



MOLINE-COAL VALLEY  
SCHOOL DISTRICT

# **Moline High School**

**2022 - 2023**

# **Student Handbook**

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## **MOLINE HIGH SCHOOL MISSION**

To assist in meeting the mission of the Moline-Coal Valley School District, Moline High School will prepare ALL students to become responsible, productive, global citizens by providing experiences that emphasize the development of skills in communication, technology, and critical thinking in a safe and caring environment.

## **MOLINE HIGH SCHOOL PHILOSOPHY**

“Learners Today, Leaders Tomorrow”

## **STUDENT MATURITY AND RESPONSIBILITY**

Moline High School students are expected to exhibit responsible and mature behavior consistent with the tradition of the school and community. Respect for others, cooperation with others, and responsibility for self are the hallmarks of this behavior. **This includes the use of appropriate language while on school property and at all school events.**

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## **GENERAL BUILDING INFORMATION**

### **ENROLLMENT REQUIREMENTS**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student’s permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student’s birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

**MAXIMUM AGE.** Students reaching the age of twenty-one (21) must apply to the building principal for permission to continue attending classes.

### **VISITORS TO SCHOOL & DISTRICT PROPERTY**

All visitors, including parents and siblings, are required to enter through the front door of the building and check in using a government-issued photo ID. Visitors must check in, identifying their name, the date and time of arrival, and the classroom or location they are visiting.

Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the front door and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another’s property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee’s directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **STUDENT AFFAIRS & ITEM DROP-OFF**

Student Affairs Center includes most services provided for students outside those traditionally provided by the classroom teacher. Student Affairs services include attendance, discipline, and item drop-off. Any drop-offs should be clearly labeled with the student’s given name and grade level and taken to the box labeled for drop offs at the front doors. After placing labeled items in the box, call 743-1624 to inform us of the drop. Beverage delivery by anyone, and food orders from restaurants or delivery services is prohibited for students during the school day. In keeping with the district food service contract, students are not permitted to eat restaurant food in the cafeteria.

Students are assigned to the Student Affairs Center according to the schedule below:

Dean of Students	(for student last names A-G)	Dan Brown 743-8815
Dean of Students	(for student last names H-O)	Nick Youngblood 743-8813

Dean of Students (for student last names P-Z)  
Police Liaison Officer  
Attendance & Discipline (A-L)  
Attendance & Discipline (M-Z)

Sara Baker 743-8817  
Ian Newell 743-8816  
Kristina Luowicz 743-8811  
Amy Jackson 743-8812

### COUNSELING CENTER CONTACTS & STUDENT MESSAGES

School counselors and a school social worker are available for students daily. The counseling department serves students in their social-emotional needs, and assists with future planning, scheduling, academic progress monitoring, goal setting, college & career planning and exploration, as well as encouraging students to advocate for their academic and social-emotional needs in the building. The counseling department may also assist with emergent messages to students; however those messages *should be limited to emergency situations*. Interruptions to class for messages will be kept to a minimum in order to avoid disruption to classroom instruction. Counseling office contacts and alpha break down are listed below. Parents and students are encouraged to reach out to counselors for any of the needs specified above.

Counseling Office Administrative Assistant  
Data & Assessment Specialist AA

Bonnie Bowser 743-8820  
Brandy Thompson 743-8818

#### Counselors

Ellen Garrity (A - CUB)	743-8825
Regan Borman (CUC-HOS)	743-8824
Jenifer Hoffman (HOT - MOO)	743-8823
Tammy Murphy-Flynn (MOP - SANC)	743-8827
Casey Stone (SAND- Z)	743-8822

### STUDENT ID

A student ID will be provided to each student at the beginning of the school year. The student ID is required for entry into the library and to obtain library materials, purchasing athletic tickets, admission to school dances, claiming yearbooks, service in the cafeteria, technical assistance at the Student Help Desk, and as a form of student identification while at school and school events. Students are expected to wear their ID on a lanyard at all times. A replacement ID is available at a cost of \$5.00 at the Bookstore.

### LOCKERS

Lockers will be assigned to each student. Students should ensure that lockers are locked at all times and that locker combinations are not shared. The student assigned to the locker is responsible for its contents and use. Locker issues are managed through the counseling administrative assistant.

### VISITORS

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Before being buzzed into the building, visitors must identify themselves and inform the attendant of their reason for being at school. Upon entering Moline High School, **all visitors will be asked to present a valid state-issued ID**, which will be scanned into the system. The Raptor system will check the national database to identify dangerous or wanted individuals and sex offenders. It is important to note the Raptor system only scans the visitor's name, date of birth and photo for comparison with the national database. Student safety is our highest priority and the Raptor Visitor Management System provides a consistent way to deter people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal

penalties for trespass and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office or on the district's website at [www.molineschools.org](http://www.molineschools.org). Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

### **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses while being used to transport students to and from school and school-sponsored activities and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **ELECTRONIC DEVICES**

Students are expected to keep all electronic devices (including, but not limited to, Smart phones, cell phones, Smart watches, iPods, headphones, earbuds, etc.) either at home, in their car, or placed in the teacher-provided wall sleeve during class time. If a student chooses not to keep an electronic device at home or in their car, the device **must be powered-off and placed in an electronic device "holder" available in each classroom**. These guidelines are to be followed unless:

- (a) use of an electronic device is provided in a student's Individualized Education Plan.
- (b) an electronic device is needed in an emergency that threatens the safety of students, staff, or other

individuals.

Students in violation of this policy will be reported for behavior management programming through the student services office. Additional escalation causing disruption to the learning environment may result in additional disciplinary consequences.

Students are also prohibited from accessing, recording, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive (e.g. recording altercations), obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

The Moline School District is not responsible for the loss or theft of electronic devices. The district may not investigate the loss or theft of a student's electronic device.

## **LEAD MOLINE – STUDENT ONLINE PERSONAL PROTECTION**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information.

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

1. Instruction in the classroom or at home (including remote learning)



2. Administrative activities
3. Collaboration between students, school personnel, and/or parents/guardians
4. Other activities that are for the use and benefit of the school district

## **LOST AND FOUND**

A lost and found service is maintained in the main office. At each semester break, any items left unclaimed beyond two weeks are donated to a non-profit organization.

## **LIBRARY INFO HUB**

The library InfoHub is open from 7:30 a.m. to 4:00 p.m. on school days. Students may go to the library before school with a pass. The library is an area for quiet study, research or reading.

## **BOOKSTORE**

The bookstore is open before school from 7:50 – 8:10 a.m., at lunch from 10:50 a.m. to 12:20 p.m., and after school from 3:00 – 3:45 p.m. for all purchases. Students may buy school supplies, dance tickets, play tickets, athletic cards, PE uniforms, yearbooks and Share Joys coupons. The bookstore is also open during passing periods for school supplies only.

## **STUDENT FEES & FEE WAIVERS**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. *Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.* Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from: library fines and other charges for the loss, misuse or destruction of school property; charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items; charges for optional travel undertaken by a school club or group of students outside of school hours; charges for admission to school dances, athletic events or other social events; and optional community service programs for which fees are charged. All school fees must be paid to receive your yearbook.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The building principal, or designee, will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal, or designee, will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, or to receive a fee waiver form, you may contact the building principal, or designee, at (309) 743-1624.

## **FOOD SERVICE INFORMATION**

Breakfast and lunch is served daily, unless the students are in a half-day attendance day. Breakfast is served before school, beginning at 7:50 a.m. Meal prices are published on the district website under the “Parents & Students” tab, along with the other school fees. Families needing assistance with meal costs should complete an application for fee waiver, available at the MHS counseling center and at the MHS bookstore. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **AUTOMOBILES/PARKING**

All students driving to Moline High School **MUST** display a parking tag from their rearview mirror. Parking tags are sold at registration and then at the bookstore once school has started. **To purchase a tag, a parking tag form must be completely filled out and signed by both the student and the parent, the students must physically show his/her Driver's License, and pay the fee for the tag (as long as all other fees and fines are paid.)** Parking Tag forms are available at the bookstore and also on the Moline High School web page. Parking tags will be sold until all available slots are filled. Vehicles parked illegally and /or without the parking tag will receive a \$20.00 parking ticket issued by the City of Moline. Failure to observe parking and driving rules may result in disciplinary action that may include the loss of driving privileges.

