

# Massac County High School

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2015/2016



***Success for all students; no exceptions, no excuses."***

Student Handbook

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## Administration

Mr. Dennis Smith, Superintendent

Mr. Jason Hayes, Principal

Mr. Justin Kindle, Assistant Principal

Mr. Parker Windhorst, Dean of Students/Athletic Director

## **SCHOOL BOARD MEMBERS**

Lewis Bowles

Scott Deming

Linda Grace

Donnie Koch

Larry Sommer

Bobbette Steele

Jared Quint

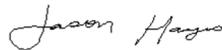
### PRINCIPAL'S MESSAGE

On behalf of the faculty and staff, I want to welcome you to Massac County High School and the 2015/2016 school year! I hope you have had a restful and relaxing summer vacation and are excited to begin another year of education.

Our mission here at MCHS is: "Success for All Students; No Exceptions; No Excuses." We take great pride in this charge, and the MCHS faculty and staff is continually working toward this goal. We have recently increased our graduation requirements to reflect the more rigorous program of study that is necessary to prepare students in today's world. We have also increased our utilization of technology within the classroom and technology course offerings. Additionally, we have increased our Advanced Placement (AP) course offerings as well as the number of students that take the AP Examination.

MCHS has also had very successful extracurricular programs in recent years. Examples of this include the Girl's Golf State Championship as well as numerous Conference Championships, Regional Championships, Sectional Championships, one Super Sectional Championship. As we continue to expand our extracurricular opportunities, we insist that our students participate in school activities.

As you can see, we have very high expectations of our students both in and out of the classroom, but we also have very high expectations of ourselves as educators and mentors. This Student-Parent handbook was written to keep you informed and involved in the home-school partnership. Should you have questions or concerns not addressed in this handbook, please feel free to visit our school or to contact me at: [jhayes@massac.org](mailto:jhayes@massac.org). Once again, Welcome! I look forward to working with you.



Sincerely,

Jason Hayes  
Principal

## Massac County High School

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### **EQUITABLE PARTICIPATION IN THE DISTRICT'S PROGRAMS**

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

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

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

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

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

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

### **DIRECTORY INFORMATION RELEASE**

Congress has passed legislation, the *No Child left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002*, requires secondary schools receiving assistance under the *Elementary and Secondary Education act of 1965* to provide equal access to students and directory information upon request by military recruiters. This directory information is name, address, and telephone listing of juniors and seniors. It is the same information provided to post secondary institutions and to prospective employers. Parents may opt out of providing this information by filling out a form with the high schools' guidance department within the first two weeks of the first semester of enrollment of the current school year. This must be renewed each year. Parents must revoke this form in writing in order for directory information to be released.

## Massac County High School

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### MESSAGE TO PARENTS

This handbook has been designed for parents as well as MCHS students. This handbook will help to answer many questions you may have about your school and school activities. These policies and rules have been approved by the Board of Education.

Please read the entire booklet and if you still have questions concerning your school, please feel free to call 524-3440 and talk with either the guidance counselors, the principal, or the assistant principal. Each will be happy to answer any questions you may have concerning MCHS.

Remember, this is your school and everyone is here to help provide the best education possible for each student. We appreciate your interest and support for the school. We hope that you will always feel free to visit the school and to seek answers to your questions.

The two largest problems MCHS faces each year are excessive absences and students that are late for school. We ask each parent to be supportive of our attempts to correct these two concerns.

It is a responsibility of each parent/guardian to ensure that your son/daughter comes to school each day. When a student is absent, there are problems with instruction missed and making up work.

If your son/daughter must be absent we ask your cooperation in seeing that make-up work/homework is completed. Many are the times students are heard to say they had nothing to do when in fact they did have homework but it was left undone.

These two areas of concern are going to be vigorously addressed this year and I hope you will support our efforts.

Students are encouraged to report any problems they have to a teacher, guidance counselor or administrator. Preventative measures may be taken when problems are known. Early intervention may help to avoid the development of more serious problems.

### ASBESTOS MANAGEMENT

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

## School Calendar

### **August 2015**

- 08/11 – Teacher In-Service
- 08/12 – Student Attendance Day; Freshmen Orientation
- 08/13 – Teacher In-Service
- 08/14 – Student Attendance Day

### **September 2015**

- 09/07 - No School

### **October 2015**

- 10/08 - Parent/Teacher Conference
- 10/09 - Teacher In-Service
- 10/12 - No School

### **November 2015**

- 11/11 - No School
- 11/25 - 11/27 - No School

### **December 2015**

- 12/21 - 12/31 - No School

### **January 2016**

- 01/01 - No School
- 01/18 - No School

### **February 2016**

- 02/15 - No School

### **March 2016**

- 03/07 - No School
- 03/25 - No School

### **April 2016**

- 04/04 - 04/08 - No School

### **May 2016**

- 05/23 - Teacher In-Service (Without Snow Days)

## Massac County High School

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### FACULTY AND STAFF

Mr. J. Hayes .....	Principal
Mr. J. Kindle .....	Assistant Principal
Mrs. C. Armstrong .....	Mathematics
Ms. R. Atkison .....	Secretary
Ms. C. Bazor .....	Art
Ms. J. Bergman .....	Agriculture
Ms. S. Bremer .....	German/Mathematics
Ms. C. Burnett .....	Mathematics
Mr. F. Clapp .....	Custodian
Mr. A. Clark .....	Cross Categorical
Mr. P. Clark .....	Cross Categorical
Mr. T. Cochran .....	Science
Ms. M. Davidson .....	Cafeteria
Mrs. G. Dawes .....	English
Ms. V. Dorris .....	Business
Mr. J. Dyer .....	Custodian
Mr. A. Farley .....	Science
Ms. K. Farmer .....	Guidance Secretary
Mrs. A. Felker .....	English
Ms. P. Foss .....	Secretary
Ms. A. Funkhouser .....	Cross Categorical
Mrs. K. Futrell .....	Cross Categorical Aide
Ms. R. Fritch .....	Home Economics
Ms. M. Gallip .....	Choir/Drama
Mr. L. Goines .....	Guidance
Mr. B. Green .....	Social Studies
Mrs. M. Greer .....	English
Mr. I. Hart .....	Cross Categorical
Mr. D. Hannan .....	Band/Music
Mrs. M. Hannan .....	Health Occ./Nursing
Mr. J. Harmer .....	Mathematics
Ms. K. Hayes .....	Physical Education
Mrs. S. Herron .....	Cafeteria
Mr. D. Hille .....	Cross Categorical Aide
Mr. J. Hosman .....	Driver Ed. & P. E.
Mr. C. Johnson .....	Custodian
Mrs. M. Johnson .....	English
Mr. M. Johnson .....	Social Studies
Ms. F. Jones .....	Cross Categorical Aide
Mrs. T. Koerner .....	English
Mr. R. Lott .....	Physical Education
Mr. R. Miller .....	Auto Mechanics
Mr. A. Morrow .....	Science

## Student Handbook

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Ms. L. Payne.....	Cross Categorical
Ms. S. Pitts.....	Nurse
Ms. F. Porter .....	Mathematics
Mr. J. Prevallet .....	Driver Ed. & P. E.
Mrs. C. Reed .....	Cross Categorical
Ms. P. Rodriguez .....	Technology/Business
Mr. L. Rolnicki.....	Cross Categorical
Ms. T. Russell.....	Business
Mr. S. Schupp .....	Social Studies
Ms. J. Shelton.....	Spanish
Mr. K. Shelton .....	Health & Dr. Ed.
Mr. C. Smith.....	Agriculture
Mr. J. Steele.....	Cross Categorical Aide
Ms. N. Stoodley .....	Science
Ms. M. Stratemeyer.....	Business
Mrs. J. Suggs .....	Science
Ms. K. Sullivan .....	Librarian
Mr. J. Taborn .....	Custodian
Ms. D. Tate .....	Cafeteria
Mr. J. Tilley.....	Cafeteria
Mr. M. Umberger .....	Social Studies
Mrs. R. West .....	Guidance
Mr. P. Windhorst.....	Dean of Students/A.D.

## Massac County High School

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### DISCLAIMER

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

### PARENT/GUARDIAN

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

### ABSENCES FROM SCHOOL

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

Truancy is the willful avoidance of school attendance without and acceptable excuse unless the student has been excused by the administration of the school.

MCHS school administrators, staff, and parents are in collaboration to support student attendance. Explanation of excused and unexcused absences are listed in Section A-J.

- A. When a student is absent from school, a student's parents or guardian should call the attendance office, 524-3440, and notify the school of the student's absence prior to 10:00 a.m.

