Unexcused absences may also lead to a truancy referral with the LaSalle County Truant Office.

Students who miss a major portion of a class period because they have been referred to the office for discipline reasons will be counted as absent. Any unexcused tardiness more than 10 minutes will also be counted as an absence. Parents will be notified after the student’s 5th absence with a full explanation of possible consequences of the above policy.

EXTENDED LEAVE POLICY

An absence of up to five (5) school days will be considered excused if the student makes arrangements with the teachers to have **all** make-up work done prior to leaving. For the extended leave to be excused, the student must be accompanied with his/her parent or other family member during the extended leave. The student must make the proper arrangements at least two days before the requested leave. These arrangements include a **written request** by parents that has been **approved by the administration prior** to the beginning of the leave. This request must then be initiated by the instructors and **returned to the Principal’s Office** before leaving school. The absence must fall within all other guidelines for an excused absence. Absences beyond five (5) days will be classified as unexcused with no credit granted for work missed, including semester exams if the leave falls at those times. Extended leaves may be granted only one (1) time per school year.

If the student is to be absent for more than ten (10) school days, then an attempt will be made to transfer the student so that he/she may enroll in another school. Upon returning to Mendota, the student may then re-enroll at Mendota High School.

In an instance where the extended leave is an emergency so that prior make-up is not possible, then the student must return to classes with up to five (5) days of make-up work completed. Tests scheduled before the student’s absence administered during the student’s absence are to be taken during the first day’s return. No make-up of work missed including tests will be granted for those days that the student is absent above the allowable number of five (5).

GANG POLICY

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., Ch. 122, par. 31-1 through 31-4) provides that "any public-school 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 other 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. This Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang or secret society while attending school-sponsored events or during the regular school day.

Unsanctioned activities include, **but are not limited to**, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or service, requesting any person to pay for protection, insurance, or the payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang or secret society.
7. Engaging in any activity or omission 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 or secret society.
8. Any act or activity which violates any law or any policy of Mendota Township High School District #280 when such act or activity is taken to further the interests of a gang or secret society.

Students who violate Mendota Township High School's Gang Policy will be disciplined as follows:

1st Offense - 5 days Out of School Suspension and required parent conference with administration.

2nd Offense - Recommendation by Administration to the Board of Education for expulsion.

****Gang Policy violations are cumulative during the student's years at Mendota High School.***

EXTRA-CURRICULAR ACTIVITIES

Students absent from school for illness or an unexcused reason will not be permitted to participate, or to be a spectator in any school-related practices or performances that same evening. This does not apply to a Friday afternoon absence and a Saturday performance. Students who are assigned a Saturday School and are not in attendance because of illness or an unexcused absence, will not be allowed to attend any extracurricular activities that afternoon or evening, including all dances. An unexcused absence from Saturday School may be issued for students who violate this policy. Homebound students are not allowed to attend extracurricular activities, including dances. Students who leave an extracurricular event before it is over will not be allowed to return to that event unless prior permission was secured from an administrator before leaving.

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY

This policy shall define "extra-curricular" as those activities that are not part of the required curriculum and are therefore outside the regular course of study but under the supervision of the school. The following shall be an inclusive list of those activities which meet this definition: athletics, flag corps, cheerleaders, math team, scholastic bowl, teams, class offices, madrigals, show choir, and drama. They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received. They shall not have graduated from any four-year high school or its equivalent.

Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school; passing grades for the course would immediately be certified on the student's transcript to the school to which they transfer.

Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

In order to maintain eligibility in season, each student must meet IHSA weekly academic standards as well as semester academic standards (see IHSA scholastic standing under "Athletics").

- The IHSA requires weekly eligibility checks cumulative to the beginning of the semester. The grades as entered and calculated in SDS will be used to determine eligibility. The grades will be reviewed at 12:00 noon on Thursdays. Periods of ineligibility resulting from this weekly check will run from Sunday through Sunday, inclusive. **The entire week of ineligibility must be served – regardless of whether a particular grade is brought up during the week. Grades are checked only once per week for eligibility purposes.** Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school; passing grades for the course would immediately be certified on the student's transcript to the school to which they transfer. (Driver's Education does not count towards eligibility. See below for Physical Education towards eligibility and the use of waivers.)
- The Activity Sponsor will inform ineligible students of their status on the Friday the sponsor receives the report.
- However, during periods of ineligibility, the student is required to attend practice and may attend meetings. The third week a student is ineligible; the student will be removed from competition but may continue to practice with coaches' consent. In the case of an activity, the student will be removed for the semester. Weeks of ineligibility need not be consecutive. A student may not carry more than one failing class and still remain academically eligible. Any student who is academically ineligible (previous semester) on the first day of practice may not try out for that sport or activity.
- The Athletic Director and Principal will review the student's grades the third week a student is ineligible prior to removal from the team/activity. Prior to removal for academic ineligibility, a student will have a grade opportunity to raise a score. There is no guarantee; however, that this grade opportunity will cumulatively raise the grade to passing.
- For weekly eligibility, if a student is participating in P.E., the course will count for weekly IHSA eligibility. If a student is waived out of P.E., the course will not count for weekly IHSA eligibility.
- For semester eligibility, if a student waives out of P.E. at any point during the semester, P.E. will not count for semester IHSA eligibility. The only way a student can utilize P.E. for semester eligibility is if they participate in P.E. the entire semester.

STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Pupil participation in a performance or activity under the sponsorship of Mendota Township High School District #280 shall be in accord with the general rules governing proper school conduct as outlined in this handbook, the specific rules and requirements for the particular activity or performance concerned with the following policy stipulations:

1. All school activity eligibility requirements as outlined by Board policy, state or conference requirements as well as those set by the activity coach or sponsor must be met.
2. Students expelled or in Out-of-School Suspension shall not participate either as a spectator or participant in any extracurricular activity during the time of their suspension or expulsion.
3. Students too ill to attend school on the afternoon of a given day or are truant are not eligible for participation, either as a spectator or participant, in an extracurricular activity on the same day or evening.
4. Student participants in an out-of-district activity shall use the school-furnished transportation for that event. Under extenuating circumstances, a student may utilize a different mode of transportation after permission from the proper school authorities has been obtained.
5. If an activity is an extension of a class taken for credit, any unexcused absence from that activity shall be a considered factor in determining the student's grade for that class.
6. A student will not be excused for being tardy or absent the day following a school-sponsored activity which he or she has participated for reason of that participation alone.

7. Students wishing to participate in any extracurricular activities must have a drug testing consent form on file in the Principal's Office prior to the beginning of that activity.
8. Once a student is in the drug testing pool, they will remain in the pool until extracurricular activity eligibility is expired.

Music / Athletic-Activity Event Scheduling Conflict Resolution Policy

PREFACE:

Mendota High School recognizes that some students lead very busy lives, and there are times when students have more than one commitment to honor. We believe that flexibility and respect gives a student the opportunity to achieve success in all of their endeavors.

This policy, which was developed by the MHS Athletic and Music department, serves as a framework to help students honor their commitments to all activities in which they participate.

SCHEDULING CONFLICT POLICY:

This policy only applies to school sponsored activities and athletic teams:

In general, **both commitments should be honored if possible**. If there is not a direct conflict with the times of the events, the student is expected to make arrangements to attend both. In the event that there is no way to do so, the following procedures should be followed:

❖ Music Practice and Athletic Practice:

Student makes arrangement with teacher/coach to miss equitable time of each practice.

❖ Music Practice and Game/Match:

Student should attend the game/match with no curricular penalty.

❖ Music Performance and Athletic Practice:

Student should attend performance with no athletic penalty.

❖ Performance and Game/Match: Music Teacher and Athletic Director will work to resolve the conflict on an individual basis. Level of performance/match/game and the student's degree of participation in the event will be taken into account in the decision. Extra weight will be given to post-season performances/games/matches (e.g. Sectional, State meets, Super-State Contest, etc.)