Students may park their vehicles in the lot designated for student parking, located at the west end of campus or in the area designated for student parking along the south-east parking near the baseball diamonds/Whiteys. Unless approved by administration, parking should only occur between the hours of 6:00 a.m. and 10:00 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Besides the two specific student areas in the south-east spaces, the parking spaces around the building are designated for school staff, personnel, and others designated by administration. The lots in front of the high school's main entrance and the BPAC entrance are designated for visitor parking only. **These lots MAY NOT be used by students at any time.** Student vehicles parked in these lots may be ticketed or towed at the discretion of administration and the owner's expense.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have **no reasonable expectation of privacy in cars parked on school grounds.** School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in fire lanes at **ANY TIME**. Fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **BUS TRANSPORTATION**

Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. All other students may utilize public transportation services (Metrolink city buses), as aligned with District Board Policy 4:110.

### **INVITATIONS & GIFTS**

Party invitations or gifts for students should not be brought to school to be distributed.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced and posted on the District's website by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions may be canceled.

**Parents will be notified via the district's emergency communication system.**

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## **HEALTH AND SAFETY**

### **HEALTH SERVICE – THE CLINIC – ROOM B150**

First aid is available for students who become ill or injured at school. The student must obtain a pass from his/her teacher when it is necessary to see the nurse except in the event of an emergency. Students who are physically unable to take P.E. classes are to take a physician's note to the nurse for approval and then to the P.E. teacher for initialing. The note is then returned by the student to the nurse's office. Students who are on medication must have on file a completed medication form signed by the parent/guardian and physician.

### **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases upon entering ninth grade and immediately prior to enrolling in an Illinois school for the first time, regardless of the student's grade

The required health examinations must include a diabetes screening (diabetes testing is not required). Also required is a statement from a physician ensuring "risk-assessed" or "screened" for lead poisoning, if the physician thinks the child is at high risk for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. However, if the student is an out-of-state transfer student and does not have the required proof before October 15, then the student may only attend classes if he or she has proof that an appointment for the required vaccinations has been scheduled with a party authorized to submit such proof. If the proof of a health examination is not submitted within 30 days after the student is permitted to attend classes, then the student will be excluded from school until the proof is submitted. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **EYE EXAMINATION**

All students enrolling in school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to enrollment in the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **DENTAL EXAMINATION**

All students entering ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. A student may be exempted from the dental exam requirement if the student's parent/guardian shows an undue

burden or a lack of access to a dentist.

## **EXEMPTIONS**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification; or
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; by completing and returning the Eye Examination Waiver form to the school by October 15.

## **STUDENT MEDICATION**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

### Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid

antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

#### Designated Caregiver Administration of Medical Cannabis

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including

administering medication.

### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Students with an active infestation are prohibited from riding the bus to school to be checked for head lice.

### **PANDEMIC**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

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## **ATTENDANCE, TARDIES, & ATTENDANCE INCENTIVE**

### **ATTENDANCE REQUIREMENTS**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Students shall attend school as full-time students at least three years to be eligible for graduation; most students will attend four full years. A full-time student is defined as one carrying three (3) credits of study per semester. Work-study programs will be evaluated individually.

### **SCHOOL ARRIVALS AND DEPARTURES**

It is imperative, for the purpose of school safety, that students **do not arrive before 7:30 a.m.** and that students **do leave school property by 3:10 p.m.** unless they are involved in a school related activity under the direct supervision of an MHS staff member. The school day begins at 8:10 a.m. Loitering of any kind will not be permitted.

### **SIGN-IN AND SIGN-OUT REQUIREMENTS**

Students are required to sign in and sign out of the Student Affairs Center for late arrival to school (10 minutes after the start of their normal day) and for early dismissal (anytime during the normal day). Failure to follow this procedure may result in disciplinary action.

### **ATTENDANCE AND TARDIES**

Regular daily attendance and prompt classroom attendance are extremely important to a student's success at school. The following attendance and tardy policy is designed to promote positive student behavior patterns, which are important for success in life.

Period 1 arrivals between 8:10 – 8:20 a.m. are considered tardy and students should report directly to their first period class with a kiosk tardy receipt. Students arriving after 8:20 a.m. without a pass are to report to 1st period, but will be marked truant by their teacher and reported for behavior management programming.

For Periods 2 – 7, students arriving within the first five minutes of class are considered tardy and should report directly to their class with a kiosk tardy receipt. Students arriving after the first five minutes without a pass are to report to class, but will be marked truant by their teacher and reported for behavior management programming.

**\*Students who are marked truant will be called in by the Deans with behavior management and/or disciplinary consequences issued.**

#### **Procedure for Tardy Kiosks:**

- Any student not in the classroom when the bell finishes ringing should be directed to the Tardy Kiosk closest to the room.
- The student scans their ID (or types it in) and is issued a receipt-like ticket. This process also records the tardy in Skyward.
- The receipt must be provided to the classroom or study hall teacher for admittance.

#### **EXCUSED/UNEXCUSED ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reasons as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at (309)743-8811 (last names A-L) or (309)743-8812 (last names M-Z) before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, an automated call will be placed to the primary number to notify the parent/guardian of the unapproved absence. Failure to inform the school, in a timely manner, of the reason for absence shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

#### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered *chronic* truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law, specifically a Class C misdemeanor, which



carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

### **STUDENT RETURN FROM ABSENCE**

Upon return from an absence, a student whose absence has been verified by parental phone call should report immediately to class. **A student whose absence has not been previously verified by parental phone call should report to the Student Affairs Center.**

### **MAKE-UP POLICY**

**It is the student's responsibility to request their make-up work from their teachers.** Administrators shall make decisions regarding excused or unexcused absences.

- For unexcused absences, students may make up the outstanding work for no more than 60% credit, unless the test or project covered a time period of more than five (5) school days, where up to 90% credit may be earned.
- For excused absences, students are allowed 2 days to make up school work for each day absent.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Guardians that anticipate that the student will be absent from school because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

### **ATTENDANCE INCENTIVE POLICY**

A student may elect to be exempt from taking a cumulative, written semester final exam\* if he or she meets the following requirements AND has a cumulative course grade of A, B, or C:

1. Student has no more than **five (5) absences** from the class.
2. Student has no more than 5 tardies per semester in the class.
3. Student has no more than one major referral from a classroom teacher.

Any student with a cumulative course grade of D or F will be required to take the final exam regardless of absence, tardy, or discipline status.

#### Explanation of class absences:

Class absences resulting from school-related activities will not count against a student's attendance record. Unless otherwise indicated, a student who misses class due to requests from administrators or counselors falls within the approved school activities category.

A student who qualified for the attendance incentive exemption may elect to take a semester exam, but it will only be counted if it improves the final grade. A parent who wishes to have a student take a final, even though the student qualifies for an exemption,

may send a letter to the school making the request. Any exempt student may elect to take a final and, if opting to take a final, should attend during the time of the assigned final.

It is difficult to specifically cover every absence a student may have. Essentially, if a student is at school and is absent from a class due to a school-related or school-sponsored activity (with the exception of ISS or OSS), the absence will not count toward the final exam requirement. The following are examples of school sponsored activities for which the absence will not count for the attendance incentive policy

1. Career/college/military visits – 1 per semester during a student’s junior and senior years. Juniors and seniors are allowed one career/college visit day per semester during the eleventh and twelfth grade years. These visits may not be made during the final two weeks of a semester and must be verified using Moline High School’s approved procedures for verification.
2. Absences related to a school-sponsored activity, such as field trips, athletic events, meeting with college or armed forces representatives, visits to the nurse’s office, student services office and main office.
3. Absence, documented and signed by a publicly-recognized religious leader, as a religious holiday.

Days that DO count as absences for the attendance incentive policy include, but are not limited to:

1. College/career/military visits *other* than the exception listed above.
2. Excused absences, as listed above
3. Unexcused absences, as listed above
4. In School Suspensions
5. Out of School Suspensions
6. Entering school year after first day of classes or semester, (if he/she enters 2+ days into the new year/semester, not exempt.)
7. State-approved mental health days.

#### Specific exceptions to the Final Exam / Attendance Incentive Policy:

- Dual credit courses taught at Moline High School, whose requirement per Black Hawk College is to complete a specific end-of-course assessment by a specific time period, will use the BHC guidelines for end-of-course assessments in lieu of the traditional final exam schedule and requirements.

Teachers of these specific courses are responsible for communicating these exceptions (and any subsequent schedule alterations) to high school administration, students and parents/guardians.

\*Final exams will be written exams covering the cumulative instruction for the semester, and will range in value from 10-20% of the semester grade. With prior administrative approval, Professional Learning Teams may propose performance or project-based final exams in lieu of a written exam, while still adhering to the building-wide final exam schedule and cumulative skill assessment.

#### **EARLY FINAL EXAMS POLICY**

No early final exams will be scheduled unless there is a documented medical reason. Incomplete grades are not issued at the end of the school year.