ANY STUDENT WHO ACCUMULATES MORE THAN SEVEN (7) ABSENCES DURING A SEMESTER WILL BE **REQUIRED TO PRESENT A DOCTOR'S SLIP** UPON THE 8TH ABSENCE AND ALL SUBSEQUENT ABSENCES THEREAFTER. IF NO DOCTOR'S EXCUSE IS PRESENTED THEN FROM THE 8TH ABSENCE AND ALL OTHER ABSENCES THE ABSENCE WILL BE UNEXCUSED.

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

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

**ABSENCES FROM SCHOOL--cont.**

- B. Absences will be categorized as excused and unexcused based on the following:
1. Excused Absences: An absence with parent permission for the reasons of illness, death in the immediate family, school activities, established religious holidays, family emergency, or situations beyond the control of the student, or other circumstances which cause reasonable concern to the parent for the safety or health of the student. All family emergencies must be approved by the Assistant Principal or Dean of Students. For any excused absence, the student will have to make-up all missed work or will lose credit for missed work, and the absence counts toward the total days missed as stated on page 10 in section A.
  2. Unexcused Absence: An absence for such things as, but not limited to, shopping, working, court appearances, over-sleeping, car trouble, family vacations, or personal reasons will be unexcused. The student will make-up all work missed but may receive a lowered grade for any grade that is recorded by teachers during the unexcused absence. Reasonable disciplinary action may be taken for excessive unexcused absences.

Students who report to school ten minutes late or more must report to the Dean of Students upon arriving at school. Those students who do not have an acceptable reason for being late will be charged with an unexcused absence. Failure to sign in at the Main Office will be unexcused regardless of the reason for being tardy.

3. Parents are expected to schedule student vacations during the summer or during the spring break. The days prior to school holidays are required student attendance days. Calling in a student ill in order to leave for vacation early is unexcused. All student absences will be monitored closely in order to fairly issue excused or unexcused absences.
- C. Churches, scouts or other groups planning activities that will require student(s) to be absent from school must make a request in writing at least one full week in advance of any activity that would require a student(s) to miss school.
- D. A request from a church, scout group or any other group or organization does not necessarily excuse the student. This determination will be made by the Principal and/or Dean of Students at the time of the request. The decision will be made in compliance with the Illinois School Code.
- E. The principal (or the assistant principal in the absence of the principal) reserves the right to review all cases concerning absences.
- F. Seniors requesting to be absent from school to make visits to college campuses and armed forces shall not be granted in excess of 2 days total during the regular school year. Exceptions may be made if special tests are given on the college campus. These requests are to be handled through the guidance department. Guidance will notify the office of these days.
- G. If a student becomes ill while at school, he/she will be sent to the school nurse. Under no circumstances should a student ever leave the school during the day without securing permission from the School Nurse, Assistant Principal, Dean of Students, or Principal. Students who leave without permission are subject to suspension for 1-3 days. Students will come to the office and sign out before

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### ABSENCES FROM SCHOOL--cont.

Students who are absent in the morning and come for afternoon classes are to sign in at the Main Office.

- I. THERE IS NO AUTHORIZED SENIOR SKIP DAY. Any students organizing or participating in such an event shall be subject to suspension from school for 1-3 days.
- J. Any student who is out of school for five successive days or more will be required to present a doctor's excuse upon returning.

### CLASS CUTTING AND TRUANCY

School authorities cannot over emphasize the importance of perfect attendance. Instruction continues daily and experiences missed in the classroom through class discussion, projects and group experiences can never be made up nor substituted through written assignments. Recognizing this, immediate disciplinary action will be instituted against students who cut class or study hall, or who fail to complete designated school assignments or who are truant from school. The following will be adhered to and are cumulative each semester:

1st unexcused absence:	Parent notified by letter/school counselor notified
2nd unexcused absence:	Parent notified by letter
3rd unexcused absence:	Parent conference, school counselor notified, letter to parent, In-school Supervision
4th unexcused absence:	In-school Supervision
5th unexcused absence:	Parent conference
6th unexcused absence:	Student reported to the States Attorney's office as a truant. <b>The student will also be excluded from all extra-curricular activities for the rest of that semester.</b>

### TARDINESS TO CLASS & LATE FOR SCHOOL

The Massac County High School educates students. To be effective classes must start on time and each class must experience a minimum number of interruptions to allow teachers and students to complete the necessary requirements insuring that each student leaves Massac County High School with more than a minimum education. Everyone realizes that students entering a classroom late not only miss part of the class experience, but also disrupt the learning environment.

1 <sup>st</sup> Tardy/Late - Verbal Warning	4 <sup>th</sup> Tardy/Late - Lunch Detention
2 <sup>nd</sup> Tardy/Late - Written Warning	5 <sup>th</sup> Tardy/Late - In-School Isolation
3 <sup>rd</sup> Tardy/Late - Lunch Detention	6 <sup>th</sup> Tardy/Late - In-school Isolation
7 <sup>th</sup> Tardy/Late - Excessive	

Excessive tardies/lates will result in more severe disciplinary action, including but not limited to in-school supervision, out of school suspension, and exclusion from extra curricular activities. These tardies are for each period of the day, and the student shall start with a clean slate at the beginning of the second semester.

If a teacher retains a student on school business, that teacher must write a pass to give to the student's next teacher. However, the teacher retaining the student should inform the office so that student will not be counted absent. If these procedures are followed the tardiness will not be recorded against the student.

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Detention will be held in the assigning teachers rooms or in the in-school room. Failure to be on time for the detention, skipping the detention, or failure to bring books to detention will result in additional disciplinary measures. Students receiving detentions must make arrangements to be at school by 8:05 even if their bus does not arrive at school by that time. Once a student receives a detention, it is his/her responsibility to be present at the established time. Detentions to be served during a student's lunch period may be assigned by the administration.

- NOTE:
1. A late bus or other situations causing several tardies will be announced over the P.A.
  2. Faculty members shall immediately inform the student of the issuance of a tardy and escort the tardy student to their classroom. A discipline infraction is recorded in the computer system for each tardy as explained on Page 12:
    - 1st Tardy - Verbal Warning
    - 2nd Tardy - Written Warning
    - 3rd Tardy - Lunch Detention

### **LUNCH DETENTIONS**

Lunch detentions will be held in the band/music room. It will begin at 11:01 for first lunch and 11:54 for second lunch. Students will be released from detention with 10 minutes remaining in the lunch period. Failure to be on time for the detention, skipping the detention, or failure to bring books to detention will result in additional disciplinary measures.

### **ACCIDENTS**

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

### **BULLETINS AND ANNOUNCEMENTS**

Announcements are to be turned into the guidance office prior to the end of 5th period of each school day and an announcement bulletin will be distributed in each teacher's mailbox prior to the start of each school day. If you wish to have an announcement made regarding a school activity, prior approval must be obtained from the Principal or Assistant Principal. Announcement forms are obtained from the main office. Special notices are posted on the bulletin board outside the commons area in the gymnasium lobby. Announcements concerning snow days or emergencies will be made over the intercom as the need arises.

### **CAFETERIA AND LUNCH HOUR EXPLANATION**

There are 2 separate lunch periods. Approximately one-half the student body will have lunch (A) from 11:06 until 11:36. The remaining students will have lunch (B) from 11:54 until 12:24. Lunch periods will be determined by what room a student will be in during his/her 4th hour class.

Students having B lunch will go directly to their 4th hour class immediately after 3rd hour. Students having A lunch will go to lunch at the end of the 3rd hour. When A lunch period

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### **CAFETERIA AND LUNCH HOUR –cont’d**

Any coats, books, etc. must be obtained during passing time so that when you have finished eating no one will be permitted in the area of school that has class.

The lunch period is 30 minutes. Students may purchase hot lunches by going through the cafeteria line. Some students may prefer to bring a sack lunch and supplement it with milk purchased in the cafeteria. If a student brings his lunch it must be eaten in the cafeteria. All students must remain in the cafeteria during lunch.

There will be two types of lunches, regular school lunch and a la carte. Regular school lunch will be for all students including students in the free and reduced lunch programs. Free and reduced applications may be obtained in the office, completed and returned. A la carte lunch will consist of sandwiches, french fries, salads, milk, fruit juice, and snack cakes, and these items must be purchased separately for an additional cost.

Students will not be allowed to charge lunches in either the A lunch line or the A la Carte line. Students are encouraged to pre-pay for their meals. Once again, students will be utilizing their lunch cards. The bar code on the lunch card will be put through the scanner at the point of service.

When the lunch bell rings at the beginning of lunch hour, students are not to run to the cafeteria. Students are to proceed to the cafeteria in an orderly and non-disruptive fashion. Students who violate this rule will be dealt with accordingly.

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

1. Empty all debris from trays into appropriate containers. Trays and dishes will go to the dishwashing window and silverware in proper containers designated for silverware.
2. Always use a tray.
3. Keep milk cartons, food and waste paper on tray.
4. Keep tables, chairs, and floor clean.
5. Push chairs back after eating.
6. Talk in a normal voice.
7. Keep the cafeteria line orderly.
8. Never push or run.
9. Pick up and clean up any food you drop or spill.
10. All food must be eaten at the table.
11. Only 8 students may eat at a table.