It is the student's responsibility to let the teacher and coach/sponsor know of a conflict as early as possible. Knowing of a conflict in advance can allow teachers and coaches/sponsors to communicate and potentially work out a solution to the conflict.

FIELD TRIP ELIGIBILITY

Students with excessive absences or who are failing one or more classes may not go on field trips that extend beyond the time of the class from which the field trip originates.

HALL PASSES

Any student in the hall or in any unauthorized place after the tardy bell **MUST** have a hall pass from authorized school personnel.

LATE BUS

Students late to school because of a late bus are required to report to the principal's office before admission to class.

LEAVING SCHOOL DURING THE DAY

To obtain permission to leave school early, students must bring a written note signed by a parent or guardian requesting permission to leave and stating the reason. Students are to bring the note to the principal's office **before school**. After the note is approved by authorized office personnel, students will show the note to the teacher when it is time to leave. Students then must return the note to the principal's office and sign out. Failure to follow this procedure will result in an unexcused absence with a point penalty for time missed and no make-up privileges for work missed.

NOTIFICATION TO REPORT TO OFFICE

Students may be notified to report to the various offices by announcing students' names over the public address or by receiving written notices. Failing/forgetting to report at designated times will result in a disciplinary action.

NURSE'S OFFICE ABSENCES

The nurse's office is provided for those students who become ill or who otherwise need medical attention during the school day. Students who become ill should have a pass from the teacher from whose class the student is absent, including study halls. Once the student reports to the nurse's office, the nurse will determine if the student should be sent home and will then make the necessary arrangements. If the nurse deems a student ill, the student will be sent home as soon as possible. Absolutely no loitering in the nurse's office will be tolerated. Only those students who are ill or need medical attention should be in this area. In instances where the nurse is not available, students are to report to the principal's office. A student contacting a parent to request to come home without clearing it through the nurse may not be coded as an excused absence.

PRE-ARRANGED ABSENCES

Excused absences may be arranged in advance of the day of absence when the student and parents know such a situation will arise. For example, a visit to a college campus, seasonal work on the farm (for parents), a necessary medical or dental appointment, all fall under the category of pre-arranged absences. Students should bring a note from parents requesting an excused absence. This should be done prior to the date of absence and an office permit should be secured in the principal's office. Work must be made up in advance of the actual absence. The office permit should be initialed by the instructors and returned to the office before leaving school. Pre-arranged absences may be limited or disapproved pending administrative review of student's record.

RECIPROCAL REPORTING ACT

The Mendota High School staff, administration, and Board of Education is committed to maintaining a productive and safe environment. To that end, we have adopted, in conjunction with the Regional Superintendent's Office and other schools in LaSalle County, a reciprocal reporting agreement which allows under certain conditions for the sharing of information among the schools and the police agencies regarding certain unwanted types of student behavior. Examples of these undesired behaviors include:

- All cases involving illegal or controlled substances.
- All cases involving weapons of any type.
- All cases involving criminal gang activity.
- All cases involving a serious crime or felony.
- All other criminal offenses committed by a student.

It is our desire to work with the State Attorney's Office, local and county law enforcement agencies, and other schools in the county to send a strong message that the behaviors will not be tolerated at Mendota High School. The local designee in charge of communicating such offenses at Mendota High School is the building Assistant Principal.

REQUIREMENTS FOR GRADUATION

21.50 total units of credit are required for graduation consisting of 18 academic units of credit, Driver Education classroom (0 credit), 3.5 units of credits and (3.5 years) in Physical Education.

At least 4 academic courses granting 1/2 unit of credit each, and Physical Education granting 1/2 unit of credit is required each semester to be considered a full-time student. Each semester class meets 5 periods per week for 18 weeks.

Subject load is recommended not to exceed more than 5 (1/2 credit) academic courses plus 1/2 credit course of Physical Education per semester. Any request for additional academic credit courses will require parent, counselor, and administrative approval.

No one will be permitted to have more than one study hall in a semester except for those students that have a physical education waiver due to involvement in one of the interscholastic athletic programs or extra study periods due to the driver education program.

RESIDENCE REQUIREMENT

The parent or legal guardian of all students attending Mendota High School must live within the legal boundaries of Mendota High School District #280. All other students must pay tuition as established in the **Illinois School Code**.

RETURNING TO SCHOOL DURING SCHOOL DAY

When students are absent during the first part of the day, and then return to school during that day, they are to report to the principal's office to notify personnel of their return.

SATURDAY SCHOOL RULES

1. Have choice of 2 Saturdays to serve
2. Penalty for not attending will be an additional Saturday School or other disciplinary action until the Saturday School is served.
3. Removal from the Saturday School for failure to follow rules of the supervisor will result in another Saturday School being assigned (1st offense only).
4. Students will have a break for 10 minutes after 1.5 hours.
5. No one will be admitted to the program after 8:05 AM unless prior arrangements have been made with the principal.

1st unexcused absence

Additional Saturday School will be assigned.

2nd unexcused absence

2ND unexcused absence will result in the Saturday School being reassigned, restricted lunch or day student only status or suspension.

3rd unexcused absence

Missing three (3) Saturday Schools may be grounds for expulsion. **Having to work or be out of town is not an excused absence.**

SIGNING OUT

Students who leave the school during the day must have prior permission from school personnel to leave at a given time and are required to sign out in the principal's office. This covers all reasons for leaving. In cases of illness, students must obtain clearance from the school nurse to go home. After clearance is granted, the student must still sign out in the office. Failure to follow the above procedure will result in the student receiving an unexcused absence, regardless of the reason for leaving and/or a point penalty.

SKIP DAYS

Class skip days will not be authorized by Mendota High School. Incidents of mass truancy as determined by the administration will result in a point penalty with no make-up privileges for any of the work missed or other discipline.

SPECIAL EXCUSES

A special excuse is an authorization for a student to be out of study hall and in another teacher-authorized place. Failure to submit the special excuse to the study hall teacher before the tardy bell sounds for the period for which the special excuse has been issued will result in a point penalty being assigned.

STATE MEETS/TOURNAMENTS

In an instance where Mendota High School has individuals or groups of students qualify for IHSA State Competition, those students wishing to attend that competition as spectators may be excused by a pre-arranged absence if accompanied by a parent of a MHS student. An unexcused absence and/or truancy will be issued to those students who do not pre-arrange the absence or who are not accompanied by a parent of a MHS student. If Mendota High School does not have an individual or team participating in an IHSA State Final, then only students who were current members of the team for that sport may be excused from school to attend the meet/tournament if accompanied by a Mendota High School parent and absence is pre-arranged. Students **will not** be dismissed from school early to attend the three-point shoot-out.

STUDENT APPEAL HEARINGS

In the event that a student, parent, or other representative is seeking to have the Superintendent or Board of Education modify the school's previous decision relating to a student discipline, an appeal hearing should be sought. Guidelines for such a hearing can be secured by contacting the high school principal.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is designed to help students remediate in the areas of behavior, attendance, academics, and health. A Student Assistance Team consists of school personnel who have been trained in the area of providing assistance to students who are experiencing difficulty in one or more of the four above areas. Student referrals can be made to the Student Assistance Team by anyone (teacher, support staff, coach, fellow student, parent, the student himself/herself, etc.). Questions about the Student Assistance Program should be directed to the social worker or a member of the Student Assistance Team.

STUDENT CONDUCT ON SCHOOL BUSES

Parents of students are responsible for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Students shall conduct themselves on the bus in a manner consistent with established standards for in-school behavior. Students who misbehave on the school bus may have their riding privileges suspended.