Final exam absences will be computed as if the student received a zero on the final. When the student makes up the final exam, the grade change will be completed with the Registrar. Any exceptions to this policy must be approved by the high school administration.

#### **PREARRANGED ABSENCES FOR COLLEGE/CAREER/MILITARY VISITS**

The Prearranged Absence procedure should also be followed for the purpose of visiting college/career facilities. Juniors and seniors are allowed one college/career/military visit prior to the final two weeks of each semester. Upon return from the visit, the student must supply the Student Affairs Center with documentation from a college official validating the student’s presence on campus that day.

## **RELIGIOUS HOLIDAYS**

According to state law, a student who is unable, because of the observance of a religious holiday, to attend classes on a particular day or days shall be excused from any examinations, study, or work assignments on such days. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

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## **CURRICULUM, INSTRUCTION, AND PROGRAMS OF STUDY**

The Board-adopted high school curriculum content is based on BOE policies 6:60 - 6:100 and is aligned with the following:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become lifelong learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

Special Programs of Instruction, including those for students at risk of failure or drop-out, students with disabilities or giftedness, homeless children, migrant students, and English Learners, follow BOE policies 6:110-6:190.

The Program of Studies is provided to help you plan your educational future. You should select courses which will give you the best possible preparation for purposeful living. As you progress from grade to grade, there are certain courses which are required, while others are electives. When looking ahead from year to year, you should select those courses which will benefit you most in preparing for your life's work. Plans may change, but working closely with your counselor will enable you to make the necessary revisions as your educational/occupational plans develop.

Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form, available through the building or district administration, and through the District website at [www.molineschools.org](http://www.molineschools.org), under Board Policy 6:260.

## **LENGTH OF SCHOOL DAY**

Moline High School offers six (6) regular class periods per school day. Students select a combination of semester and year-long courses to total six class period assignments for the year. Students who meet the criteria and elect to enroll in an extended elective (music, engineering, or world language) will be administratively enrolled in a seventh course. Priority in world language courses is based on standardized test scores. Students must take a minimum of five academic courses and one course in physical education/health each day. Students should consider their own capabilities, their future plans, and their extra-curricular activities in making the decision about the academic courses they wish to take.

## **CREDIT REQUIREMENTS**

Graduation shall be held once each year at the close of the second semester. To be eligible to take part in graduation exercises and receive a diploma, students are required to earn the credits listed below. Provision for early graduation is contained below. One credit is granted for successful completion of a full year course. One-half credit is granted for successful completion of a one-semester course. Credit will normally be earned over a four-year period beginning with the ninth grade.

## **Cumulative Minimum Credits Needed to be on Target for Graduation**

End of Freshman Year	5.5 credits
End of Sophomore Year	11.5 credits
End of Junior Year	17.5 credits

## **HOMEWORK**

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

## **MAKE-UP HOMEWORK**

The teacher's responsibility for making a careful and accurate check on attendance is an important one. At the beginning of each class period the teacher must take attendance, ask for re-admittance slips from any pupils who have returned after having been absent, make a report to the office of pupils absent, and either give out make-up assignments or designate a time when they may be procured. **It is the student's responsibility to request their make-up work from their teachers.** Administrators shall make decisions regarding excused or unexcused absences.

- For unexcused absences: The pupil may make up the outstanding work for no more than 60% credit, unless the test or project covered a time period of more than five (5) school days, where up to 90% credit may be earned.
- For excused absences: Students are allowed 2 days to make up school work for each day absent, for full credit.
- For Physical Education absences: Consult with your PE teacher for options of written assignments or make-up time to offset points lost due to absences

## **FIELD TRIPS**

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

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

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

Parents/guardians of students are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

## **SCHOOL BUS SAFETY**

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the departure location, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Students are expected to follow all school rules when riding the school bus. Failure to follow school rules may result in disciplinary action.

### **PROCESS FOR CHANGING OR DROPPING COURSES**

Schedule changes are **not** permitted. Parents will receive confirmation in the spring of the courses that the student has requested. Those courses may be changed only if there was an input error. Such errors need to be attended to by the parent/guardian and counselor and changed immediately.

Failures in prerequisite courses will be automatically changed by the student's counselor. After the school year begins, the only schedule changes made will be as a result of a teacher recommendation due to ability misplacement or a change in the student's career path which requires additional coursework. Career path additions must be made within the first five days of each semester.

### **PE EXEMPTION**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course. State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students. Public Act 98-116 (effective 7-29-13) allows students in an adaptive athletic program to request a PE exemption.

### **AUDIT COURSES**

Students wishing to take a course for audit must sign up within the first week of the semester. A course taken on the audit basis may not be changed to credit. You must wait until after the first day of classes to be sure room is available in the course. Counselor and departmental approval to audit must be secured before final approval will be given, and all assignments will be based upon space availability. All final approvals and placements will be made through the office of the Assistant Principal.

Any questions concerning audit or any problems that result will also be reviewed by the Assistant Principal.

### **HIGH SCHOOL CREDIT FOR NON-DISTRICT EXPERIENCES**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course from institutions accredited by the Regional Office of Education
2. Courses in an accredited foreign exchange program
3. Accredited summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in an accredited Tech Prep Program
7. Credit earned in an accredited Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. To seek approval, the student must be enrolled in MHS courses for a minimum of 51% of the school day during the semester in which replacement courses are taken. The credit awarded in a school year will not exceed 3.0 credits for non-dual enrollment replacement courses, and overall credit-acquisition will not exceed the quantity a student could accrue through the course of a traditional Moline High School academic year.

The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

### **BLACK HAWK COLLEGE DUAL CREDIT COURSES OFFERED AT MOLINE HIGH SCHOOL**

Juniors and seniors who are at least 16 years old may have the opportunity to enroll in one or more courses offered in the MHS building as Dual Enrollment/Dual Credit with Black Hawk College. In order to register for one of these classes, the student is responsible for fulfilling several requirements by the deadline set during the semester previous to the semester when the class will be held: (1) Apply to BHC online; (2) Take the necessary placement tests and provide proof of earning the minimum scores required; (3) Fill out and submit a BHC registration form; and (4) Request the class on the MHS schedule. A fee, billed to the student's Black Hawk College email account, will be charged for each course. See specific departments for classes offered Dual Enrollment/Dual Credit, including prerequisites and course descriptions. Upon successful completion of one of these courses, a student will receive credit both at MHS and BHC. All of the above requirements to enroll in Dual Enrollment/Dual Credit classes must be completed by the deadline.

**Students should be aware that dual credit course grades will be permanent grades on a Black Hawk College transcript. Students must send their Black Hawk College transcripts to other colleges to receive credit for Dual Enrollment/Dual Credit Classes.**

### **CREDIT/NO CREDIT**

The student has the option to take one course per semester on a credit/no credit basis, with parental permission. Essentially, the program encourages students to take an extra class for information and personal enjoyment without the pressure of grade achievement or class rank attainment.

Before a student enters the program, he must consider the following guidelines:

- The student must be taking at least five courses recognized as credit-bearing courses and physical education.
- Most students who will choose credit/no credit will be eligible for one course only. However, students who are taking

six or more credit-bearing courses may choose to take one more course for each in excess of five.

- Only those courses which have received departmental approval may be taken for credit/no credit.
- To participate, eligible students must submit parental permission notes to their counselors.
- When the decision is made to take a course on credit/no credit, that decision cannot be changed at a later date.
- Students will have until one week after the first grade report each semester to decide which, if any, course they will take for credit/no credit.

Credit/no credit courses are not the same as *audit* courses. All students must complete all course requirements in order to receive credit. Furthermore, all courses taken under the credit/no credit system will be recorded and marked on the report card using an A - F scale so that you will be able to see the student's progress. However, at the end of the semester when regular final course grades are placed on the permanent record, a course taken and passed under the credit/no credit system will be recorded on the student's transcript simply as a credit; no grade will be listed. If a course is failed under this plan, no record will be made on the transcript. We recommend that before any students choose to take courses for credit/no credit, they seek advice from teachers and counselors to ensure that all college entrance requirements or vocational plans will still be met. Please remember that student participation in the credit/no credit program is strictly voluntary.

**SUMMER SCHOOL CREDITS.** Credit earned in the Moline Public Schools Summer Program may be applied toward graduation requirements.

### **GRADING SYSTEM**

Two grade reports are issued each semester. Unsatisfactory progress notices are mailed to parents at the end of the first 4 ½ weeks of each quarter.