### **EATING/DRINKING IN BUILDING**

No food or soft drinks of any kind, including candy, is to be consumed anywhere in the building, with the exception of the cafeteria. No consumption of food or open drink containers are allowed in the hallways. Students who violate this policy will be subject to suspension or detentions. Please remember that all machines can and will be turned off if debris becomes a problem.

**CLOSED CAMPUS**

A policy of the Massac County High School is that of a "closed campus." Stated very simply, when a student arrives at school, he/she will not be allowed to leave until the end of the day. Students will eat either in the cafeteria or will bring their own lunch. Two types of lunches will be offered in the cafeteria: the regular school lunch and an a la carte lunch.

Upon arriving at school, students will go to their assigned area. Freshmen and Sophomores to the gym, Juniors and Seniors to the cafeteria. Students who drive their own vehicles to school will park them in the assigned student parking lot until school is dismissed at the end of the day. Students are not permitted to loiter around or in parked cars during the lunch hours or between classes.

The following areas are "off limits" to all students during the school day:

1. all parking lots (unless permission from office)
2. southwest side of gymnasium
3. lake area
4. football - track complex
5. students are not to be sent off campus on errands

**STUDENT AUTOMOBILES AND PARKING**

Students driving vehicles to school are asked to park them in the student parking lot north of the school. The following parking regulations will be strictly adhered to:

1. Students will be required to purchase a \$15 parking permit from the main office if they choose to drive to school.
2. Student parking will be limited only to the North and South parking lot. There will be no parking **behind the gym adjacent to T door during school hours except by faculty and staff.**
3. Students are to park within the lines of their designated parking spot.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile and/or contents.
5. The parking lot is off limits to all students during school hours unless permission is granted by the office.
6. There will be no speeding over 5 miles per hour or any form of reckless driving on school grounds.
7. Student vehicles may be subject to search if reasonable grounds exist: if grounds exist that the subject car contains drugs, alcohol or stolen property or other contraband.
8. Driving and parking is a privilege and not a right. Failure to follow the rules may result in the loss of parking, driving on school grounds, and/or the car being towed at owner's expense.
9. If a student parks in an unauthorized area or fails to display the parking permit in their vehicle, he/she shall receive the following consequence:

1 <sup>st</sup> offense:	Verbal Warning
2 <sup>nd</sup> offense:	Verbal Warning
3 <sup>rd</sup> offense:	Lunch Detention
4 <sup>th</sup> offense:	Lunch Detention
5 <sup>th</sup> offense:	In-School Supervision

## Massac County High School

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### DAILY SCHEDULE

8:06	Warning Bell
8:10 - 8:30	Student Achievement Period
8:33 - 9:24	1st Hour
9:27 - 10:15	2nd Hour
10:18 - 11:06	3rd Hour
11:06 - 11:36	LUNCH
11:09 - 11:57	4th Hour (A)
11:57 - 12:27	LUNCH
11:39 - 12:27	4th Hour (B)
12:30 - 1:18	5th Hour
1:21 - 2:09	6th Hour
2:12 - 3:00	7th Hour

48 minute classes  
30 minute lunch  
3 minutes between classes

### STUDENT HALF-DAY SCHEDULE

8:10 - 8:30	S.A.P
8:33 - 8:54	1st Hour
8:57 - 9:18	2nd Hour
9:21 - 9:42	3rd Hour
9:45 - 10:05	4th Hour
10:08 - 10:28	5th Hour
10:31 - 10:51	6th Hour
10:54 - 11:15	7th Hour

*\*No Lunch Served on Student 1/2 Day*

### EXAM SCHEDULE

TBA

Exam periods are eighty minutes in length. All students must attend the exam periods in order to receive credit. Students must stay until the end of each exam period and will not be released until their last exam period is complete.

**RULES FOR EXAM SCHEDULE**

1. Restrict all passes to only a short bathroom pass - if necessary.
2. Students are not to take exams early unless an emergency exists and approval of this would come from the teacher and administration.
3. Students are to stay in class until the end of the period. Students are not allowed to leave class until the bell rings.
4. All students must take semester exams in all classes.

\*Students who miss semester exams will need a doctor's excuse to make up the exam.

**PROGRESS REPORTS**

Progress Reports will be mailed to parents of students who are failing a class or classes during the mid-term.

**FORMS OF DISCIPLINE:**

There are several types of discipline used at MCHS. These are, in order of severity:

1. Verbal warning
2. Written reprimand
3. Detention
4. Lunch detention
5. In-School Supervision and/or After School Detention
6. Saturday Detention
7. Exclusion from school activities
8. Out of school suspension
9. Expulsion

**DISCIPLINE**  
**(Gross Disobedience and Misconduct**  
**and/or Gross Insubordination)**

As required by the Illinois School Code, Massac County High School will have a Discipline Advisory Committee. The purpose of this committee is to help improve the policies adopted by the Massac Unit #1 School Board. The committee will consist of the building Principal, Assistant Principal, Dean of Students, Two MCHS Faculty Members, Two Community Members from Unit #1, and Two MCHS Students.

Since the purpose of attending school is to learn and since discipline problems take time away from that learning, the following will be strictly enforced.

Prior acts or conduct of students in violating school rules and regulations or in engaging in inappropriate behavior shall be considered by school officials in determining the severity of discipline to be imposed.

## Massac County High School

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### **DISCIPLINE—cont.** **(Gross Disobedience and Misconduct** **and/or Gross Insubordination)**

Each student must be able to enjoy his school experience without infringing upon the rights of others attending school or school activities. Therefore, letters A-W on p. 19-20 may be considered, but not limited to, suspension from 1 to 10 days from school at the direction of the administration, and/or a recommendation to the Board of Education for consideration for possible expulsion.

Any discipline given to a student which results in a loss of student attendance shall necessitate that student be accorded appropriate due process.

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

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

### **SATURDAY DETENTION**

The purpose of Saturday Detention is to offer an option for students to receive discipline that is an alternative to in-school and out of school suspension. This will, hopefully, allow students an opportunity to correct behavior that interferes with the learning process. The conditions for attendance are as follows:

1. Students will enter the building through the front door by the office no earlier than 7:45 a.m. and go directly to the cafeteria. The doors will be closed and locked at 8:15.
2. Students are to bring any school work or make-up work with them that they may have. Students who are finished with their school work or who have no school work will be given work by the person presiding over detention.
3. Students with two hour assignments will be dismissed at 10:00 a.m. Students with four hour assignments will be given a 5 minute break at 10:00 a.m. and will be dismissed at 12:00 p.m.
4. When students are dismissed they are expected to leave immediately.
5. Students will be expected to abide by Saturday School Rules as well as all regular school policies.
6. Only emergency absences will be excused and the parents should notify the school prior to 8:15 a.m. at 524-3440. Students who miss with an excused absence will serve the next scheduled Saturday School.
7. Transportation will not be provided. Lack of transportation is not considered an excused absence.

**RULES FOR SATURDAY DETENTION**

1. No talking. Raise hand to be recognized.
2. Work on assigned work.
3. Students may not leave assigned area without permission.
4. No sleeping
5. No food, drink, candy, etc.
6. Seating will be assigned by staff.
7. Do not bring pillow, head phones, radios, game boys, etc.

Students who misbehave or fail to cooperate will be reported to administration on the next school day. This may result in suspension and additional Saturday Detention assignments. A student who shows gross misconduct will be sent home and reported to the office for review by the administration. An unexcused absence from Saturday Detention will be a 1 day suspension. Continued unexcused absences could result in more severe suspensions.

**AFTER SCHOOL DETENTION**

1. Students will report to the designated detention room immediately after school.
2. Detentions will be until 3:40 p.m.
3. Students are to bring any school work or make-up work with them that they may have. Students who are finished with their school work or who have no school work will be given work by the person presiding over detention.
4. Students will be expected to abide by Rules for Saturday Detention.
5. Students who are in school on the day of the assigned detention will be expected to attend.
6. Transportation will not be provided. Lack of transportation is not considered an excuse for not attending.