TARDY POLICY

If you have been detained in the office or by a teacher, ask for a late pass from the person who detained you before going to your next class. Excessive tardiness to class **will** result in discipline assigned to the student. The 1st and 2nd tardy in a class would warrant a verbal warning from the teacher. Once a student reaches 3 tardies in that class, a referral to the Principal's Office would be written and points would be assigned. Being tardy to school in the morning would result in points being assigned with no warnings. 1st referral – 5 points; 2nd referral -10 points; 3rd and subsequent referrals – 15 points.

TRUANCY- FULL OR PART DAY

1st Offense - full day truancy carries with it 80 points and partial make-up privileges for work missed. Part day truancy carries with it a point assignment (ten per period missed) equivalent to the number of periods missed as well as partial make-up privileges for work missed.

2nd Offense - up to 15 points per period truant and partial make-up for work missed. Conference will be held with the Principal or Assistant Principal and parents will be notified of attendance restrictions regarding truancy. Repeat truancy offenders may be issued a city ordinance violation.

3rd Offense and further offenses - Students may be dropped from those classes from which they have been truant on three occasions. Study hall truanies will accumulate points equivalent to number of truanies. Repeat truancy offenders may be issued a city ordinance violation.

ATHLETICS

IHSA ELIGIBILITY RULES - PROVIDED BY ILLINOIS HIGH SCHOOL ASSOCIATION (FOR 2023-2024 SCHOOL TERMS)

Athletic Eligibility Rules

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/athletic director of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal/athletic director, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/athletic director has questions or wishes assistance in answering your questions, the principal/athletic director should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules; please contact your principal/athletic director.

Attendance

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) consecutive semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

Scholastic Standing

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; custodial parent or court appointed guardian; or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public-school district where you live with your parents, custodial parent or court appointed guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your parents attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
2. If you transfer after classes begin for the current school year, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public-school district;
 - b. Your transfer is between high schools within a public-school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - c. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
5. If you transfer attendance from one school to another while you are ineligible for any season, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/athletic director of the school into which you transfer before you participate in an interscholastic athletic contest.
8. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your junior year and are not otherwise in compliance with the transfer eligibility by-laws.

Age

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

Physical Examination

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

Amateur Status and Name, Image, and Likeness (NIL)

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes not to exceed \$300.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$150 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids' league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
5. IHSA by-laws and Board Policies provide guidance and restrictions to when and how you might capitalize on your name, image, and likeness (NIL). Work closely with your principal/official representative on opportunities that come your way.

Recruiting of Athletes

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

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

School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. During the school year you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/athletic director must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
5. You will become ineligible if you participate in, practice with or compete against play on any junior college, college or university team during your high school career.

All-Star Participation

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

Misbehavior During Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

NCAA STATEMENT

NCAA Division I or II eligibility requires coursework planning from the freshman year on, strong test scores, and various application procedures. Only students attending a Division I or II School, and who have been cleared by the NCAA Clearinghouse, can receive a sport's scholarship. It is the full and final responsibility of the student and parent(s) or guardian to assure eligibility for the NCAA Clearinghouse. Interested students should contact their coach and assigned guidance counselor for assistance with the process, should they plan to seek eligibility. It must be noted that Mendota High School, the Department of Guidance and Counseling, and the coaching staff do not hold any final legal responsibility for identifying or contacting students who should be interested, nor do they hold legal responsibility for assuring a student's eligibility.

ALL EXTRA-CURRICULAR TRAINING RULES

Extra-curricular participants are prohibited from using, being in possession of or in the presence of alcohol or illegal drugs and other conduct detrimental to the integrity of the extra-curricular program of MHS and/or the reputation of the school district seven days a week, beginning August 1st of the current school year and ending at the conclusion of the baseball state series, whether or not school is in session for the athletic team of which you are a member during the current school year. Below, certain penalties are specified. These specifications are not intended to limit the enforcement of the Code of Conduct in the event the student displays other conduct detrimental to the integrity of the extra-curricular programs of Mendota High School and/or to the reputation of the School District. All code of conduct violations are cumulative while the student/athlete is enrolled at Mendota High School.

- Each participant will be given a copy of the training rules and penalties.
- Each participant will sign a form indicating their knowledge of the rules and penalties.
- All training rule violations are to be reported to the Athletic Director and/or Assistant Principal who will keep a file of all documented violations.
- In situations where there is difficulty in identifying violators, the decision will be made by the Investigation/Enforcement Committee.

Minimum Penalties for Athletics:

Offenses will be broken into 2 categories. Category A: In the Presence/Possession/Consumption of drugs or alcohol. Category B: Possession/Consumption of Tobacco products. Category A will be assigned 2 points per offense. Category B will be assigned 1 point per offense. See the chart below.

Offenses

Category A: 2 Points per Offense	Category B: 1 Point per Offense
In the Presence/Possession/Consumption of Drugs or Alcohol	Possession/Consumption of Tobacco including e-cigarettes

Consequences *

Point Total	Consequence	Offense
1 point	1 game or event suspension	Tobacco offense
2 points	21 day suspension	2 tobacco offenses or in the presence/possession/consumption of alcohol/drugs
3 points	28 day suspension	1 tobacco and 1 2pt offense or 3 tobacco offenses
4 points	Calendar Year	2nd alcohol/drug offense, 1 alcohol/drug offense and 2 tobacco offenses, or 4 tobacco offenses
5 or 6 pts	Lifetime Ban	Any combination of 5 or 6 points

- * Possession or consumption will require SAP component to be eligible to return to activity (see SAP section). The SAP section needs to be completed during the current sport season if at all possible. MHS has no control of when the SAP classes are held. Therefore, some SAP classes may fall on the night of an extra-curricular event. The SAP class has precedence over the extra-curricular event.

Minimum Penalties for Fine Arts:

- A. Use of or in possession of alcohol, illegal drugs, drug paraphernalia, or tobacco

First Offense

1. Immediate suspension for the next fine arts activity scheduled, activity is defined more inclusively than the next performance, provided that the student enrolls in the earliest possible school approved SAP program (see SAP section). The SAP program needs to be completed during the current activity if at all possible. MHS has no control of when the SAP classes are held. Therefore, some SAP classes may fall on the night of an extra-curricular event. The SAP class has precedence over the extra-curricular event.

Second Offense

1. Immediate suspension for one calendar year from the time of the offense.

Third Offense

1. Possible suspension from all interscholastic programs.
- B. In the presence of alcohol, illegal drugs or drug paraphernalia.

First Offense

1. Immediate suspension for the next fine arts activity, and activity is defined more inclusively than the next performance scheduled.

Second Offense

1. Immediate suspension for the remainder of the school year.

Third Offense

1. Immediate suspension for one calendar year from the date of the offense.

SAP REQUIREMENT

Student Assistance Requirements are cumulative over the student's entire attendance at Mendota High School and any incurred expenses are the responsibility of the student.

Drug/alcohol education/evaluation/assessment by a certified substance abuse provider must be pre-approved by Mendota High School.

ACADEMIC ALL-CONFERENCE TEAMS

As per the Big Northern All-Conference guidelines, the school will select their scholar athletes by each year. The school will determine grades (average) at the end of the 1st semester using the following criteria:

1. The Student athlete must have a cumulative GPA of 3.0 or higher, or the equivalent, for the school year in which they are to receive recognition.
2. They must be a junior or senior member of a varsity team for the entire season and have earned a varsity letter.
3. They may not quit the team of their own volition. Injury would be an exception.
4. They must be recommended by their respective principal, attesting to the athletic participation, minimum GPA, and evidence of good citizenship.

Neither freshmen nor sophomores on a varsity team are eligible for all-academic teams.

TRANSPORTATION REGULATIONS

Mendota High School will provide transportation for its athletes to all interscholastic contests. We do expect the student to ride *TO* and *FROM* all contests on the school bus as a member of the team. In emergency or highly unusual situations, we will allow the student to travel to or from the contest **with parents only**. ALL arrangements for a deviation from the normal method of transportation must be made in writing to the principal prior to the end of school on the day of the contest. In the event a student is scheduled to attend 8th period, a specific transportation waiver and release form (available through the Principal's Office) is required. We would hope that requests to travel with parents would be kept at an absolute minimum.