Marks are as follows:

A – Excellent                  B – Good                  C – Average                  D – Poor                  F – Failure                  INC – Incomplete\*

\*This work must be made up within the first two-week period in the succeeding semester; otherwise, the incomplete automatically becomes a failure. If there is a prolonged illness, this period of time may be extended.

### **ADVANCED/HONORS COURSE SELECTION**

Students enrolled in the Honors or Advanced Courses in English, Mathematics, Science and Social Studies are selected for these programs prior to high school entry. Initial selection is based on the student's standardized test scores, past performance and teacher recommendations. Other students not in the initial group can have the opportunity to participate in honors courses with a teacher's recommendation and qualifying past academic performance.

### **WEIGHTED GRADES**

The Moline High School weighted grade system will be used exclusively for the purpose of determining a student's rank in class. Classes which will be designated for weighted grades are Advanced Placement Courses, Honors Courses, and those courses designated as prerequisites to Advanced Placement Courses. Students receiving grades of A, B, C, or D in designated classes will have one point value added to the numerical grade equivalent of the grade assigned by the teacher. (A=5, B=4, C=3, D=2, F=0). The prerequisite courses may require proven performance in the subject area or approval of the teacher of the prerequisite course. Note: Courses taken as independent study will not be weighted. Those courses currently meeting the preceding criteria for weighting are listed below:

Visual Art:	Advanced Placement Studio Art
Business & Technology:	Accounting 2
English:	Advanced Placement English Literature and Composition, Honors English 1, Honors English 2, Honors English: Composition 1, Composition 2, and English Literature
World Languages:	Advanced Placement French Language & Culture, Advanced Placement Spanish Language & Culture
Math:	Advanced Placement Calculus, Advanced Placement Statistics, Honors Algebra 2, Honors Geometry, Pre-calculus
Music:	Advanced Placement Music Theory

Science:	Advanced Placement Biology, Honors Chemistry, Advanced Placement Chemistry, Biology 2 (Botany), Biology 2 (Anatomy and Physiology), Physics 2
Social Studies:	Advanced Placement American Government, Advanced Placement American History, Advanced Placement European History, Advanced Placement Microeconomics, Advanced Placement Macroeconomics, Advanced Placement Psychology
Industrial Technology:	Introduction to Engineering, Principles of Engineering, Computer Integrated Manufacturing, Digital Electronics

**GRADE POINT AVERAGE**

Grade Point Average (GPA) is always determined using non-weighted grades. (A=4, B=3, C=2, D=1, F=0.) The GPA is calculated by adding all of the values for semester grades (A=4, etc.) to obtain a cumulative value for the courses attempted. That total is divided by the number of courses attempted (by the student) to find the average GPA for any particular semester. Cumulative GPA averages the total of all values accumulated (grade 9-12) to date divided by the total courses attempted. Courses taken on "credit/no credit" are not used in the GPA calculations. All summer school courses are included in grade point average the following semester, but are not included in class rank.

NOTE: Weighted and unweighted grade point average will appear on report cards.

**CLASS RANK**

NOTE: Class rank will be determined by a weighted grade point average. Weighted Rank will appear on semester report cards but NO class rank will appear on transcripts. Class rank criteria: 1.) The student's highest five grades will be used in determining class rank on the weighted grade point average. 2.) Classes in summer school, physical education, driver education, correspondence courses, study hall and credit/no credit are not included in the determination of class rank. 3.) The weighted and unweighted grade point averages will continue to appear on transcripts and semester report cards and will include summer school classes. 4.) Rank is subject to change due to makeup final exams and grade changes submitted by teachers.

**REQUIRED CREDITS** To be eligible for graduation and diploma, a student is required to successfully complete the following credits:

<b>English</b>	4 credits
<b>Social Studies</b> (.5 credit in Government, 1 credit in American History, .5 credit in World Studies, and 1 credit Social Studies elective)	3 credits
<b>Mathematics</b> (1 year must be Algebra I and 1 year must be a course that includes geometry content)	3 credits
<b>Science</b> (1 year of life science and 1 year of physical science is strongly recommended.)	2 credits
<b>Consumer Education, Managerial Economics, or Consumer Basics</b>	0.5 credits
<b>Electives</b> , including the following: (1 credit must be chosen from Music, Art, World Language, or Vocational Education)	5 credits
<b>Physical Education/Health</b>	4 credits
<b>TOTAL CREDITS REQUIRED</b>	21.5 credits

**ADDITIONAL GRADUATION REQUIREMENTS.** No student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. The Building Principal is responsible for notifying students and their parents(s)/guardian(s) of the District's graduation requirements. In addition students must complete the FAFSA per requirement of the state of Illinois unless parent/guardian signs a waiver.



## **ELIGIBILITY FOR GRADUATION EXERCISES**

All students who meet the requirements as set forth above and participate in graduation practice shall be eligible to take part in graduation exercises at the close of the school year.

### Exchange Programs

The Board of Education may grant a certificate of attendance to exchange students. District students will receive academic credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

**Exceptions:** Exceptions to the above policies may be made upon recommendation by the principal and superintendent, and then approved by the Board of Education.

## **PROVISION FOR EARLY GRADUATION.** The provision for early graduation is as follows:

- A. The student and parent or guardian shall initiate their request for early graduation in writing, to the appropriate counselor, stating clearly the reasons.
- B. The counselor shall review the written request, assess the student's credits, and determine whether early graduation is possible. If the student is eligible for further consideration, the request shall be forwarded with the counselor's recommendation, to the Building Principal for the purpose of administrative approval or denial.
- C. Students who are granted permission for early graduation shall be eligible to participate in graduation exercises. Early graduates are no longer considered students and therefore may not participate in activities as students until graduation night.
- D. A letter explaining the circumstances of early graduation will be sent to each parent/guardian of the early graduate.

**CERTIFICATE OF COMPLETION.** A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parent(s)/guardian(s).

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## **STUDENT BEHAVIOR & DISCIPLINE**

### **STUDENT BEHAVIOR**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Student behavior and discipline is monitored by our Deans of Students:

Dean of Students (P-Z)	Sara Baker 309-743-8817
Dean of Students (A-G)	Dan Brown 309-743-8815
Dean of Students (H-O)	Nicholas Youngblood 309-743-8813

### **PROHIBITED STUDENT CONDUCT**

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

to:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including, marijuana, hashish, any product containing THC, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
    - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
    - (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
    - (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to:
    - (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
    - (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

- (a) the supervising teacher grants permission;
- (b) use of the device is provided in a student's individualized education program (IEP);

- (c) it is used during the student's lunch period, or
  - (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:
    - (a) expression of gender or sexual orientation or preference, or
    - (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
  15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
  16. Being involved with any public school fraternity, sorority, or secret society, by:
    - (a) being a member;
    - (b) promising to join;
    - (c) pledging to become a member; or
    - (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia (see additional information below).
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
    - (a) be a threat or an attempted intimidation of a staff member; or
    - (b) endanger the health or safety of students, staff, or school property.

\*For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student's person;

- (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile;
- (c) in a school's student locker, desk, or other school property; or
- (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **CAFETERIA RULES**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

- No sitting, standing, or walking on lunch room tables.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service. Only students purchasing food may enter the food lines.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of and show proper respect toward the cafeteria aides and other staff.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.
- No food deliveries from outside vendors/restaurants during lunch.
- During their lunch time, students are restricted from accessing areas where classes are in session.

### **SCHOOL DRESS CODE / STUDENT APPEARANCE**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency (Board Policy 7:160 ). This includes any article deemed to be offensive, vulgar and contrary to the educational mission of the school.

Examples include, but are not limited to:

- Any article containing profanity, gang affiliation, weapons, violent behavior, or inappropriate images/language/symbols
- Tobacco, drug, alcohol, or beer logos on clothing
- Revealing or exposing areas of the body that compromise reasonable standards of decency
- See-through clothing
- Visible undergarments
- Wearing sunglasses, jackets, coats, or blankets upon entering the building
- Wearing any head covering\* with a hood, bill, brim, or other protrusion that may obscure recognition for security.
- Inappropriate footwear
- Costumes, costume accessories (e.g. capes, crowns, etc.), blankets, pajamas and/or onesies
- Accessories that may be disruptive or used to cause physical harm (e.g. wallet chains, spiked wristbands)

\*Not including head coverings for religious purposes or documented social-emotional need

Dress code is enforced while on school property, and/or in attendance at school sponsored activities. If there is any doubt about dress or appearance, the building principal or principal's designee will make the final decision. Students in violation of this policy will be required to change to appropriate clothing at school or sent home to do so. Failure to comply with these rules will result in disciplinary action.