**GROSS MISCONDUCT/GROSS INSUBORDINATION/GROSS DISOBEDIENCE**

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

- A. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- B. Physical assault on students or staff. Fighting is included in this and will not be tolerated. This includes before and after school and at events at other schools involving MCHS.
- C. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- D. Gross disrespect, gross insubordination, intimidation or threats, or gross verbal abuse of school personnel and/or fellow students. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- E. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. (**Automatic 10 days suspension**)

**GROSS MISCONDUCT/GROSS INSUBORDINATION-cont.**

- F. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession. (Automatic 10 days suspension)
- G. Carrying, transferring, or possession of a weapon such as a gun, knife, or any look-alike weapons (but not limited to) on school grounds, school parking lot, school activities or transportation to and from school or school activities. (Will result in 10 days suspension and possible recommendation to be expelled)
- H. Gambling in any and all forms is not permitted.
- I. Refusal to identify oneself to school authorities.
- J. Excessive unexcused absences or tardiness from school, class, study hall or other designated school assignment areas after counseling and a notice to the pupil and his parents or legal guardian.
- K. Throwing snowballs or other objects such as cans or foods.
- L. Improper bus conduct.
- M. Using, possessing, distributing, purchasing, or selling tobacco products, snuff or look-alike tobacco products, electronic cigarettes or drugs..
- N. Using or possessing a radio, CD player, walkman, gameboys, iPod, MP3 players or other similar devices which emit sounds or uses headphones **within the classroom**. These items may be used in the hallways and commons areas. Pagers or beepers, walkie-talkies, and laser pointers are strictly prohibited throughout the school.
- O. The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules: (a) they must be kept out of sight and in an inconspicuous location such as a backpack, purse, or locker; (b) they must be turned off or silenced in all classrooms unless the supervising teacher grants permission for them to be used or if needed during an emergency; and (c) they may not be used in any manner that will otherwise violate student conduct rules.
- P. Organizing/participating in an unauthorized activity for missing school, included in this would be an unauthorized Senior Skip Day.
- Q. Inappropriate shirts or clothing will not be permitted. This includes clothing with profane, vulgar, or obscene speech. Also included is clothing which could lead to disturbances. This includes, but is not limited to: hate speech, advertisements for drugs, alcohol, or tobacco, logo's and symbols for offensive material, and clothing which is racially offensive. (see also p. 26)
- R. Illegal use of a computer to alter grades, report cards, or transcripts.
- S. Sexual harassment of fellow students or staff members (see p. 24).
- T. Electronic devices such as "shockers" or "zappers".
- U. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and an additional penalty will be assessed on an individual case.
- V. Any other activity that, in the administration's opinion, causes or is likely to cause a material and substantial disruption to the educational environment.
- W. Hazing and/or bullying are prohibited at all times.

**STUDENT SUSPENSIONS**

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

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

**VANDALISM OF PROPERTY**

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

**DRUG SEARCHES**

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

**PERPETUAL NUISANCE CLAUSE**

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

**PUBLIC DISPLAYS OF AFFECTION**

Inappropriate public display of affection is not condoned at Massac County High School. Students involved in this type of behavior could receive detention, In-School Supervision, or suspension from school. This includes, but is not limited to: embracing, and kissing.

**SMOKING - CHEWING TOBACCO – SNUFF**

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

## Massac County High School

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### DANCE RULES

As students arrive, they must sign their names and the names of their guests if the dance is open to guests outside Massac County High School. Chaperones, including one staff member, will supervise this procedure. Students must arrive no later than 30 minutes after the start of the dance or they will not be allowed to enter the dance.

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

No students or other individuals will be allowed to be outside or on the parking lot during the dance. This does not include parents or authorized persons while they are bringing students or picking them up after the dance. The high school dances will be from 8:00 to 11:00 p.m. Only parents will be permitted to deliver messages to students during the dances.

If the dances are open to other high school students, it will be necessary for the student wishing to bring a guest to pick up a form in the office to be completed and signed. This form must be returned to the office three days before the night of the dance, unless a student has special permission from the administration. The student and guest must arrive together.

Homecoming, Prom, and Mistletoe dances are open to students and their guests. The guests may not be over the age of 20 with the exception of Prom which is 22. However, if proper behavior is not exhibited the principal may choose to close dances. Proper forms need to be completed before the night of the dance. If the guests are in high school, they will need to have the proper signature from their school. If the guests are not in high school, they will need to give their driver's license number in place of the school's signature. No student in any grade lower than 9th grade will be allowed.

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

### ALCOHOL AND SUBSTANCE ABUSE

The use of alcohol and other unauthorized substances is forbidden:

- A. on the school bus.
  - B. during school hours and on school property.
  - C. going, during, and returning from extra-curricular events.
  - D. when under the supervision of school personnel at meetings, contests, or events that are on school grounds and at other schools where MCHS is participating.
- This provision applies to all prescribed and over-the-counter medications.
  - The administration may contact law officials in all matters pertaining to alcohol/substance abuse.
  - All disciplinary consequences stated in this handbook may be used by the administration for violation of the District's Alcohol and Substance Abuse policies.

**ALCOHOL AND SUBSTANCE ABUSE –cont.**

When considering the discipline to be imposed to a student for violating the District's Alcohol and Substance Abuse Policy, the term "possession" includes having control, custody or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a student's school assigned locker, desk or other school property, or (d) any other location on school property or at a school sponsored event.

A student under the influence of alcohol or a controlled substance is also considered to be in possession.

**UNAUTHORIZED ORGANIZATION POLICY (GANGS)**

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

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

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

**PROHIBITED ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

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

## Massac County High School

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### **UNAUTHORIZED ORGANIZATION POLICY (GANGS)-cont.**

- \* Any act or activity which violates any law or any Policy of Massac Unit I when such act or activity is taken to further the interests of a gang, secret society, fraternity or sorority.

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

### **SEXUAL HARASSMENT POLICY FOR MCHS**

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

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

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

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

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

### **EXPULSION**

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

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

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

**PRIOR TO BEING EXPELLED THE FOLLOWING PROCEDURES WILL BE USED:**

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

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

**DOCTOR OR DENTAL APPOINTMENTS**

Parents are asked to arrange doctor or dentist appointments during non-school hours if at all possible. When appointments are made during school hours, students will be permitted to sign out. Upon returning to school these students are to present a note of verification from the doctor or dental office. Failure to do so will result in an unexcused absence. Students are expected to use responsible judgment. When having an appointment at 10:00 a.m., check out at 9:30 and return at 11:15. If you use the entire day for a 10:00 a.m. appointment then only a reasonable amount of time will be excused and the remainder will be unexcused.

**DRESS**

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work.

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

Inappropriate clothing is defined but not limited to:

1. No caps, hats or headbands or face paint of any kinds.
2. No clothing as described by letter Q on p. 20.
3. Pants should be pulled up so underwear does not show.
4. Tank tops, meshed, or see-through clothing, and, for boys, sleeveless T-shirts or tops with large arm hole openings that expose the armpit or sides of the chest.
5. No short shorts or short skirts. Shorts are not to be tight-fitting or form-fitting. Skirts should be modest. The length of shorts and skirts at the inseam should be no less than 6 inches. Pulling the shorts or skirt down in order to meet the standard could cause a violation of the dress policy.

## Massac County High School

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### DRESS – cont.

6. No short tops or shirts. Tops are not to be low-cut or revealing. They should cover the waist. Exposed belly or waist is inappropriate. Pulling on the top in order to meet the standard could cause a violation of the dress policy. Tops with straps, the straps should be 2 inches wide. Spaghetti or string straps or straps less than 2 inches wide would be a violation of this policy.
7. No pajamas or house shoes unless approved by administration.
8. Shorts that are shorter than the length of their inside pockets are also not permissible.

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

### FEES/FINES/GRADUATION

Certain fees are required by specific classes. Students are expected to pay these fees if enrolled in the class. Workbooks and practice sets may need to be purchased by the students for some classes. All students are expected to pay a book rental fee for use of basic textbooks. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in ink in the space provided inside the front cover of each book in case the book is misplaced. Any book abused, lost, or stolen must be paid for by the student. A lost book must be paid for before another textbook may be issued. The book rental fee for 2015-2016 is \$20.00.

Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental, required class field trips and other class related materials and/or supplies. However, students are not exempt for charges for lost, damaged, or stolen books, locks, materials, supplies and equipment.

A student is eligible for a fee waiver if the student is currently eligible for free/reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq. Please see a building administrator for further information regarding fee waivers.

IN ORDER TO PARTICIPATE IN GRADUATION EXERCISES ALL SCHOOL DEBTS/ FINES/FEES MUST BE PAID.

**ACT ASSESSMENT 2015-2016 TEST DATES**

- September 12, 2015
- October 24, 2015
- December 12, 2015
- February 06, 2016
- April 09, 2016
- June 11, 2016

**PSAT/NMSQT TEST DATE**

- October 14, 2015s

**PSAE/PLAN/EXPLORE**

- Fall & Spring Testing Windows

**GRADING**

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

- A -- (93 - 100) - The student is exceeding the demands of the teacher. His/her work is on time. The work is of superior quality. It shows mastery of the subject matter and a comprehensive ability to apply knowledge.
- B -- (85 - 92) - The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

## Massac County High School

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### GRADING – cont.