CHANGING SPORTS WITHIN A SEASON

Changes are subject to agreement by coaches of both sports involved. No changes are permitted after the first interscholastic contest in a season.

QUITTING A SPORT DURING A SEASON

A student quitting one sport during a season may not participate in another sport during the same season. A student quitting a sport is automatically ineligible for participation in the same sport the following year unless reason for quitting was approved at the time of quitting by the head coach.

ATHLETIC EQUIPMENT

Failure to return equipment at the end of the season will require that the student pay for the replacement cost of the equipment. Students **will not** be permitted to check out equipment for a sport until all equipment or replacement costs are taken care of from the previous sport.

GOOD CITIZENSHIP

One of the finest compliments that can be paid to a student in our school is to say that he or she is a good school citizen. Traits exhibited by good citizens include:

- being orderly in the halls, classrooms, cafeteria and all other parts of the school campus.
- being polite and helpful to fellow students, teachers and visitors.
- walking, not running in the corridors and in the classrooms.
- cooperating with teachers by preparing assignments and being attentive in class.
- taking good care of books and other possessions.
- being sincere in dealing with other people.
- removing his hat or cap when entering the building.
- by eliminating that which is wrong and accentuating that which is right.
- by refraining from booing and showing any type of disrespect toward opponents, officials or visiting fans at extra-curricular activities.
- helping keep school grounds and buildings neat and clean by placing wastepaper in waste containers, keeping lockers clean and orderly and refraining from marking on desks, tables and walls.

GENERAL SCHOOL INFORMATION

ACADEMIC INCENTIVE PROGRAM

The Academic Incentive Program was established to recognize outstanding academic achievement. Awards are presented at the Spring Honors Banquet according to these accomplishments:

Honor Roll:

- | | | |
|-------------|---|---------------------------------|
| 1 Semester | - | Academic Excellence Award |
| 3 Semesters | - | Framed Second Year Award |
| 5 Semesters | - | Chenille Letter (Academic) |
| 7 Semesters | - | Pin to place on chenille letter |

Award winners will be recognized in the local media.

ACCIDENT INSURANCE

Student accident insurance is available for purchase through the school by an insurance agent. For those electing to carry the insurance, the premium is paid in addition to student fees.

Insurance or an insurance waiver is required for those wishing to engage in interscholastic sports **before** engaging in practice.

AFTER SCHOOL

In general, students should leave the school building by 3:30 PM. If it is necessary for students to wait for their parents or for buses, they may do so within the main lobbies, provided they observe good school conduct. Students may remain after 3:30 PM to participate in extra-curricular activities, but must be out of the building by 4:30 PM unless they are under the direct supervision of a teacher.

Many student activities are held at the high school in the evening. Students should use the entrance closest to the activities for admission.

ANNOUNCEMENTS

Announcements will be read daily at 10:30 a.m. They are posted throughout the school and posted on the school website at www.mendotahs.org. Special announcements, when need arises, will be read over the speaker system. Anyone wishing to have school-related announcements read should have either the principal or designee approve the material the day before it is to be read. Forms are available in the Principal's Office and must be signed by the teacher or sponsor. All announcements must be turned into the Principal's Office. Student information is posted on the student information board outside the cafeteria.

AREA CAREER CENTER SCHOOL

The Area Career Center School is located at LaSalle-Peru High School. Our students are transported to the school for classes that run from 8:00 AM - 9:45 AM. Each class earns one credit per semester if completed successfully. All rules established for the ACC School must be followed.

TRANSPORTATION RULES FOR THE AREA CAREER CENTER

1. Mendota High School students **will** ride on the school-provided bus service to the Area Career Center School.
2. A student who requests to drive to the Area Career Center School **must** secure prior permission from either the school superintendent, principal or the assistant principal to do so. Permission **will not** be granted unless the student has a "permit to drive" form signed by a parent or guardian and the student's instructor at the Area Career Center School stating the reason for the driving request.
3. Students who miss the Area Career Center School bus must report to the Principal's Office at the beginning of period one. An assignment will be made at that time for the student to spend periods 1, 2 & 3 in the study hall. Failure to do so will render the absence unexcused or student(s) can get a ride from a MHS parent or other adult relative of the student(s). Student(s) must then ride the ACC bus back to Mendota High School.
4. Students who violate this policy will be assigned points for the first violation and will be removed from the program if the infraction occurs a second time.

AUTOMOBILE PARKING

Students are allowed to park in the front or back of the school building, in lined/marked areas only. Illegal parking in handicapped areas, assigned staff areas, visitor-parking areas or in front of the Vocational Building doors may result in parking tickets being issued.

BIRTH CERTIFICATES

All students must have a copy of their birth certificate, a passport, official government document proving citizenship, or an affidavit explaining the inability to produce a copy of the birth certificate on file in the nurse's office. This information is needed for verification of age for eligibility purposes.

BOOK BAGS

To ensure student/staff safety in the classroom (students/staff tripping/stepping on book bags), students will not be allowed to carry book bags into the classrooms. Book bags may be brought to school but must be kept in the student's locker during the school day. Any bag large enough to carry a letter sized file folder will be considered a book bag.

CAFETERIA

A few rules apply to the use of the cafeteria:

1. All food and drink purchased in the cafeteria must be consumed in the cafeteria.
2. Students must use and/or show a student ID to purchase on their accounts and use a tray when purchasing food in the cafeteria line.
3. Students are to purchase food for themselves only.
4. Students are not to cut in line. If you leave the line, you must go to the back of the line.
5. After students have eaten and returned their trays, they are to remain in the cafeteria or in the hallway between the cafeteria and gym.

CLOSING SCHOOL (BAD WEATHER)

In case of severely inclement weather, mechanical breakdown or other reasons, school may be closed. The same conditions may also necessitate early dismissal. School closing or early dismissal will be announced over radio stations WGLC, Mendota; and WLPO, LaSalle. Reports in the morning will be between 6:00 AM and 7:30 AM. Closings will also be posted on the school website, social media, and an automated phone message will be made to the phone number provided to the school. If no report is heard it can be assumed that school will be in session.

CODE OF CONDUCT

A student, while a member of a student activity group at Mendota High School, shall not display conduct detrimental to the integrity of the extra-curricular program of the school and/or to the reputation of the school district.

CORRESPONDENCE COURSES

Correspondence courses are available to students who need to make up credits or take additional courses. If anyone is interested in these courses, they should contact one of the school counselors.

No more than two correspondence courses will count toward meeting the graduation requirement of the school.

CORRIDOR PROCEDURES AND CORRIDOR PASSES

Students are permitted four minutes between classes. A good policy for students to follow is to obtain their locker materials at the beginning of each half-day that they will need for that period of time.

A student may not leave class or be in the halls during class without a corridor pass. A corridor pass is obtained from your teacher, initialed by him, initialed at your destination, and returned to your teacher. Corridor passes should be used sparingly and only in cases of real necessity.

DANCE POLICIES

Guests must complete a form and submit it in the Principal's Office and be approved prior to the end of the last school day before the dance. Students and their guests are NOT permitted to leave the dance without permission and re-enter the dance. No grade school students and no guests over the age of 20 at the time of the dance will be permitted to attend a high school dance.

DISASTER DRILLS

Disaster drills are held periodically as required by law and are an important safety precaution.

An alarm will be sounded over the intercom to warn individuals to immediately go to the predetermined evacuation area. You are to remain in this area until the regular school bell is activated which signals an immediate return to the classroom.

A disaster drill plan is posted in each area.