## WEAPONS

A student who is determined to have brought one of the following objects to school, any school- sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, **including look alikes** of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether:

- (1) a student is licensed to carry a concealed firearm, or
- (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### School Property and Equipment as well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches School authorities may search a student and/or the student's personal effects in the student's

possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Student Accounts/Profiles on Social Networking Sites State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a *social networking website*. Examples of social networking websites include Facebook, Instagram, Twitter, SnapChat and TikTok.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

#### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **GANGS**

Gangs are groups of individuals who associate with each other for criminal activity or violation of school or district policy. Moline High School will work with the Moline Police Department to discourage gang activity on Moline High School property

While on school property or at any school-sponsored event wherever held, no student shall participate in any gang related activity including but not limited to the following:

- a. Soliciting others for membership into any gang.
- b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
- c. Commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity.
- d. Inciting other students to act with physical violence on other persons.
- e. Wearing, using, distributing, displaying, or selling any clothing jewelry, emblem, badge, symbol, sign, or other items that are commonly associated with membership in or affiliation with any gang. This may include color combinations and messages commonly associated with gangs.
- f. Committing any other illegal act or other violation of school district policies or regulations.

### **BEHAVIOR MANAGEMENT & DISCIPLINE MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent

practicable, and, where practicable and reasonable, shall consider forms of non- exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Behavior management conference and/or group problem-solving.
3. Restorative practices intended to amend the harm caused by student behavior.
4. Withholding of privileges, including but not limited to unstructured time in the building, student activities, special events, etc..
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen, or damaged property.
7. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
8. After-school study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
9. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
12. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

## **REQUIRED NOTICES**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

- (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
- (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
- (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds includes modes of transportation to school activities and

any public way within 1000 feet of the school, as well as school property itself.

## **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

## **SUSPENSION PROCEDURES & DUE PROCESS**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program (Behavioral Support Room), per District Board Policy 7:200. Students assigned to Behavioral Support are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any,



appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **EXPULSION PROCEDURES & DUE PROCESS**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school and district will comply with federal and state law when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined by the IEP team. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be suspended or expelled pursuant to the district's procedures but shall continue to receive special education services as determined by the IEP team. For more information regarding special education services at Moline High School please contact Kristin Sanders, Special Education Coordinator, at 309-743-8955.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## **WHEN AND WHERE CONDUCT RULES APPLY**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1. On, or within sight of, school grounds before, during, or after school hours or at any time; 2. Off school grounds at a school-sponsored activity or event, or any activity or event that 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 interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.; or 5. During periods of remote learning.

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## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

- (i) are adapted to the particular needs of the school and community,
- (ii) contribute to maintaining school safety,
- (iii) protect the integrity of a positive and productive learning climate,
- (iv) teach students the personal and interpersonal skills they will need to be successful in school and society,
- (v) serve to build and restore relationships among students, families, schools, and communities, and
- (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

## **BULLYING PREVENTION AND RESPONSE PLAN**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also

accepted.

**Nondiscrimination Coordinators/Complaint Managers:**

Todd DeTaeye, Assistant Superintendent  
Allendale Administrative Offices  
1619 – 11<sup>th</sup> Avenue  
Moline, IL 61265  
309-743-8100

Kristin Sanders, Assistant Superintendent  
Allendale Administrative Offices  
1619 – 11<sup>th</sup> Avenue  
Moline, IL 61265  
309-743-8100

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District’s website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for:
    - (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and
    - (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

#### **NOTICE OF NONDISCRIMINATION PRACTICES**

The district does not discriminate against employees, students or the general public in its programs or practices, including vocational education opportunities, on the basis of race, color, religion, gender, sexual orientation, gender identity, age, marital status, citizenship status, military status, unfavorable discharge from the military service, national origin or ancestry, physical or mental disability (including any mental, psychological or developmental disability including any autism spectrum disorder), status as homeless, or actual or potential marital or parental status, including pregnancy, or any other protected category in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, any individual who is in need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application interview process, should contact the Assistant Superintendent Pupil/Personnel Services and Special Education Services at the District administration offices.

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## MATRIX OF EXPECTED BEHAVIORS FOR STUDENTS

<b>LOCATION</b>	<b>ACT RESPECTFULLY</b>	<b>TAKE RESPONSIBILITY</b>	<b>SHOW INTEGRITY</b>
RESTROOMS	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Respect and use all equipment and supplies as intended</li> <li>• Flush</li> <li>• Follow school dress code and discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Report any problems to your teacher</li> <li>• Return to class promptly</li> <li>• Wash hands</li> <li>• Keep signed planner/pass visible at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Model positive behavior</li> <li>• Pick up after yourself</li> <li>• Follow drug free expectations</li> </ul>
HALLWAYS	<ul style="list-style-type: none"> <li>• Be kind</li> <li>• Display affection appropriately</li> <li>• Use appropriate language</li> <li>• Value personal space and property</li> <li>• Follow school dress code and discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Keep signed planner/pass visible at all times</li> <li>• Keep hallways clean and clear</li> <li>• Help those who need assistance</li> <li>• Keep moving and stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>• Follow drug free expectations</li> <li>• Be aware of others</li> <li>• Model positive behaviors</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Use appropriate tone of voice</li> <li>• Treat each other with respect</li> <li>• Follow school dress code and discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Clean the area and put trash in a trash can</li> <li>• Keep food in the cafeteria</li> <li>• Maintain personal space and belongings</li> <li>• Remain in designated areas during lunch hours</li> </ul>	<ul style="list-style-type: none"> <li>• Follow drug free expectations</li> <li>• Leave the cafeteria clean</li> <li>• Be honest</li> <li>• Model positive behavior</li> </ul>
CLASSROOMS & COMPUTER LABS	<ul style="list-style-type: none"> <li>• Follow staff requests</li> <li>• Use appropriate language</li> <li>• Allow teachers to teach and students to learn</li> <li>• Be attentive</li> <li>• Give and receive feedback kindly</li> <li>• Arrive on time</li> <li>• Follow school dress code and discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Take action to correct mistakes</li> <li>• Follow classroom expectations</li> <li>• Respect materials and equipment</li> <li>• No food/drink near computers</li> <li>• Be prepared for class</li> </ul>	<ul style="list-style-type: none"> <li>• Follow drug free expectations</li> <li>• Model positive behaviors</li> <li>• Be honest</li> <li>• Support and encourage each other</li> <li>• Keep the classroom clean</li> <li>• Follow District AUP</li> <li>• Practice academic and personal honesty</li> </ul>
LIBRARY	<ul style="list-style-type: none"> <li>• Maintain quiet atmosphere, respect the need for a quiet study environment</li> <li>• Value personal space and property</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Ask for assistance</li> <li>• Sign in/out</li> <li>• Leave pass in basket</li> </ul>	<ul style="list-style-type: none"> <li>• Follow District AUP</li> <li>• Comply with copyright laws</li> <li>• Practice academic and personal honesty</li> </ul>

LIBRARY, continued	<ul style="list-style-type: none"> <li>• No food/drink</li> <li>• Follow staff requests</li> <li>• Allow teachers to teach and students to learn</li> <li>• Follow school dress code and discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Clean your area</li> </ul>	<ul style="list-style-type: none"> <li>• Allow resources to be available and shared by all</li> <li>• Model positive behavior</li> <li>• Follow drug free expectations</li> </ul>
SCHOOL GROUNDS/CAMPUS	<ul style="list-style-type: none"> <li>• Value personal space and property</li> <li>• Display affection appropriately</li> <li>• Use appropriate tone of voice &amp; language</li> <li>• Follow school discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit the building in an orderly and timely fashion</li> <li>• Stay in approved areas</li> </ul>	<ul style="list-style-type: none"> <li>• Follow drug free expectations</li> <li>• Model positive behaviors</li> <li>• Assist others in need</li> <li>• Keep the outside areas clean</li> </ul>
EMERGENCY PROCEDURES	<ul style="list-style-type: none"> <li>• Remain quiet</li> <li>• Move in an orderly and timely fashion</li> <li>• Take every incident seriously</li> <li>• Follow school discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Follow instructions; be accountable</li> <li>• Help others who need assistance</li> <li>• Safety first</li> <li>• Be aware of safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Follow drug free expectations</li> <li>• Model positive behaviors</li> <li>• Remind others of safety procedures</li> </ul>
FIELD TRIPS, ASSEMBLIES, AND SPECIAL EVENTS	<ul style="list-style-type: none"> <li>• Be attentive to presentation</li> <li>• Be appreciative</li> <li>• Use appropriate language</li> <li>• Value personal space and property</li> <li>• Follow school dress code and discipline code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher instructions on electronic devices</li> <li>• Arrive on time</li> <li>• Support and encourage all participants</li> <li>• Remain seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Follow drug free expectations</li> <li>• Model positive behaviors</li> <li>• Leave the area clean</li> <li>• No food or drink in the auditorium</li> </ul>
PERSONAL TECHNOLOGY DEVICES	<ul style="list-style-type: none"> <li>• Avoid having food and drink next to the device</li> <li>• Carefully insert &amp; remove cords, cables, &amp; removable storage devices.</li> <li>• Carry the device with the screen closed.</li> <li>• Avoid carrying the device by the screen.</li> <li>• Keep the device protected from extreme temperatures.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean the screen appropriately.</li> <li>• Charge the device fully at home each night.</li> <li>• Keep the device free of any writing, drawing, or stickers.</li> <li>• Always store the device in a supervised and secure area.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your password private at all times</li> <li>• Follow the district AUP.</li> <li>• Demonstrate personal and academic honesty.</li> </ul>