- C -- (77 - 84) - The student completes the work in a satisfactory manner. The work is on time and is of average quality. The student is showing achievement.
- D -- (70 - 76) - The student is not doing all the work assigned, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal but shows some evidence of growth.
- F -- (Below 69) - Unsatisfactory with little or no growth taking place. Student shows a lack of interest and attendance is often irregular.
- A. All grades will be determined by using the regular numerical value.
- B. The numerical values will be used for grade card purposes. Each teacher will determine the break where they will issue a plus or minus.
- C. Each teacher will turn in to the office the method they use to determine the 9 week grades, semester average, and how the average will be determined. This will be kept on file for explanation purposes when conferences occur.
- D. Each teacher will send home to parents how the grades are determined and what requirements are to successfully pass each subject. The method of sending home the explanation to parents will be determined by each teacher and will be done in the first two weeks of school. Each teacher will notify the office of the date/method, of how/when the explanation will be accomplished.
- E. The numerical values will be transposed to the appropriate alphabet grade.
- F. The point value of the alphabet grades will be retained without any changes.

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

Each 9 weeks grade will count 40% and the semester grade will count 20% of the semester grade.

Report cards will be distributed every nine weeks to notify parents of progress.

Students who drop a subject after the first three weeks of either semester shall automatically receive a failing grade for the semester. Credit will be given for each semester's work providing a passing grade is made.

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

**GRADING – cont.**

- Student are required to earn 24 credits to graduate.
  - The new requirement break-down for these students is:
    - English - 4 credits
    - Math - 3 credits
    - Science - 3 credits
    - U.S. History - 1 credit
    - U.S. Government - 1 credit
    - P.E. - 3.5 credits
    - Health - .5 credit
    - Driver Ed. - .25 credit
    - Elective courses for remaining credits
  
- Students will receive weighted GPA points for select courses if the AP Exam is taken. The following courses will be weighted on a 5.0 grading scale for the students that elect to take the AP Exam (An “A” = 5.0, “B” = 4.0, “C” = 3.0, “D” = 2.0, “F” = 0.0):
  - AP Biology
  - AP Calculus
  - AP Chemistry
  - AP Language Composition
  - AP Literature Composition
  - AP U.S. History
  - AP U.S. Government
  - AP World History
  
- **Honor graduates** will consist of the top 10% of their graduating class based on their cumulative GPA.

## Student Handbook

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Student classification will be determined by credits and not how long they have been in school. The following classification will be used.

Seniors	18	credits
Juniors	12	credits
Sophomores	6	credits
Freshmen	0	credits

### **DRIVER EDUCATION ELIGIBILITY**

Eligibility is granted to students who have received a passing grade in at least 8 courses during the previous two semesters. The law prohibits ineligible public or private high school students from enrolling in, and licensed driver education instructors from providing, classroom or behind-the-wheel instruction

### **GUIDANCE**

Guidance services are available for every student. These services include assistance with educational planning, interpretations of test scores, occupational and career information, and assistance with home, school and personal problems. Any questions that student may feel he/she would like to discuss with the counselor will be given serious consideration.

Students wishing to consult with a counselor should contact the Guidance Office.

### **RE-ENROLLMENT DENIAL FOR STUDENTS**

The law requires school districts to deny re-enrollment to any student above age 19 or older and who has dropped out of school and could not because of age and lack of credits graduate before his or her 21st birthday. Requires the district to provide counseling to such students and direct them to alternative education programs.

### **GYMNASIUM**

Students are not to sit or climb on the bleachers while the bleachers are in stacked position. This causes a problem with the synchronization of the bleacher motors. Violators will face disciplinary action. Students are not to use the weights in the physical activities room unless it is supervised by a teacher.

### **LOCKER ROOM**

The boys/girls locker rooms are off limits to all students during class periods except when changing clothes and under direct teacher/coach supervision.

### **HONOR ROLL**

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each nine weeks period. Honor roll designations are restricted to 3.5 average or above. Grade averages will be computed by the Guidance Office.

## Massac County High School

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### **IN-SCHOOL SUPERVISION**

In-school supervision is a discipline option to be used at the discretion of the high school administration. An in-school supervision will contain all the consequences of an out of school suspension except that home work is required to be completed in a setting within the school which is apart from the normal school setting.

Students on the in-school supervision:

- A. May not participate in any extra-curricular activities
- B. May not eat at the same time as other students
- C. Must keep up with homework and other assignments during their time spent in ISS

### **INTERNET**

Use of the Internet is a privilege. Anyone caught abusing this privilege will be banned from using the Internet for the remainder of the year, and are subject to other disciplinary action. Students are not to visit chat rooms or any other web sites considered inappropriate or offensive. Prior to using the District's computers or access to the District's Internet, the student and his/her parent(s) will be required to acknowledge receipt of the District's Acceptable Use Policy (p. 51). Any violation of the Acceptable Use Policy will subject the student to discipline under the general discipline procedures.

### **LIBRARY**

We are proud of our library at Massac County High School which houses over 15,500 books and 30 magazine titles. We can also borrow books and other materials through inter-library loan with Shawnee Library System. Audio-visual materials include DVD, VHS, and audio-tape titles as well as study prints, transparencies, and filmstrips. We also receive three daily and one weekly newspaper.

The library/media center has a computer lab of 30 student computers, one instructor computer, and a ceiling mounted multimedia projector. The computers are networked and Internet connected. Students, faculty, and staff are encouraged to make good use of the library and its resources. Teachers may schedule to bring in classes for research, reference work, book-selection, computer lab use, or other classroom work. A quiet atmosphere conducive to study and research will be maintained. The library/media specialist is available to assist those who need help.

If you choose to spend your time in the library/media center, we will try to make your stay pleasant and a place where you can get work completed. Policies and procedures that apply to all students are posted in the library/media center. Students violating these rules may lose the privilege of using the library/media center.

**LOCKERS**

Each student is assigned a locker for the storage of books and materials. Each student must supply their own lock. Students are not to share lockers.

The lockers are the property of Massac County High School and are provided for student convenience. The school can not assure that they are a safe place to leave valuables and the student should have no expectation of privacy. Periodically, the administration will exercise its right to search lockers.

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. In addition to random searches, if school officials have a reasonable suspicion that the students have placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent.

**END OF THE YEAR DISCIPLINE**

Students who receive disciplinary action at the end of the year may have the action carried over the next school year. For seniors, their diploma will be held until they have fulfilled their obligation to the school.

**CHEATING POLICY**

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

**LOITERING ON SCHOOL GROUNDS AND IN BUILDING**

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

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

- a. If any athlete has practice at 5:00 p.m. he/she will not stay in the building from 2:57 p.m. to 5:00 p.m. He/she will leave the building and report at the appropriate time. This will also be in effect for any group/club/organization meeting.
- b. If a practice/meeting is going on students will not wait for rides until the practice/meetings have concluded. In other words, find another ride. You will not remain in the building.
- c. The bottom line is that any student who is supposed to be here at a designated time will be here at that time only and not be loitering around the building before or after the designated time span of the practice/meeting.

**LOITERING ON SCHOOL GROUNDS AND IN BUILDING –cont.**

- d. All students waiting on rides after school will remain in the main hall by the office. These students must be out of the building by 3:30 or wait outside for their rides. This in no way affects any coach/sponsor who has a student(s) doing what they are supposed to be doing at the appropriate time while being supervised.
- e. Kissing and other inappropriate affectionate behavior will stop immediately. Students brought to the office for an infraction will have to call their parents and explain their inappropriate behavior. After one call is made, students will be sent home for the violation.

**MAKE-UP, HOMEWORK, TESTS, AND EXAMS**

Any classroom work missed because of those reasons listed in Part B of the Absence From School Section is expected to be made up. Students are given one (1) day for each day of absence to complete the make-up work. Any homework or exams not made up will be recorded as an "F".

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

Students who are absent/ill 3 or more days may request homework assignments from the Guidance Department. Students who are absent under 3 days should call their classmates for their assignments. This homework is expected to be completed by the time the student returns to school.

**MEDICATION IN SCHOOL**

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

Asthma inhalers and epi-pens may be carried by the student for self-administration, or, it can be kept in a locked drawer in the main office. Prior to allowing a student to self-administer these medications, they must have a physician complete certain forms. Please see the administration for further information. If the high school student needs Tylenol, or Midol, the generic or brand name equivalent will be administered by designated school personnel at the school's discretion. If there is a specific medication concern the parent/guardian should talk with the school nurse.

Unless authorized by the administration, the possession of any drug, including items such as aspirin or Tylenol, will be subject to discipline for violating the Alcohol and Substance Abuse provisions.

**EMERGENCY STATEMENT**

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

**MESSAGES FOR STUDENTS**

The school secretaries have duties that they are to carry out each day. Secretaries do not have time to deliver personal messages to students; therefore, the following will apply to parental requests to deliver a message to a student. 1) Only emergency messages will be taken. 2) These will be delivered to the students at the end of the next class period.