DRESS CODE

We believe that guidelines on student dress should be flexible enough to allow our students to be fashionable in their school appearance. We further believe that one's appearance is primarily the responsibility of the individual and his/her parents. We expect students to maintain a mode of dress that is neither a detriment to the total educational process nor poses any health or safety problems for anyone. These dress guidelines apply to all school sponsored activities and in addition, shirts are to be worn at all school sponsored activities.

When a student's appearance falls outside our general guidelines, the student will be asked to return home to make the appropriate changes or administration will provide an appropriate placement when possible. Examples would include such things as T-shirts or sweatshirts with vulgar or profane words printed on them. Students will be required to wear a shirt that covers shoulders. No tank tops, halter tops, spaghetti strap shirts, shirts with sleeves cut off, etc. will be allowed. Shirts with sleeve cut-outs are acceptable. Shirts that expose the midriff are deemed inappropriate and will not be allowed. This includes skin showing from the bottom of the shirt to the top of the pants/shorts/skirt. Hats, bandanas, other head coverings and sunglasses are not to be worn in the building or inside during indoor school activities. Slippers will not be allowed, unless prior permission by the administration for a medical purpose. Pants must be worn at the waist so that no undergarments show. Shorts should be at an appropriate length for students. Other incidents, not specifically outlined here, will be handled on a case-by-case basis.

Apparel that displays alcohol, tobacco, or otherwise any illegal or illicit substance or apparel that is offensive or disruptive to normal school operations or provocative is prohibited.

Students will not be permitted to wear belts that are excessive in length causing them to hang down one side of the body or chains that are attached to a wallet, keys, etc.

Coats are not to be worn to class at any time. Students should have a sweatshirt or light jacket available to wear on days in which the classrooms may be cool.

If you have a question about the propriety of wearing something to school, it probably should not be worn.

ELECTRONIC DEVICES (CELL PHONES, IPODS, KINDLES, AND OTHER RELATED DEVICES)

Students may possess cell phones and electronic devices while on school property and may use these devices only in non-instructional areas which include lunch hour and hallways. Students may listen to music while in hallways but for safety reasons they must have one ear open from headphones or ear buds. Students may not use cell phones/electronic devices during study hall or classes, except at the direction of the classroom teacher for educational purposes. Students should store them in phone holder provided in each classroom. MHS is not responsible for lost/stolen/damaged electronic devices.

Cell phones and electronic devices shall not be used in areas of personal privacy such as restrooms and locker room facilities for any unlawful activities. Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member. Actions including, but not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and possible police involvement. The taking, disseminating, and/or possessing of lewd images on cell phones or electronic devices may be a crime under Illinois and/or federal law.

Electronic device violations are cumulative and do not start over at the semester.

1st Offense	–	30 points
2nd Offense	–	Saturday School and parent must pick up the electronic device
3rd Offense	–	Possible 1 day out of school suspension and parent must pick up the electronic device
4th or more Offenses	–	Possible multiple days of suspension and parent must pick up the electronic device

Refusal to turn in the electronic device immediately to an administrator or faculty member, when asked, may result in automatic out-of-school suspension.

EMERGENCY INFORMATION CARDS

All students are required to have on file the information necessary to contact parents, guardians or a designated responsible individual in case of emergency. Any changes in the information should be reported to the school nurse immediately.

EXTRA-CURRICULAR ACTIVITIES

Each student is urged to participate in one or more extra-curricular activity; to be a “doer” and not a “watcher.” Join activities that interest you. There are athletic, music, drama, and subject-oriented clubs; student council, publications and interest groups. When you commit yourself to an activity you owe it your best efforts--not only to benefit the club but yourself.

If you fall behind in your schoolwork and/or are failing, period 8 attendance, extra help and teacher conferences take precedence over any extracurricular activity, and you may be requested to drop extra-activities.

However, while there are no disputing the important place grades hold in education today, the most vital factor is the total education an individual accumulates. In order to take advantage of extra learning opportunities, plan your activity schedule carefully. Don't become overloaded. Obligations at home church and in the community should be considered in arriving at the program that will be most suitable for you. Discuss this with your parents. They are to be fully informed of each extra-curricular activity in which you participate, its hours, schedules, practice sessions, performances.

Activities will be scheduled during the day or after school at times convenient to the group and its adviser. No students are to remain after school unless requested or are participating in activities supervised by an adviser. Only officially recognized school groups may use the school building or its facilities.

FEES

Registration Fee - This amount is charged each student as a rental fee for use of textbooks, related instructional materials and admission to regularly scheduled extra-curricular activities for which an admission charge is required.

A processing fee will be issued to students who wish to re-enroll during mid-semester.

Lab Fee - This fee is charged for selected classes to cover the cost of materials used. This fee must be paid prior to the start of this class unless other arrangements are made with the principal. Additional material fees may be required depending on the project.

All students participating in extracurricular activities will be required to pay a participation fee.

Families with financial hardships or limited income could be exempt from paying these fees, based on qualifying for free/reduced lunches and the textbook waiver. Families with extenuating circumstances should contact the administration for a review of their situations. These situations would be considered on a case by case basis, based on documentation.

All fees will be determined annually by the Board of Education. Students and parents will be notified through summer registration mailings.

All fees are to be paid in the Business Office.

FINAL EXAMS

Final exams will be given at the end of each semester and are usually spread over two or three days. The final examination will be valued at 15% of the final semester grade. Final Exams will not be given more than one week prior to the scheduled exam time unless in extenuating circumstances as determined by administration.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

A fire evacuation plan is posted in each room.

When the fire alarm sounds, students will immediately stand and form ranks of two as they leave the room. Running is not permitted. The first student to reach an outside door is to hold it open until all have left the building.

Students are to follow the evacuation plans that are posted in each room and wait until the signal to re-enter is given.

FOOD SERVICE

A full complement of entrees is offered in both lines. In addition, there is also a salad and hot bar. The menus and prices are posted in the cafeteria.

A free or reduced lunch program is available on request, dependent upon need. The proper forms must be obtained, completed by parents and returned to the Principal's Office.

Students must use their Student ID cards each day. If a student doesn't have it, he/she must report to the Principal's Office for an ID card. Students without a student ID will not be served food until an ID is presented. There are no charges allowed in the cafeteria. If a student loses the ID card, he/she must pay to have it replaced.

GIFTED IDENTIFICATION

The gifted student is one who excels in the ability to think, reason, judge, invent and/or create above his/her chronological age. Most of these criteria are observable on standardized tests already currently administered with the school testing structure or are observable to qualified personnel through products or performances.

The screening for gifted students from the total school population shall be done by a committee of two or more of the following personnel:

Teacher recommendations and/or placement in honors level coursework will be used for gifted identification.

- gifted coordinator
- curriculum director
- guidance counselor
- department heads

Gifted and talented students will also be identified in all areas of learning by evidence of ability and through recommendation by qualified personnel:

- previous identification (elementary, middle, or transferring school)
- portfolio
- evidence of accomplishment
- audition
- writer's notebook
- leadership qualities
- Presidential Physical Fitness Test

Further, nominations from the following group of people for the purpose of placements into the student pool will be accepted:

- teacher(s)
- parent(s)/guardian(s)
- peer(s)
- self

GRADES-GRADING-CLASS RANK

The school provides progress reports three times each semester, and a report card at the end of each semester. Progress grades are cumulative for the semester. All semester grades are cumulative in the student's high school career for Grade Point Average. Mendota High School does not "weight" grades, and uses a non-weighted traditional 4.0 scale. Students are not ranked. All courses shall receive equal GPA weight and credit except Driver Education and any other non-credit courses.