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## **INTERNET, TECHNOLOGY AND PUBLICATIONS**

### **INTERNET ACCEPTABLE USE**

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

Acceptable Use - Access to the electronic network must be for the purpose of education or research, and be consistent with the District's educational objectives.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use may result in suspension/cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

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

Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the district. Users do not have any expectation of privacy with respect to such messages and files. Messages and files can be recovered from the computer network's backup system even after they have been deleted from a user's individual account.

Each student and his/her parent/guardian must sign an *Authorization for Student's Computer Network Access* form before the student is allowed access to the computer network.

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.



3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

Students must be in attendance for a minimum of four class periods in order to practice, perform, participate, or compete in extra-curricular activities or athletics, with the exception of absence due to school-sponsored activities. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must be passing five classes. Any student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days.

### **INTERSCHOLASTIC ATHLETICS**

Moline High School presents a broad sports program for girls and boys interested in interscholastic competition. Moline High School is a member of the Western Big 6 Conference composed of Alleman High School, Galesburg High School, Geneseo High School, Moline High School, Quincy High School, Rock Island High School, Sterling High School, and United Township High School.

Moline High School provides fall sports competition for boys in football, golf, cross country, and soccer. In the winter, boys can participate in wrestling, basketball and swimming. The spring sports program for boys consists of track, baseball and tennis.

The girls can participate in tennis, volleyball, swimming, cross-country and golf in the fall; basketball, and bowling in the winter and softball, track and soccer in the spring. Other ISHA Activities include Bass Fishing, Cheerleading, Chess, Debate, Drama and Group Interpretation, Individual Events, Music, and Scholastic Bowl.

### **HANDS-ONLY CPR & AED USE**

The Illinois State Board of Education requires districts to notify parents and staff of the IHSA's online training video for CPR (Cardiopulmonary Resuscitation). This video can be found on the IHSA website's Sports Medicine tab at [www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx).

Current Illinois legislation requires the presence of AEDs (Automated External Defibrillators) at athletic facilities. Access to AEDs at sporting venues provides a potential means of early defibrillation in case of sudden cardiac arrest. Moline High

School has an Emergency Action Plan in place for all sports practice and competition sites that outlines the plan of action in case of the collapse of an athlete. Parents may access online training for AED use, as recommended by the IHSA website at <https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>

### **ATHLETIC FEE**

There is an athletic fee, which allows the students the opportunity to participate in athletics and intramurals. This fee does not guarantee that students will participate, but it allows the opportunity to be in athletics and intramurals. Payment of the fee would also allow a student to attend all home sporting events (except I.H.S.A. tournaments) with the athletic pass. Replacement cost for the pass is \$5.00. The athletic fee may be waived for students who qualify based upon free lunch applications or fee waiver approval. The waiver applies only to participation and not to admission to any event.

### **AGREEMENT TO PARTICIPATE**

Each student and his or her guardian must read and sign this Agreement to Participate each year before being allowed to participate in interscholastic or intramural athletics. The Agreement to Participate form is available online on the Moline High School Athletic page. **7:300-E1**

### **SCHOLASTIC STANDING (IHSA 3.021 & 3.022)**

**IHSA 3.021:** While in season, student athletes shall be doing passing work in at least twenty-five (25) credit hours (**passing 5 semester classes**) of high school work per week.

**IHSA 3.022:** In order to be eligible to participate, student athletes shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours (passed 5 semester classes) of high school work for the previous semester.

### **NCAA INFORMATION**

Student athletes who plan to play Division I or II college athletics must meet NCAA eligibility guidelines. It is recommended that parents and students who may play Division I or II college athletics, review the NCAA guidelines each year beginning in 8<sup>th</sup> grade. Information regarding these guidelines can be found on their website at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Below are highlights of NCAA requirements:

- 1.) A course taken to prepare for the first course normally taken to fulfill the progression of core requirements (i.e. pre-algebra) may **not** be used as a CORE COURSE regardless of course context.
- 2.) Courses taken credit/no credit may be used to satisfy core curriculum requirements, however, the NCAA Clearinghouse will assign our high school's lowest passing grade (D) when calculating eligibility for a credit/no credit class.
- 3.) Students with disabilities may initiate a waiver process.

### **ATHLETIC TRAINING, RULES AND REGULATIONS**

Student-athletes are required to be knowledgeable of and abide by the rules and regulations stated in the MHS Athletic Training Rules and Regulations that is signed prior to participation in sports. This Athletic Code is in effect the entire four years of high school eligibility, 24-hours a day, seven days per week, 365 days per year.

Student-athletes will be required to abide by the rules and regulations stated in this policy as well as the other training rules specified by the coach of the particular sports activity. The coach is required to review the rules at the beginning of each sports season.

It is impossible to develop one set of comprehensive rules and regulations that will cover all sports and all situations. However, there is a genuine need for certain uniform guidelines for all interscholastic athletes. Every effort has been made to establish rules that are fair and reasonable, and to provide the means to administer them justly. Read these carefully and ask questions if you do not understand an item, because you will be expected to follow them. This is your copy. Keep it, read it,

and know the contents.

**I. Requirements for Participation:**

- A. Have a permission slip on file in the Athletic Office signed by the Athlete and the parent/guardian.
- B. Parent/Guardian must complete the Authorization for Medical Treatment form, available online on the Moline High School Athletic website **7:300-E3. Parents must also complete the Certificate of Physical Fitness for Participation in Athletics 7:300-E2.**
- C. Submit to an annual physical exam, which will be on file in the Athletic Office. (Freshmen will use ninth grade District 40 physical).
- D. Purchase Activity Ticket.
- E. Be responsible for all equipment and/or clothing issued for an activity as well as its return at the end of the activity.
- F. The student and his/her parent(s)/guardian(s) must comply with the eligibility rules of, and complete any forms required by the IHSA and complete all forms required by the District. 7:300.**
- G. Meet academic eligibility standards set down by the Illinois High School Association (IHSA), or set down by Moline High School.
  - 1.) Must fulfill credit requirements of IHSA of previous school semester prior to sports season (**2.5 credits**, equivalent to **5** traditional credit bearing classes)
  - 2.) Must fulfill grade requirements of IHSA during each week of current sports season
- H. If an athlete is exempt from P.E. for athletics, it is the athlete's responsibility to return to physical education at the end of their season, or immediately if participation in sports is terminated for any reason. An athlete, who fails to return to class, may receive an "F" and no credit for physical education.
- I. The student and his/her parent must provide written consent to random drug testing and alcohol testing pursuant to the Extra-Curricular Drug and Alcohol Testing Program. 7:240-AP2 and 7:240-Ap2.E1
- J. The student must show proof of accidental insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under family insurance plan.
- K. All grade levels are eligible to participate at the Varsity level.

**II. Standards of Behavior:**

There are special standards for those who represent Moline High School as members of interscholastic teams. We expect a student-athlete to follow the School Code of Conduct, coaches' expectations, and school administrators' expectations in and out of the school day (this includes Homecoming and other school activities.) Violation could result in disciplinary action or suspension from the squad. The student-athlete should:

- A. Conform to school rules of conduct at Moline High School.
- B. Conform to Moline curfew hours regardless of age or curfew specified by their coach: 11:00 p.m. on weekdays and 12:00 midnight on Friday and Saturday.
- C. Athletes must be in attendance at school, practices, and contests. Includes any school breaks.
- D. In practice and in competition, a Moline athlete should exhibit the following behaviors:
  - \* Play according to the rules.
  - \* Be gracious in victory and defeat.
  - \* Have control of his/her emotions.
  - \* Respect the judgment of others.
  - \* Respect other student athletes (no hazing or bullying will be tolerated).
  - \* Be on time.
  - \* Accept constructive criticism from all coaches.
  - \* Take pride in yourself and school.
- E. Athletes will not use social media involving other players, teams, coaches, or Moline High School in a way that could be detrimental.
- F. Hazing Prohibited:

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing and bullying activities are strictly forbidden at any time and in any location. *Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate.