**PASSES**

The following rules will govern the issuance of passes.

- A. Passes are to be filled in completely giving the student's name, the classroom from which the student is coming, the classroom to which the student is going, the time of departure, the date and the signature of the issuing teacher.
- B. Only one student's name per pass.
- C. Passes may be used for the following reasons:
  - 1. Restroom (restroom passes are to be discouraged and given only in emergencies).
  - 2. Guidance Department.
  - 3. Office.
  - 4. School Nurse.
  - 5. No passes from class to use the telephone.
- D. Students found in the halls without a pass will be given an unexcused absence.

**PESTICIDE USE**

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

**PHYSICAL EDUCATION**

Each student is required to take and pass four years of physical education, unless they are exempted for one of the reasons outlined in the curricula outline. Students who have medical and/or religious reasons must have in their permanent folder a written explanation from a medical doctor stating the reason or reasons for not participating. Religious exemptions must also be on file and signed by their minister. These statements must be presented prior to the first scheduled day of physical education for each academic year. Some physical education exemption's are granted during the junior and senior years for academic reasons.

## Massac County High School

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### **PHYSICAL EDUCATION – cont.**

Physical Education Grading Policy:

- A. All students dress immediately upon entering the locker room.
- B. The physical education grade will be determined as follows:  
50% Participation Grade (Based on dress and participation)  
Each unexcused no dress will result in a 10% reduction in a students participation grade.  
50% Skill Grade (This part of the grade is subjective and will be based on the units covered.)
- C. Grades will be determined in the normal way of all other grades in school. Numerical grades will be issued to determine the alphabet grades.
- D. Lockers: Lockers will be provided for each student to store P. E. equipment. Students must provide their own locks and keep their locker locked to prevent theft.

### **PROCEDURES FOR SCHEDULE CHANGES**

First and second semester schedule changes will be made on a limited basis. First semester changes will be considered during the first two weeks after school starts. Second semester changes will be considered through the first week of second semester. Only changes involving misplacement and/or class balancing will be approved by the administration. All schedule changes must be approved by the administration.

### **SCHOOL INSURANCE**

School insurance is available at a nominal cost. This insurance is available to all students. Emphasis is placed on all students who participate in sports activities. (Read athletic section.)

When a student is injured under this plan a claim form will be sent to the parent upon completion of an accident report (see accident section) by the school nurse. The parent is responsible for seeing that this claim is signed and reaches the doctor or hospital. This is a supplemental insurance and will not cover the entire amount of the bill in most instances. There are some exclusions when there will not be benefits paid. Check with the school nurse if you are in doubt.

### **THE SCHOOL AND THE LAW**

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

### **EXEMPTIONS FOR SEMESTER EXAMS**

Juniors and Seniors who have an overall 3.0 grade point average or better in all classes and have 3 or less excused absences for the semester will be exempt from final exams for that semester. Any unexcused absence will result in final being taken for that student.

**SEMESTER GRADE PERIODS 2015/2016**

**1st Nine Weeks**

August 11 through October 16  
Report cards out - October 23

**2nd Nine Weeks**

October 19 through Dec. 18  
Report cards out - January 8

**3rd Nine Weeks**

January 4 through March 13  
Report cards out - March 18

**4th Nine Weeks**

March 14 through May 31  
Report cards will be mailed after the last day of school

**SPECIAL EDUCATION SERVICES**

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

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

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

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

**SCHOOL SAFETY**

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

- 1) Anyone wishing to report any violation of school policy or law may report their concerns to the principal by calling 618-524-3440.
- 2) All students will be provided with a student ID badge which is also utilized to purchase school meals. These badges shall be in your possession at all times to insure that all students at the school are properly enrolled at MCHS. If the badge is lost for any reason, students must either: 1) purchase a new ID, or 2) leave school (unexcused) until such time as a new one can be purchased.
- 3) Random checks will be made by the police K-9 unit dogs. These dogs are trained to detect any drugs which may be brought into the school. Anyone caught with illegal drugs is subject to punishment by both the school and law enforcement agencies.

## Massac County High School

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### **STUDENT WORKERS/PEER TUTOR**

All students assigned as student workers and/or tutors shall be screened and approved by the administration.

### **TEACHER QUALIFICATIONS**

Under the No Child Left Behind Act of 2001, parents have a right to request information about the qualifications of their child's teachers and teachers' aides. In accordance with the District's policy, such requests may be made in writing to the District office.

### **TELEPHONE**

The various office telephones are business phones and should be used by students for emergencies only. Students will not be called from class to accept a telephone call unless it is an emergency. Students may not leave class to use the phone unless it is an emergency. Students should use the office telephone to notify a parent/guardian in the event of an illness.

### **VISITORS**

Students are asked not to bring visitors to school. This has caused problems in the past and has interrupted the normal school routine. Foreign exchange students are exempt from the above. State law now requires all visitors to report to the main office and sign in and receive a visitor's pass. This includes all vendors, parents, and graduates who come to the high school.

### **WITHDRAWAL AND TRANSFER**

The state law requires attendance in school until the student becomes 16 years of age. If you are considering the possibility of leaving school, see the counselor in the Guidance Office as soon as possible.

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian. Parent verification in person or by phone must confirm your intentions.
2. Obtain appropriate forms from the Guidance Office.
3. Have the forms filled out by the teachers, for all school books and property, and make sure all fees are paid.
4. Take completed forms to Guidance secretary in the Guidance office for final clearance.

### **WORK RELEASES**

Only students enrolled in Job Occupations will be released for work during the school day. All other students at MCHS will be in attendance for the full 7 periods. This includes ALL study halls.

### **EVACUATION PROCEDURES**

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

**STUDENT CLUBS AND ORGANIZATIONS**  
**EXTRA-CURRICULAR ACTIVITIES**

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

**ACADEMIC BIBLE CLUB**

The Academic Bible Club is open to any student in Massac County High School.

The purpose of this club is: 1) To research the Bible academically, to discover its scientific, literary, historic, and philosophic significance upon the world/America. 2) To educate the membership of the Bible's influence upon the above areas of study.

**ACADEMIC TEAM**  
**(Mrs. Funkhouser)**

The Academic Team, or Scholar Bowl team, is a team that participates in activities similar to Jeopardy! Teams of five players play in individual matches and multischool tournaments. The team follows the rules and regulations of IHSA and the season runs from October to March. Tryouts are held at the beginning of the school year for positions on the Varsity team, which usually consists of juniors and seniors, and for positions on the Junior Varsity team, which consists of freshmen and sophomores.

**ART GUILD**  
**(Ms. Bazor)**

The Art Club at MCHS is a group of about 25 members. Any student enrolled in an art course is eligible to earn membership in this club. Points toward membership are earned by work on projects and attendance at meetings.

**BIOLOGY CLUB**  
**(Mr. Cochran)**

The Biology Club is a service-oriented club. Members will volunteer to help with environmental projects in the area. Field trips will also be sponsored, such as to the cache wildlife refuge and touch of nature. Membership will be limited to those students presently in Biology or Advanced Biology or to seniors who have already completed Advanced Biology.

**CULTURAL AWARENESS CLUB**  
**(Ms. Bremer)**

The Cultural Awareness Club is an organization to expand the cultural horizons of Massac County High School students. This is accomplished by monthly meetings with speakers from foreign countries, field trips to places of cultural interest, and social activities with foreign students. The club also sponsors the cost of education, room and board for a Tanzanian student who corresponds with the club.

## Massac County High School

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### **DRAMA CLUB** (Mrs. Gallip)

Drama Club promotes interest in theatre through the presentation of plays and performances. Drama Club is a way for high school students to use their acting and other theatrical skills in a productive setting, outside of the classroom. MCHS Drama Club usually produces two plays during each school year. The Drama Club is open to all students who have a desire to perform.

### **DRILL TEAM** (Ms. Deming)

Members are selected by judges at the end of each school year. Council meetings are held monthly and fund raising projects are in process throughout the year. Meetings are for decisions that are applicable to the entire Drill Team.

### **FAMILY CAREER & COMMUNITY LEADERS OF AMERICA** (Ms. Fritch)

The FCCLA is a very active organization of all students who are enrolled in any Home Economics class.

Activities which provide opportunities for leadership, community service, and fun include telethon contributions, state FCCLA conference in Springfield, spring fun trip and annual banquet. There is a minimal membership fee.

### **FELLOWSHIP OF CHRISTIAN ATHLETES** (Mr. Hosman)

The Fellowship of Christian Athletes (FCA) is an organization for high school students who are interested in both athletics and Christianity. The club uses fellowship as a means to grow. The club is open to any high school student who has gone out for a sport. The organization is active in raising money for the national conference.

### **FUTURE FARMERS OF AMERICA** (Mrs. Bergman & Mr. Smith)

The FFA is a national organization for students studying vocational agriculture in public secondary schools. The primary aim of the FFA is the development of agricultural leadership, cooperation, and citizenship.