Students can earn the following grades:

- A - Work done of superior quality / work that exceeds learning standards
- B - Above average achievement / work that meets or exceeds learning standard
- C - Average achievement / work that meets learning standards
- D - Below average achievement level; near failing level / work that does not meet learning standards
- F - Failing; work is below acceptable level and grossly fails to meet learning standards
- I - Incomplete; grade withheld until work is completed
- WF - Withdrawal / Failure; used when a student is removed or withdraws from a course in progress

Students will not be ranked. If a college or scholarship requires or could benefit, counselors will use the school database system data to report a rank or quintile on student transcripts. If a college or scholarship requires or could benefit a student by having recognition as a Salutatorian or Valedictorian, counselors will compose and certify letters designating such if the student graduated with (or tied with) the highest GPA (Valedictorian) or with (or tied with) the second highest GPA (Salutatorian). These letters will be based on final, 8th semester grades and will not be written prior to graduation and the final calculation of GPA. The only exception will be for Valedictorian/Salutatorian scholarship applications with due dates prior to the end of the 8th semester, in which case 7th semester GPA will be used.

- To graduate with High Honors, students would need to be designated by the state of Illinois as Illinois State Scholars (which is based on a combination of straight GPA and ACT/SAT), and they will be honored as our top honor graduates. (IL State Scholars rank in the top 10 percent of high school seniors.)
 - From among these students, a speaker for the graduation ceremony will be selected based on the submission and possibly even presentation, of a speech to/in front of a selection committee comprised of individuals chosen by the principal. The only student speakers at the graduation ceremony will be the Senior Class President, Student Council President, and the selected State Scholar. Students graduating with honors will be designated in the graduation program. State Scholars will also be designated in the program.
 - This proposed graduation speaker system would ensure everyone in the entire class may have the opportunity to speak at graduation as either the Student Council President or Senior Class President. The next opportunity to speak would be awarded to the student who is among the most academically gifted students, similar to the traditional Valedictorian speech.
- To graduate with Honors, students would need to have a GPA of 3.0 cumulative after 7 semesters.
- Students in any Spanish language courses for heritage or non-heritage speakers, and/or other languages available, are eligible to apply for and test for the State of Illinois' biliteracy credentials (State Seal of Biliteracy / State Commendation Toward Biliteracy.) Students earn these credentials by demonstrating proficiency in English and one other language through standardized assessments such as the SAT, ACT, ACCESS tests, AAPPL, and/or AP exams in the target language.

GRADUATION CEREMONY

Participation in the graduation ceremony is a privilege and not a right. At the discretion of the administration, students who have not been able to follow the guidelines and policies of Mendota High School may be denied the opportunity to participate in the graduation ceremony.

GUIDANCE OFFICE / STUDENT SERVICES

This office is a resource area for students who seek the assistance of a counselor. Counselors assist students in developing solutions toward academic, personal, social, emotional, and behavioral success, as well as to develop an appropriate post-secondary career plan. Students may see any counselor or social worker for personal concerns, but are assigned to a School Counselor alphabetically by the last name for registration, guidance, and career development.

HALLWAY CONDUCT

Students are expected to conduct themselves in a mature and responsible manner while in the hallways. ***Absolutely no running will be permitted.*** Students who run will be disciplined as well as those students who push, shove or strike other students, are unusually loud in the hallways, or display overt public affection. Students are not to sit on the floors.

HEALTH EXAMINATIONS

New students, transfers and ninth graders, are required to have an up-to-date physical examination **before attending** classes. Students who **DO NOT** have the required physical examination and immunization **WILL NOT** be allowed to attend classes until such requirements have been met.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the fall date listed in the calendar pages determined annually of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the annual exclusion date, the student must present, by the annual exclusion date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent/guardian presents to the school nurse a signed statement explaining the objection;
- Religious grounds if the student's parent/guardian presents to the school nurse a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Health examinations for all public and private school students in Illinois shall require a physical examination, protection from communicable disease, BMI and Diabetic screening.

The examination shall be conducted within one year prior to the date of entering the ninth grade. Additional health examinations and further evaluation of students may be required when deemed necessary by school authorities.

Per Illinois School Code, any student enrolling for the first time in Illinois, whether in private or public school must have an eye examination. The Eye exam must be performed by a licensed optometrist or medical doctor who performs eye exams and is licensed by the IDPH.

For transfer students from out-of-state or out-of-country, a health form that is comparable to the Illinois requirements may be accepted only at the time of first entry into an Illinois school.

HEALTH SERVICES

The school health program is under the supervision of the school nurse. Provision is made for first aid, assisting students who become ill during the school day, and supervising students' health program when special attention is required. The parent will be notified in case of serious injury or illness to their child. The student may be sent to an emergency room by rescue squad if necessary. The school nurse will send students home only if conditions so warrant and only after receiving parental permission.

It is not the function of the health services department to maintain a clinic or give treatments or medications unless they are required in order to allow a student to attend school. Students requiring medication will need to submit a Mendota High School Medication Authorization Form completed by a licensed doctor and signed by a parent/guardian, along with the medication in the original container from the pharmacy. Medication forms are available in the Nurse's Office. Students are not permitted to give medication to other students.

Public Act 94-0792 and 92-0402 amended the Illinois School Code to ensure that students at risk of anaphylaxis, which is a severe allergic reaction to insect bites/stings, foods, drugs and other allergies, and students diagnosed with asthma, have immediate access to life-saving medications while in school, at a school sponsored activity, while under the supervision of school personnel, and before or after normal school activities on school property. Students are permitted to carry an epinephrine auto-injector, and/or an inhaler for self-administration when necessary provided that the required information is kept on file in the Health office.

Required information that must be kept on file in the Health office for self-administration of either asthma or anaphylaxis medication:

- 1) The parents or guardians of the pupil provide to the school a written authorization for the self-administration of medication.
- 2) The parents or guardians of the pupil provide to the school a written order from the pupil's physician containing the following information:

Note: This section does not need to be completed by a physician if the asthma inhaler prescription label is sent to School and on file in the Nurse's Office.

- a.) The name and purpose of the medication.
- b.) The prescribed dosage, and
- c.) The time(s) at which or special circumstances under which the medication is to be administered.

Permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Asthma Action Plan: If your child has asthma, an Asthma Action Plan must be submitted annually to the school nurse. Examples of an Asthma Action Plan can be found by contacting the school nurse.

Food Allergy/Anaphylaxis Action Plan is strongly recommended for students with these conditions. A form is available in the Nurse's Office, to be completed by a parent and signed by a family doctor. This form should be updated annually.

Care of Students with Diabetes

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

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

For further information, please contact the school nurse.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 815.539.7446.

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

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

HOMELESS STUDENTS

Homeless youths shall be accorded equal access to appropriate secondary education opportunities as provided to other children within the public-school system. Homeless youths who meet the eligibility criteria shall be entitled to participate in school programs. The homeless liaison can be reached at (815)-539-7446.

HONOR ASSEMBLY

The National Honor Society annually sponsors an Honor Assembly to recognize outstanding student scholarship. Selection qualifications include:

1. Student should have a 3.0 academic grade average for 1, 3, 5, 7 semesters.
2. All academic grades count except physical education, driver education as well as any audit course.
3. All students from the National Honor Society are eligible.

HOW TO ACCESS MHS DATABASES

1. Log onto the Internet and go to www.mendotahs.org
2. Click the *Department* tap and select Media Center.
3. Scroll down page to view Databases:
 - A. CENGAGE LEARNING (Opposing View Points, Biography in Context, World History in Context)
 - B. WORLD BOOK ONLINE
 - C. MACKIN – e-books
 - D. GALE VIRTUAL REALITY LIBRARY (GVRL) e-books

Or

By using your Chromebook; click on student bookmarks (top left) for links to databases. In addition, you will have access to MHS library catalog.

IDENTIFICATION CARDS

Each student is required to have on their person their school ID during school day. Refusal or failure to have one's ID is cause for discipline ranging from a warning to a possible suspension. Students must present their student ID's for lunch, the media center and to be admitted to all school events. Cards and lanyards are issued to students and staff at the beginning of each school year. There is a \$5.00 fee for replacement of damaged, lost or stolen ID cards. Students who do not have their ID are to report to the Principal's Office for a temporary ID.