(Adapted from the definition of *hazing* adopted by the National Federation of state High School Associations.) *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities. (Adapted from the definition of *bullying* included in the Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.) Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

- G. Any penalties for violation of above behaviors are to be administered by the respective coach or school administrator. Any suspensions from a contest will be with consultation with the Athletic Director.

### **III. Code Violations and Penalties:**

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced 365 days a year, 24 hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

### **Code of Conduct**

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

The student shall not:

1. Violate the District's policies or procedures on student behavior;
2. Use, possess, buy, sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Use, possess, buy, sell, barter, or distribute tobacco or nicotine materials in any form, including without limitation, electronic cigarettes, vapes, vape pens;
4. Use, possess, buy, sell, barter, or distribute cannabis in any form, unless exempted under Ashley's Law.
5. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;

6. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
7. Attend a party or other gathering and/or ride in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors;
8. Act in an unsportsmanlike manner;
9. Vandalize or steal;
10. Haze or bully other students;
11. Violate the written rules for the activity or sport;
12. Behave in a manner that is detrimental to the good of the group or school;
13. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
14. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing and bullying activities are strictly forbidden at any time and in any location.

**Hazing** is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. (Adapted from the definition of hazing adopted by the National Federation of State High School Associations.)

**Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a substantially detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school services, activities, or privileges. (Adapted from the definition of bullying included in the Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.)

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct for Extracurricular Activities are entitled to the following due process:

1. The student shall be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all activities or sports for one of the time periods described below:
    - A specified period of time or percentage of events, competitions, or practices
    - The remainder of the season or for the next season
    - The remainder of the student's high school career
  - b. Sanctions for drug and alcohol violations will be based on the following:

#### **First violation**

- Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### **Second violation**

- Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or one

season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.

- Attendance at a party or riding in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

#### Third violation

- Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's high school career.
  - Attendance at a party or riding in a vehicle where alcohol, cannabis, and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal. All students remain subject to the Board's student behavior policy and/or the school's student handbook and the disciplinary measures listed in them.

#### Prohibited Substances & Criminal Activity

- A. An athlete found to use, or in possession of, tobacco products would face the following penalty:
1. First offense - the athlete will be suspended ten percent of the regular season scheduled contests (immediate and consecutive), for that activity. Cancellation of contest does not change re-entry date.
  2. Second offense - the athlete will be suspended from that sport for the remainder of the season and/or thirty athletic calendar days (whichever is greater) which could include the athlete's next sport.
  3. Third offense - out of athletics for one calendar year from the date of violation.
- B. Any student-athlete under the influence or in the possession of any alcoholic beverage, or illegal drug, or abuse of prescription or non-prescription drugs, *use of steroids*, or look alike drug will be subject to the following penalty.
1. First Offense - The athlete will be suspended for the remainder of the sports season. The penalty may be reduced to twenty-five percent of the regular season scheduled contest (immediate and consecutive) if the student/athlete enrolls and participates in an administrative approved drug program. The cost of such program would be the responsibility of the student/athlete. Cancellation of contest does not change re-entry date.
  2. Second offense - the athlete will be suspended from that sport for the remainder of the season and/or thirty athletic calendar days (whichever is greater) which could include the athlete's next sport. Before the student/athlete returns to a sport, he must again enroll and participate in a second administrative approved drug program. The cost of such program would be the responsibility of the student/athlete.
  3. Third offense - out of athletics for one calendar year from the date of violation.
- C. An athlete involved in a felony charge will normally be eligible for athletics until he/she is found guilty by a court of law. At that time, the Coach, Principal, and the Athletic Director will review the case and take appropriate action to discipline him/her or dismiss him/her from the sport.
- D. Any student-athlete involved with theft or vandalism of any school or personal property will be subject to the following penalty.
1. First Offense - The athlete will be suspended for the remainder of the season. The penalty may be reduced to twenty five percent of the regular season scheduled contests (immediate and consecutive) if proper and acceptable restitution is made. Cancellation of contest does not change re-entry date.
  2. Second Offense - The athlete will not be permitted to participate in sports for one calendar year from the date of violation.
- E. Any third violation under section III (code violation and penalties) will suspend the student/athlete from all sports for one calendar year.
- F. An athlete that due to code violation has been suspended from sports for the year will not be permitted to participate in a sport until the athlete and parents (guardian) have met with a committee of the Coach, Principal, or his representative,

and the Athletic Director.

G. Any disciplinary infractions not specifically covered by this code are subject to Administrative review and action.

#### **IV. Procedures:**

In administering code violations, the following procedures shall be followed:

- A. The coach or school administrator involved shall determine whether or not a violation took place.
  1. If a coach personally witnesses a violation, it shall be considered a clear-cut offense.
  2. If a coach is told of a violation by a school official, staff member, law enforcement officer, or parent/guardian of the student involved in the violation who witnessed the violation, it shall be considered a clear-cut offense.
  3. If a coach is told of a violation by a student or non-school person (adult or child), he shall consider the offense to be invalid unless the athlete admits the violation to the coach, or unless there is reasonable evidence to support the charge.
- B. The coach or school administrator, after investigating the charge, shall confront the athlete to discuss the violation, proven or not. At this meeting the coach or school administrator shall present the accusation, discuss the seriousness of the offense, and make a determination of guilt.
- C. A student shall be judged guilty only if the evidence is clear-cut (see above) or the student admits his/her violation.
- D. An athlete on suspension from participation may practice in that activity at the discretion of the coach or school administrator.

#### **V. Right of the Student to a Hearing (Case Review):**

- A. An accused student may, if he/she desires, request a hearing to have his/her case and punishment reviewed.
  1. The case shall be reviewed by a Hearing Committee composed of the coach, the Principal or his representative, and the Athletic Director.
  2. The student shall be present at the hearing to state his/her case.
  3. The hearing shall be held within three school days after the request is made and a decision reached in not more than five school days. (Revised April 2015)

#### **ATTENDANCE AT SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege, and students must be in good academic, attendance, and behavioral standing to attend school dances. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as a minimum of 9<sup>th</sup> grade and a maximum of 20 years of age.

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

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

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

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## **STUDENT RECORDS AND PRIVACY**

**STUDENT PRIVACY PROTECTIONS** The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request and are specified in District Board Policy 7:15.

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon request or refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercises this option.

## **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less



than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included. This request is made at the time of transcript request through *Parchment* e-transcript services, which may be accessed from the school website at [mhs.molineschools.org](http://mhs.molineschools.org).
3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records a person or company with whom the District has contracted to perform a special task such as a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
  8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
  9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA at:  
 U.S. Department of Education  
 Student Privacy Policy Office  
 400 Maryland Avenue, SW  
 Washington DC 20202
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## PARENTAL RIGHTS NOTIFICATIONS

**TEACHER QUALIFICATIONS** A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

**STANDARDIZED TESTING TRANSPARENCY** The State and District requires students to take certain standardized tests. Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- The District requires the PSAT in the spring of grades 9 & 10, and the State requires the SAT in the spring of grade 11.

The four hour SAT-based assessments evaluate students for college and career readiness in evidence-based reading & writing, as well as math. All SAT assessments are used by teaching staff and administration to identify areas of instructional focus, and the SAT may be used by students for admission to post-high school institutions. Results for all SAT-based assessments are shared via the student's online account through College Board.

- The District requires the NWEA published MAP (Measures of Academic Progress) assessment in the fall and spring for all students in grades 9 & 10, and again in the winter for all students with IEPs. This assessment measures student progress twice per year in the acquisition of math and reading skills and is used both for benchmarking student skill acquisition and as one of three components in determining high school course placement. Student scores and progress are available to parents upon request and are shared with students upon each test completion.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

**ANNUAL REPORT CARD** Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [mhs.molineschools.org](http://mhs.molineschools.org).

#### **PARENT AND FAMILY ENGAGEMENT COMPACT**

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. More details on the Parent and Family Engagement Compact are available in School Board Policy 6:170. This School-Level Parent and Family Engagement Compact shall contain:

- (1) a process for continually involving parents/guardians in its development and implementation,
- (2) how parents/guardians, the entire school staff, and students share the responsibility (see below) for improved student academic achievement,
- (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
- (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Shared Responsibilities for High Student Academic Achievement

1. The School is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Each parent/guardian is responsible for supporting their children's learning by:
  - Monitoring attendance, homework, and television viewing.
  - Volunteering in their child's classroom and participating, as appropriate, in decisions relating to their children's education and extracurricular activities.
2. Communication between teachers and parents/guardians occurs on an ongoing basis through:
  - Parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievements.
  - Frequent reports to parents/guardians on their child's progress.
  - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and

observation of classroom activities.