To qualify for membership a student must be regularly enrolled in a class in a vocational education course for a agricultural occupation. Also the students must have satisfactory and acceptable plans for a program of supervised farming, and/or other agricultural occupational experiences.

**GERMAN CLUB**

**(Ms. Bremer)**

The German Club is an organization open to students that have successfully completed two years of German at MCHS. The purposes of the club are:

- 1.) to promote interest in the study of the German language.
- 2.) to better acquaint students with the countries, traditions and cultures of German speaking people.
- 3.) to enable students to become better acquainted outside the classroom atmosphere.

Activities include monthly meetings/parties, fund raising projects and cultural events. Membership dues are \$5.00 annually.

**HEALTH OCCUPATIONS STUDENTS OF AMERICA**

**(Ms. Hannan)**

Health Occupations Students of America (HOSA) consists of students interested in the health professions. There are social functions and health related community activities.

**KEY CLUB**

**(Ms. Stratemeyer)**

The Massac County High School Key Club like all Key Clubs throughout the United States, is affiliated with Kiwanis International. The MCHS Key Club works closely with the Metropolitan Kiwanis in community service related activities.

Key Club upcoming projects are discussed at meetings and club members are able to volunteer for a number of different projects. Major undertakings during the school year are helping Kiwanis with their roadblock in September and their Pancake Breakfast in December. These funds help sponsor the Academic Banquet in the spring. An important social aspect of the Key Club occurs each Tuesday when two Key Club members are guest of Kiwanis for their luncheons. Students are excused from classes for this activity.

Key Club looks for members who have a willingness to get involved in improving our community. Members of the club work together in furthering the MCHS Key Club's reputation for dedication in making this a better world.

**Math Team**

**(Mrs. Armstrong)**

The Math team is open to any student at Massac County High School. Team members compete at the Illinois Council of Teachers of Mathematics (ICTM) competition each year at Carbondale High School where they take individual exams and/or answer questions as a team. The Math team also attends the annual SIUC Math Field day where everyone takes the same exam. Sophomores and Seniors are eligible for the American Mathematics Competition by taking an individual exam at the high school.

**MU ALPHA THETA**

**(Ms. Porter)**

This club is an honorary math club that is organized nationally. Juniors are eligible to come in if they have an A average, in their math courses and a over-all B average.

The programs consist of math topics that are beyond topics of the regular curriculum. It normally takes at least 30 minutes to cover a topic so it is meaningful to the students.

The club averages from 30 to 40 members and it is a very active club.

## Massac County High School

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### **NATIONAL HONOR SOCIETY** (Ms. Bremer)

National Honor Society membership is granted to those students who are selected by the faculty council. Membership is not a right, and students may not apply for membership. Students are given an activities survey and should not assume that selection is guaranteed.

Selection is based upon requirements in the four areas of scholarship, leadership, service, and character.

Minimum requirements are:

Scholarship	3.5 cumulative grade point average
Leadership	Meaningful participation in two or more school or community activities, or election to an office.
Service	Meaningful participation in three or more service projects in the school or community.
Character	Measured in terms of attitude, integrity, behavior, ethics, and cooperation with both students and faculty.

Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character through the high school term. Upon dismissal, students must surrender membership certificates and the National Honor Society pin.

### **SENTINEL YEARBOOK** (TBA )

The primary function of the yearbook staff is to design and assemble the annual Massac County High School yearbook. Generally, the staff is composed of seniors; however, exceptions have been made to allow juniors the opportunity to participate. Students who may consider applying for a position should have an interest in art, drafting, writing and/or photography.

The Sentinel yearbook staff encourages any student with an interest in yearbook to consider applying for a position.

### **SPANISH CLUB** (Ms. Shelton)

The Spanish Club is an organization that holds regular monthly meetings. The purposes of the club are: 1) to enable students to become better acquainted. 2) to explore the lighter aspects of the Spanish language and culture. 3) to touch on areas not covered in regular classroom studies.

Membership is open to any MCHS students enrolled in Spanish classes and all former members.

**STUDENT COUNCIL**  
**(Mrs. Jones)**

The MCHS Student Council is composed of 5 elected representatives from each class, the class presidents, and a representative from each of the various organizations here at the high school.

In order to be a member of the MCHS Student Council, a student must circulate a petition, be successful in the Student Council election, and maintain a passing grade point average.

The purposes of the Student Council are: 1) to act as the representative of the student body. 2) to voice the view of the student body. 3) to organize student activities. 4) to set an example for the entire school.

**WORLD YOUTH & SCIENCE ENGINEERING CLUB**  
**(Mr. Cochran)**

The WYSE Club extends the opportunity for activities in science beyond the regular classroom. The membership is open to any student in grades 9-12 who, because of interest, wishes to be an active member of the WYSE Club. The WYSE team competes with teams from other schools.

Activities include field trips, topics of interest selected by the students, fund raising projects, and sponsoring the Science Fair for grades 5-8.

## Massac County High School

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### ATHLETICS

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

Eligibility periods run weekly, at the end of each nine weeks, and at the end of each semester grading period. A student may practice and attend games during the period he/she is ineligible

#### Weekly Eligibility:

- Students must maintain a minimum weekly 2.0 GPA (Physical Ed. is included).
- Weekly eligibility runs from Monday to Monday. If the student is ineligible for three (3) consecutive weeks, he/she is ineligible for the rest of the semester.

#### Nine Week Eligibility

- Students must pass a minimum of five (5) classes for the nine week grading period (Physical Ed. is included).
- If the student does not, he/she is ineligible for the next nine week grading period

#### Semester Eligibility

- Students must pass a minimum of five (5) classes for the semester (Physical Ed. is included).
- If the student does not, he/she is ineligible for the next semester grading period.

### PROGRAMS

Listed on the following pages are the eleven separate sports programs offered to the students in our unit. Literally hundreds of our boys and girls take part in them and have competed quite successfully overall. We want you to get to know our coaches and to feel free to call them on any concern you may have. The school number is 524-3440. (They wouldn't mind you calling to compliment them either!)

#### HIGH SCHOOL COACHING ASSIGNMENTS 2015-2016

BASEBALL  
BASKETBALL (BOYS AND GIRLS)  
BOWLING (BOYS AND GIRLS)  
CROSS COUNTRY (BOYS AND GIRLS)  
FOOTBALL  
GOLF (BOYS AND GIRLS)  
SOFTBALL  
SOCCER (BOYS AND GIRLS)  
TENNIS (BOYS AND GIRLS)  
TRACK (BOYS AND GIRLS)  
VOLLEYBALL

**Guidelines**

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

- The Board of Education for the boys and girls of the district which will follow the rules and regulations of the IHSA, the conference where in membership is maintained and the policies of the board.
- Administration The Athletic Director shall have the responsibility to plan, organize and administer, under the principal's guidelines.

- Conduct and Personal Appearance Coaches are teachers and the relationship of student athletes to coaches should be the same as student to teachers.

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

- Attendance Student athletes must be in attendance at school or at a school function on the day of the event to be eligible to compete. They must be in attendance for one half a day (150 academic minutes) on an illness. If the student absence is the result of a doctor's appointment, documentation from the doctor's office must be provided upon the student's return to school. An emergency excused absence must be obtained in advance.

Attendance at all games and practice sessions shall be governed by the Board Policy on attendance. The coaches may also authorize and excuse absences for other reasons at their discretion.

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

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

All coaches and student athletes shall be fully informed on these policies by the Athletic Director. Interpretations and even handed enforcement of these policies shall be the responsibility of the Athletic Director.

Other questions and situations not covered by these policies shall be decided by the Athletic Director.

Additional policies or amendments to them shall be made in the form of recommendations to the Board.

- High School Awards Freshman and Junior Varsity athletes shall receive numerals and letter awards.

## Massac County High School

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### PROGRAMS--cont.

Varsity athletes shall receive a larger letter award.

Coaches shall determine these awards and among other criteria should consider the following:

1. Amount of competitive time
2. Status with team
3. Injuries
4. Years of participation

-- Additional Requirements Yearly physical examinations on prescribed forms and parental signatures on a Participation in Athletes form are required prior to trying out for any sport.

--Try Outs All students may try out for the teams as noted in this policy as long as they meet the eligibility requirements and students shall be informed of the try out procedures and dates. This period shall be extended to offer an opportunity for participants on teams whose season overlaps to try out if they wish.

### TRAINING POLICY

MCHS athletes are a great asset to our school and with this comes the responsibility of being an example to students of all ages in our district. Therefore, this athletic policy is to be followed all year, including the summer, by students who participate in athletics at MCHS. Participation in athletics or other extracurricular activities are a privilege and not a right accorded to students. On any occasion that a student's behavior also violates general school rules, regular student discipline will be handed down in addition to any consequences that the student athlete incurs under this athletic policy.