LOCKERS

Each student will be assigned a hall locker and other special lockers. In connection with lockers, observe the following:

1. Lockers must be kept locked.
2. Do not give **anyone** your combination.
3. Report all losses to the office immediately.
4. Do not keep money or valuables in your locker.
5. Do not leave books or clothing on top of your locker.
6. Lockers are subject to inspection at any time. Keep them in good order. "School authorities or their designated personnel have the right to check and search lockers as we are not charging for the rental of a locker and are providing lockers for your convenience."
7. Report any difficulty with your lock or locker to the Business Office immediately.
8. Keep the locker assigned to you. Do not move your belongings to any locker other than your own.
9. Shelves are not to be built inside the locker.
10. Contact paper shall not be attached to the inside walls of the locker for any reason.

LOITERING

Mendota High School students are not to loiter on the grounds of any of the elementary schools. This includes before, during, and after school hours.

LOST AND FOUND

A place in the Guidance Office has been set aside for lost and found items, especially books and notebooks. If you find these items, please turn them into the Guidance Office. Billfolds and items of jewelry should be turned into the Business Office. Efforts will be made to return these items to the owners.

MAKE-UP WORK

Students who are absent for an excused reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. A day's absence does not excuse a student from responsibility for all recitations on the day of his return. A failing grade will be recorded if make-up work is not completed.

For an unexcused absence for truancy, partial credit will be granted.

For an unexcused absence for suspension, make-up work is allowed if completed and turned in on the day of the student's return to class.

In cases of illness, considering increased usage and reliance upon technology for assignment completion and submission, in the event of absence, students are strongly encouraged to email their teachers directly for homework. If the student will be absent for more than one day and does not have access to email at home, parents may contact the Guidance Office before 10 a.m. to request homework. The office will neither request homework nor gather materials for a single day's absence.

MANDATED REPORTING

Mendota High School personnel and Board of Education members are, by law, mandated reporters of suspected child abuse. Any employee of District #280 must promptly report such suspicions based on reasonable cause to the appropriate agencies, including the Department of Children and Family Services, the Police Department, and/or the State's Attorney's Office if the facts reveal sufficient cause to proceed with the investigation or resolution of the problem.

MEDIA CENTER RULES AND REGULATIONS

- a. The Media center is open on school days from 7:45 a.m. until 3:45. With permission from the Media Center Specialist, students may work before or after those hours.
- b. Once a student enters the Media Center from study hall, (s)he will remain the entire period unless (s)he is only renewing, returning, or checking out library material and it takes less than 15 minutes to do so.
- c. Newspapers and magazines must be enjoyed in the Media Center. Students may request copies of newspapers once they are no longer current.
- d. Students are reminded to return all library materials in good condition. Theft and/or mutilation of media center resources, including furniture and computers, will be considered a matter to be taken to the assistant principal.
- e. No card playing in the Media Center at any time.
- f. Students may come to the Media Center for more than one period per day if they have more than one study hall.
- g. School work is given priority for use of a computer. If a student needs to use a computer for school work and one is not available, the student should:
 - i. Notify the Media Center staff
 - ii. Indicate their need for a computer on the sign-in sheet
- h. We will ask students to give up their computers in the following order:
 - i. 1st - students who are not doing school work
 - ii. 2nd - students who have been in the Media Center previously that day
 - iii. 3rd - students whose work is not due that day or the next day
- i. All MHS rules, which include Internet, Computer Usage, and cell phone policies must be followed at all times in the Media Center.

- j. All students must have a signed pass to leave or enter the Media Center. Passes from teachers must be signed by Media Center staff when students return to their class.
- k. A student ID must be presented to check out library material.
- l. Only one Reading Counts/EBS book may be checked out at a time unless the student has more than one English class that requires EBS points.
- m. In addition to 1 RC/EBS book, students may check out 3 non-RC/EBS books for a total of 4 books checked out at a time.
- n. The Check-out period is fourteen days. Students must return or renew the book on or before the due date or a fine of .05 cents per school day will accrue. There is a two-day grace period and if the book is returned in that time there will be no fine.
- o. There is no limit on the number of times a student may renew a book.
- p. Students may not renew or check out library materials unless all fines have been paid.

MEDICAID FEE-FOR-SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to students attending Mendota High School are partially reimbursable. Unless parents object in writing, Mendota High School will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or anytime in the future.

MESSAGES

Students are not called out of class to come to the phone. In cases of extreme emergencies or important messages, the office will contact the student as quickly as possible. Flowers and balloons should not be delivered to students at school. They disrupt the educational process as well as inconvenience school personnel. Personal deliveries such as these should be made to the student's home address.

NON-DISCRIMINATION POLICY

No person at Mendota High School shall on the basis of sex, race, ability, handicapping condition or background, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

In the event that a student, parent or other representative feels that discrimination was present in a prior action undertaken by an employee of Mendota High School, an appeal hearing should be sought. Guidelines for such a hearing can be secured by contacting the high school principal.

PESTICIDES

The District maintains a registry of parents/guardians and employees who have registered to received written or telephonic notification before applying pesticides or having pesticides applied to school grounds. The notification shall be given at least 4 days prior to having pesticides applied to school grounds, unless it was an emergency application. The notification shall identify the intended date of the application of the pesticide and the name and telephone contact number for the District personnel responsible for the pesticide application program. Please contact Mr. Andy Knowlton, Head of Maintenance, 2300 W. Main Street, Mendota, IL 61342 for placement on the registry.

POSTERS

There are several bulletin boards throughout the school. Any announcements placed on these bulletin boards must be approved by the principal before being put on display.

All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the principal. Attach only to tile surfaces that will not be marked by masking tape. Do not use paste or cellophane tape. NEVER attach posters or papers to painted or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time by those who put up the signs.

RESTROOMS

MHS restrooms shall be equipped with Zeptive vape sensors. These sensors detect smoke and vaping fumes. An alerting Zeptive sensor creates a basis for a reasonable suspicion that a student has used a tobacco or e-cigarette/vaping device in the restroom. Students and their possessions in restrooms when sensors alert may be subject to searches by school personnel in accordance with the District policy concerning reasonable searches (Board Policy 7:140). Students found to be in possession of smoking/vaping materials shall be subject to the District Student Behavior Policy (Board Policy 7:190).

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited

Sexual Harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - A. Substantially interfering with a student's educational environment;
 - B. Creating an intimidating, hostile, or offensive educational environment;
 - C. Depriving a student of educational aid, benefits, services, or treatment; or
 - D. Making submission to or refutation of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual batter, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purpose of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the students' same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

SECTION 504 SERVICES

Section 504 of the Disability Act provides for services to be delivered to students with mental, medical, or physical problems which have an impact on their education but do not meet the criteria for any area of Special Education. This law specifies that schools are required to make reasonable accommodations to help students be more successful in the academic area.

SPECIAL EDUCATION

For students with disabilities Mendota Township High School in cooperation with the LaSalle County Educational Alliance for Special Education (LEASE) offers a full range of special education programs and services for handicapped students. Students who have physical, mental or social emotional difficulties which cause problems with learning in school may be eligible for special education.

Referral for an evaluation to determine eligibility for special education may be made by the students themselves, their parents, or school personnel. Referrals should be made directly to the Director of Special Education. With parental consent, the special education staff including the teacher, school psychologist, school social worker, and other professionals carries out the evaluation.

If a student is found to be in need of special education, an Individualized Educational Plan (IEP) is developed by the staff and the student's parents. This plan may call for a special class for the student who is having considerable difficulty in school. Modification of the standard program may be recommended for a student who does not require a special class. Each year, the IEP is reviewed by the staff and the student's parents/guardians and plans for the following year are made. More detailed information about the (referral and evaluation process) MHS special education program is available through the special education director. Information is automatically provided to the parents of all students referred for a special education evaluation.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the special education office. The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education students shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedure.