- A. The possession, use, distribution, purchase, sale, or being under the influence of any tobacco, alcohol, or drugs is prohibited at any time, or any place, including the summer, a student-athlete is participating in the Massac County athletic program. A student will be considered in violation of the training rules if he/she is reported to the athletic director administrator in the district.
- B. Students-athletes shall not use tobacco.

Penalties for such infractions will include but are not limited to:

First offense:

1. Reprimand by the athletic director.
2. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

Second offense:

1. Student-athlete will be suspended from competition for 20% of the regular season contests of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 20% of the season remaining, the remaining percentage will be served during the next sport the student plays.
2. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

**TRAINING POLICY--cont.**

Third offense and all subsequent offenses:

1. Regular disciplinary action of the district (if applicable).
2. Student-athlete will be suspended from competition for 40% if the regular season contests if the sport is in progress or the next sport in which the student will compete. If the infraction occurs with less than 40% of the season remaining, the remaining percentage will be served during the next sport student plays.

If the student violates this policy twice during the same season, he/she will be suspended for the remainder of that season.

- C. Student-athletes shall not use, possess, sell, buy, transmit, or secrete any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, non-prescription steroid, or intoxicant.

Penalties for such infractions will include but are not limited to:

First offense:

1. Student-athlete will be suspended from competition for 20% of the regular season contests of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 20% of the season remaining, the remaining percentage will be served during the next sport the student plays.
2. If suspended due to a drug offense, student athletes must undergo an assessment and treatment recommended by a certified substance abuse specialist at the expense of the student's parent/guardian.
3. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

Second offense:

1. Student-athlete will be suspended from competition for one calendar year.
2. The student-athlete may be offered the option of returning to the athletic program after six calendar months if he/she agrees to undergo an assessment and treatment recommended by a certified substance abuse specialist. The student will be required to submit proof of assessment/treatment and will be responsible for the cost of the program. The student must also submit to a monthly substance abuse test for the first four school months upon returning from suspension and accept financial responsibility for the cost.
3. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

## Massac County High School

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### Third offense:

1. Student-athlete will be suspended from competition for the remainder of their high school career.
2. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

**In the case of all drug offenses, the student will need to take a test at the end of the suspension before he/she can be ruled eligible for any extracurricular activity. The student will be tested monthly after the suspension has been lifted for four months. The tests will be at the parent/guardian expense.**

### TRAINING POLICY--cont.

- D. Student athletes shall not be involved in criminal activities including but not limited to: (theft, vandalism, and assault).

Penalties for such infractions will include but are not limited to:

#### First offense:

1. Student-athlete will be suspended from competition for 20% of the regular season contests of the sport in progress or the next sport in which the student will compete. If the infraction occurs with less than 20% of the season remaining, the remaining percentage will be served during the next sport the student plays.
2. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

#### Second offense:

1. Student-athlete will be suspended from competition for one calendar year.
2. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

#### Third offense:

1. Student-athlete will be suspended from competition for the remainder of their high school career.
2. Proper notification will be given to the parent/guardian regarding the infraction. The athletic director will meet with the parent/guardian upon their request.

OFFENSES ARE CUMULATIVE AND DO NOT BEGIN ANEW EACH YEAR. ALL OFFENSES MUST BE REPORTED TO THE ATHLETIC DIRECTOR.

- E. Felony offenses:

Any student-athlete convicted of a felony will be suspended from athletics for one calendar year. Included are students that have been suspended from another school and are transferring to Massac County High School. The athletic director will meet with the parent/guardian upon their request.

**TRAINING POLICY--cont.**

- F. Transfer rules:  
If a student transfers to a Unit 1 school after having been suspended from another school's athletic program for training violations, that student will not participate in this district's athletic program until his/her suspension would have been over at the other school. If the penalty for the violation is longer at the Unit 1 school than it would have been at the school where the offense occurred, the student will be suspended according to our guidelines.
- G. Weekly Eligibility:  
Weekly eligibility will be enforced.
- H. Two Sport Participation:  
Athletes may participate in two sports during the same season. Athlete and coaches involved will determine practice and the contests played in.
- I. Athletic Travel:  
Student athletes must travel to athletic contests with the team and coaches. Any student athlete that chooses to ride home with his/her parents must provide the coach written consent. A student athlete may ride home with another student athlete's parents if approval is obtained from the Athletic Director prior to the event.

Our athletic committee of all head coaches, Assistant Principal , and Athletic Director will determine all cases of appeal. Mr. Hayes will sit in these meetings as an advisor. Student-athlete and parents will have 10 calendar days to appeal from the time the decision is handed down to the student-athlete.

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

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

**IHSA's Do What's Right! Expectations:**

**Coaches, players, and fans who follow the Nine Expectations will represent their school well and create a positive game experience.**

1. Accept and understand the seriousness of their responsibility, and the privilege of representing their school and community.
2. Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
3. Treat opponents the way they would like to be treated, as a guest or friend.
4. Never direct remarks at opponents in a taunting manner.
5. Wish opponents good luck before the game and congratulate them in a sincere manner following either a victory or defeat.
6. Respect the integrity and judgment of the game officials.
7. Display great effort and hustle on the field or floor.
8. Play unselfishly in such a way as to build up their team, without drawing unnecessary attention to themselves.
9. Yield to the authority and direction of all floor officials, bench officials, school personnel and coaches.



Massac County High School has adopted the principles of Positive Behavior Interventions and Supports (PBIS) system in its approach to student behavior. For more information on PBIS, please visit: [www.pbis.org](http://www.pbis.org).

**Patriots Exhibit:**

- M - Motivation toward achieving success
- C - Character in word and deed
- H - Honor and courage to do what is right
- S - Self-discipline in daily living

**Patriot Pride Is:**

**Respect Yourself & Others**

- Use appropriate language
- Behave in a non-violent manner
- Use only “put-ups,” not “put-downs”
- Avoid interrupting others while they are speaking
- Follow directions of staff
- Accept the right of others to be different

**Respect the Environment**

- Treat school property with care
- Don't touch the property of others
- Use garbage cans and recycling boxes
- Clean up after yourself
- Avoid wasting materials and supplies

**Respect Learning**

- Attend classes
- Be punctual
- Listen attentively
- Work quietly
- Be involved - Participate
- Complete assignments
- Respect the opinions of others
- Move quietly during class time

**Internet and Electronic Mail User Agreement and Parent Permission Form**

The Massac County Board of Education is pleased to offer students of Massac County High School access to the district computer network for electronic mail and the Internet. The network is provided for the students and teachers who agree to act in a considerate and responsible manner. Parent permission is required and access is a privilege-- not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals using the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that the users are using the system responsibly. Users should not expect that files stored on the district servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger students will guide them toward appropriate materials. Outside of school hours, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

Violations of this policy will result in loss of Internet access for the school year as well as other disciplinary or legal action.

As a parent or legal guardian of the student signing below, I grant permission for my son or daughter to access network computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Student Name (printed): \_\_\_\_\_  
Student signature: \_\_\_\_\_  
Parent signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Birth Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Students email address \_\_\_\_\_  
Parent's email: \_\_\_\_\_

Massac County High School

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## August 2015

S	M	T	W	Th	F	S
02	03	04	05	06	07	08
09	10	11 Teacher In- service	12 First Stu- dent Day	13 Teacher In- service	14 Student Day	15
16	17	18	19	20	21	22
23	24	25	26 Student Handbook Review	27	28	29

## September 2015

S	M	T	W	Th	F	S
		01	02	03	04	05
06	07 No School	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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## October 2015

S	M	T	W	Th	F	S
				01	02	03
04	05	06	07	08 Parent Teacher Confer- ence	09 Teacher in- service	10
11	12 No School	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes: \_\_\_\_\_

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## November 2015

S	M	T	W	Th	F	S
01	02	03	04	05	06	07
08	09	10	11 No School	12	13	14
15	16	17	18	19	20	21
22	23	24	25 No School	26 No School	27 No School	28

## December 2015

S	M	T	W	Th	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17 Semester Exams	18 Semester Exams	19

## January 2016

S	M	T	W	Th	F	S
					01 No School	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18 No School	19	20	21	22	23
24	25	26	27	28	29	30

Notes: \_\_\_\_\_

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## February 2016

S	M	T	W	Th	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15 No School	16	17	18	19	20
21	22	23	24	25	26	27

## March 2016

S	M	T	W	Th	F	S
		01	02	03	04	05
06	07 No School	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 No School	26
27	28	29	30	31		

## April 2016

S	M	T	W	Th	F	S
					01	02
03	04 No School	05 No School	06 No School	07 No School	08 No School	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May 2016

S	M	T	W	Th	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Teacher In- service (without snow days)	24	25	26	27	28
29	30	31				