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

STAFF/STUDENT GRIEVANCE PROCEDURE

Definition: For purposes of the Procedure, a grievance is defined and limited to be a complaint by a student of Mendota Township High School, District 280, alleging that he/she has been discriminated against on the basis of sex or handicap under any district program or activity which received federal funding.

Procedure: A grievance shall be processed in the following manner:

Step One: A student shall submit a grievance in writing to the Principal of Mendota Township High School within ten (10) days of the alleged act of discrimination. A meeting between the student and the Principal shall be held within ten (10) days of the filing of the grievance. The Principal shall make a written response to the student within ten (10) days following the conclusion of the meeting.

Step Two: If the grievance is not settled at Step One and the student wishes to appeal the Principal's response, the student shall submit the written grievance to the Superintendent within five (5) days after receiving the Principal's response. A meeting between the student and the Superintendent shall be held within ten (10) days of the submittal of the grievance to the Superintendent. The Superintendent shall make a written response to the student within ten (10) days following the conclusion of the meeting.

Conduct of Meeting: A student may be accompanied and represented by his/her parents, legal guardian or any other adult at each step of the Procedure.

Time Limits: If a grievance is not submitted or appealed to Step Two within the time limits set forth above, it shall be considered waived.

STUDENT RECORDS

Many high school pupils do not realize the importance of their high school record. High school is not only preparation for life, it is life. Good grades are important, but this is not the only important thing about your school record. Many employers are as concerned about other parts of your record as they are about your grades. All colleges and universities require a transcript of your high school record before admission, and most employers want a transcript of your high school record before you are employed. Mendota High School maintains permanent educational records in perpetuity. The district destroys temporary educational records five years after the student's last date of enrollment (typically 5 years after the class's graduation.)

A student's record at Mendota Township High School will contain:

1. Full name
2. Student number
3. Parent's name
4. Date of birth
5. Date of entry
6. Date of withdrawal
7. Date of graduation
8. Rank in class
9. Grade point average
10. Standardized test scores
11. Transcript of grades
12. Attendance information
13. Record of transcripts sent
14. Copy of birth certificate
15. Driver Education report card
16. Gender
17. Vital health information

All students and parents shall be notified prior to September 1 annually of the contents of a student's folder and procedure to follow in securing permission to inspect the contents of the folder. This notification will be done in the student handbook, at the opening assembly, and in news releases.

The high school principal will be the official custodian for all student records.

Requests for inspection of a student's record must go through the high school principal. A record will be kept on who inspects the folder and when the inspection takes place.

Correcting information found to be in error in the record will be done by the high school principal.

Copies of the content of the student's record will be made at the cost of 10 cents per page if desired for private use by parents. Transcripts will be sent upon request at no cost.

Release of information to persons other than the students or parents:

1. When requested in writing by the student and/or parent
2. When necessary to protect the health or safety of the student
3. Released to schools and potential employers when requested by the student in writing.
4. Persons authorized by State or Federal law, provided that parents have prior notification (for minors).
5. Officials of the school district who have demonstrated interest in the student.

We will provide directory information with the following limitations:

1. Identifying information only. (such as directory lists required by law to be provided to the Armed Services)
2. Award winners
3. School-sponsored activity winners.
4. Attendance information
5. None, when requested in writing by the parent or guardian.

Parents shall have the right to challenge entries in the record on the basis of:

1. Accuracy
2. Relevancy
3. Propriety

Parents can challenge entries informally, formally or through the hearing process outlined by the Illinois Office of Education in circular, "Rules and Regulations to Govern School Student Records."

All confidential student records covered under these guidelines shall be kept for six months and then destroyed. A district employee's own notes and references, used for their own professional purposes and not shared or intended to be shared with any other person, are not considered part of the student's record. Students, former students and parents (if the student is a minor) can request a copy of the records prior to destruction.

SCHOOL SPIRIT

School spirit is defined as loyalty to the best traditions and ideals of the school and by an unwillingness to do anything that might prove injurious to the school's name and character.

A student that enters enthusiastically into school life has the school spirit. Students should join as many clubs as they have time for, provided they are interested in them. Attending the activities and games as regularly as possible is another essential part of school spirit.

The student full of school spirit will do his utmost to maintain an orderly and decent school. He will respect and uphold its high ideals and he will leave school a better place because he has been a member of the student body.

It is the spirit that you put into things you do that helps make you a success. You, the students, must constantly strive to become representative ladies and gentlemen. Strive to keep your school's name clean when you leave school so you can say, "I have done my best." If you have, you are a credit to the school and to yourself.

STUDY HALL

Study hall is assigned to students during those times when regular classes are not on the student schedule. It is time to:

1. Confer with counselors, administrators or teachers without interrupting regular classes.
2. Do necessary homework or library research work.

The following rules apply to study hall:

1. Students must bring materials to work on which directly relate to classroom work.
2. Students are not allowed to sleep or make unnecessary noise while in study hall.
3. Students are not to leave their seats until the bell rings to end the period.
4. No talk is to take place between students without permission of the supervisor.
5. Each study hall supervisor will cover specific rules for that particular period.
6. Pop/water/snacks may be consumed only when Study Hall is held in the Cafeteria.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

TEACHER ASSISTANCE

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at any time convenient to the both of you.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as a desire on the teacher's part to help the student achieve at a maximum level in the class.

TELEPHONE

The office telephones are for business purposes only and not for personal calls. Pupils are not called to the telephone; but in cases of sickness at home or other grave emergencies, the office will deliver the message from home to the pupil.

Students are not to be dismissed from class to use the telephone except in an emergency.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, electronic devices, or other valuables to school. Students should not leave purses unattended. Students, not the school, are responsible for their personal property.

TRANSPORTATION – AFTER A BUS ACCIDENT

In the event of a school bus accident, the Emergency Medical Service (EMS) personnel will determine by the seriousness of the accident and injury if a person should be transported to an appropriate hospital. The District shall abide by the judgment of the appropriate EMS personnel, and will not transport uninjured students to the hospital, unless otherwise directed to do so in writing in advance, by a parent or guardian using a form approved by the District. Any such transportation or services shall be at the expense of the parent or guardian.

VISITORS

Parents are always welcome to visit school. Student guests are not allowed at school unless it is for a valid educational purpose.

Visitors must register in the Business Office and secure a pass.

VENDING MACHINES

The rules for the vending machines are few, but are of utmost importance for proper operation and continued use by the student body.

1. No items may be purchased over the lunch hours or between classes.
2. All containers should be placed in trash containers only.
3. With teacher permission, students may bring water into the classroom. All water bottles, whether recyclable or reusable, must be plastic and clear in color and not more than 30 oz. capacity.

WORK PERMITS

Child labor laws regulate the employment of minors and require the issuance of an employment certificate. Employment certificates are required for 14 and 15 years olds as well as older students in some lines of work. These certificates are issued in the Business Office. Contact the Business Office for specific requirements.

YEARBOOKS (ATODNEM)

The purchase of a yearbook is optional. Orders for yearbooks are generally taken in August-September at which time full payment for the yearbook must be made.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

WARNING SIGNS OF CHILD SEXUAL ABUSE

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not Talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers

- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

WARNING SIGNS OF GROOMING BEHAVIORS

School and District employees are expected to maintain professional and appropriate relationships with students, based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

WARNING SIGNS OF BOUNDARY VIOLATIONS

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1-800-25ABUSE(2873)

SCHOOL SONG

On Mendota, On Mendota,
March right down that line
Show your spirit to the school
Victory every time, O'rah, 'rah
On Mendota, On Mendota
We must keep our fame
So fight, fellows, Fight! Fight! Fight!
To win this game.