**UNSAFE SCHOOL CHOICE OPTION** The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

**ENGLISH LEARNERS** The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact **Leslie Perkins, Coordinator of English Learners at (309)743-1600.**

**HOMELESS STUDENTS** When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

**SEX EDUCATION INSTRUCTION** Parents/guardians may object in writing to their child taking or participating in a sex education course or class and to examine the instructional materials to be used in such class or course. Please contact the building principal for more information. Pursuant to Public Act 98-441 (effective 1-1-14) sex education must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases.

**SCHOOL VISITATION RIGHTS** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

**PESTICIDE APPLICATION NOTICE** The District maintains a registry of parents/guardians and employees who have registered to receive written or telephonic notification before applying pesticides or having pesticides applied to school grounds. The notification shall be given at least 4 days prior to having pesticides applied to school grounds, unless it was an emergency application. The notification shall identify the intended date of the application of the pesticide and the name and telephone contact number for the District personnel responsible for the pesticide application program. Please contact the Superintendent's Office, at 309-743-1600, for placement on the registry.

**SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION** State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

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## **SPECIAL EDUCATION**

Moline High School provides a free, appropriate public education to students' with disabilities pursuant to both the *Individuals with Disabilities Education Act* and Section 504 of the *Rehabilitation Act of 1973*. Moline High School actively seeks out students who may have disabilities. You may access a copy of your procedural safeguards and more information on our special education programs and services at [www.molineschools.org](http://www.molineschools.org). Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Please contact Stephanie Bauer, Special Education Coordinator, at 309-743-8955, with questions or comments.

### **Related Service Logs<sup>1</sup>**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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Thompson, Daniel	Math	743-8778	dthompo@molineschools.org
Thompson, Todd	Athletic Director	743-8831	tthompo@molineschools.org
Ulam, Jennifer	Special Education	743-8893	julam@molineschools.org
Valdes, Jill	Registrar	743-8845	jvaldes@molineschools.org
Valladares, Silvia	Athletic Dept. AA	743-8830	svallada@molineschools.org
VanHerZeele, Holly	Special Education	743-8872	hvanherz@molineschools.org
VanVooren, Larry	Social Studies	743-8944	lvanvoor@molineschools.org
VanVooren, William	Social Studies	743-8941	wvanvoor@molineschools.org
Vasquez, Luis	Driver Education/PE	743-1975	lvasquez@molineschools.org
Ventris, Greg	Social Studies	743-8947	gventris@molineschools.org
Verstraete, Scott	Social Studies	743-8941	sfoverst@molineschools.org
Vijayaraghavan, Lavanya	Business	743-8773	lvijayar@molineschools.org
Waterman, Erica	Physical Education	743-8915	ewaterma@molineschools.org
Weller, Jeff	Math Department Chair	743-8885	jweller@molineschools.org
Wells, Miranda	Special Education	743-8958	mwells@molineschools.org
Welvaert, Lisa	Science	743-8766	lawelvae@molineschools.org
Wesemann, Lori	Math	743-8897	lweseman@molineschools.org
Witherspoon, Conni	Library Para	743-9034	cwithers@molineschools.org
Woods, Crystal	Behavioral Support	743-8963	cwoods@molineschools.org

Woods, Diane	Main Office AA	743-8802	dwoods@molineschools.org
Wyckoff, Arthur	English	743-8967	awyckoff@molineschools.org
Youngblood, Nick	Dean (H-O)	743-8813	nyoungbl@molineschools.org
Zacharewicz, James	Aspire	743-8602	jzachare@molineschools.org
Zobrist, Christina	Social Studies	743-8945	czobrist@molineschools.org

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## **MHS Clubs and Activities 2021 – 2022**

### **GET INVOLVED!**

**Academic Team** – Do you like Jeopardy, trivia nights, or Trivia Crack? Check out the MHS Academic Team. We compete in Scholastic Bowl tournaments around Illinois on various Saturdays from September through January (JV) or March (Varsity). Sponsors - Mrs. H. Anderson, Varsity coach (E-102) and Mrs. K. Anderson, JV coach (E-314). Weekly practices held for Varsity squad from 3:10 – 4:00 p.m. on Tuesdays in E-102 (October to March). Weekly practices held for JV squad from 3:10 – 4:00 p.m. on Tuesdays in E-314 (September to January).

**Art Club** – Open to any student who enjoys creating art and discussing art. Sponsors – Mr. Delp (D137) and Ms. Nache(E111)Meetings held Tuesdays at 3:10 - 4:10 p.m. in E111.

**Authentic Voices** – Open to all female students, this group offers a variety of activities that promote individual growth, self-confidence, goal setting, respect for self and others, problem solving skills, and school/community involvement. Sponsors – Ms. Stone (Counseling) and Meetings held twice a month, periodically, during the school day.

**Bass Team** – Competitive and non-competitive bass fishing team. All students who like to fish are welcomed, but within the team, tryouts are held for the tournament team. The competition team participates in tournaments throughout the spring, summer, and fall. Team members participate in biweekly practices January – March and fishing outings during April – May. Summer and fall tournament opportunities are offered for the competition team and team members must participate in fundraising activities.  
Sponsors – Mr. Albrecht (B312)

**Bookends Book Club** – Open to all students and faculty who would like to read, eat, and have fun discussing books that have been read by the group the previous month.  
Sponsor – Mrs. Mesick (Media Center)  
Meetings held the 3<sup>rd</sup> Tuesday of each month in the Library Media Center after school. Pizza will be available.

**Chess Team** – Open to anyone interested in learning more about chess while competing against other students and other schools. We compete at various chess tournaments in Illinois from October thru February.  
Sponsors – Mr. Thompson (B322)  
Practices held every Monday from September through February from 3:05 – 4:30 p.m. in J207.

**Crime Stoppers** - This club promotes school and community safety. Members participate in the Homecoming parade, Crime Stoppers Run and various fundraising activities.  
Sponsor – Detective Newell (Dean’s Office); Faculty Sponsor: Silvia Valladares  
Meetings held monthly (dates TBD).

**Debate Team** – Debate Team members compete against students from other schools in Illinois and Iowa in IHSA competitive debate.

Sponsor-N/A

**Drama Club/Thespians** – Any student may join the Drama club that promotes dramatics at MHS, as well as in the community. Students go to workshops, attend plays and other activities involving theater. Thespians is an honor society for theater. Points can be earned for induction by acting in shows, doing technical work, helping behind the scenes, and attending other productions. The more points you earn, the more honors you receive.

Sponsor – Mrs. Koski(B217)

Meetings held Tuesdays from 3:00 – 4:00 p.m. in E204

**Drama (Fall & Winter Plays)** – Opportunities are available for students interested in both performing and technical theatre. Students who want to be members of the casts need to audition. Anyone interested in technical or stage crews should sign up with the director. Students are also encouraged to attend drama club meetings, where audition information can be found for the mainstage shows, improv room, and student directed one acts.

Sponsor – Mrs. Koski(B217)

### **Dungeons and Dragons Club-**

Sponsor-Mr. Delp(D137)

**Encore!** is Moline High School's competitive acting troupe and speech team. An auditioned group of 26 - 30 sophomore through senior members, these are students who are dedicated to enhancing their performance skills through committed learning, training, and performing. Besides weekly rehearsals and trainings, the troupe competes at tournaments across the state during the winter season.

Sponsor: Mr. Vo

Meetings are on Mondays at 3:30 p.m. in E204.

**FCA** – The Fellowship of Christian Athletes is a student based and student led organization. This club provides an opportunity for students to be leaders both at school, church, and in the community. Their mission is to demonstrate commitment to Christ through integrity, teamwork, serving and excellence.

Sponsor – Mr. Delp (D137)

Meetings held Wednesday mornings at 7:30 a.m. in D137

### **Fearlessly Girl-**

Sponsor-N/A

**French Club** - Open to all MHS students to have fun, learn about the language and cultures of the French-speaking world, and to share our love of French.

Sponsor – Mrs. Stuedemann (J307)

Meetings TBA throughout the year, scheduled by the French Club Student-Officers

**Gamer's Club** Sponsor Dawn Johnson (J328) Students meet once a week to play video games and other games.

**Genders and Sexualities Alliance** – A friendly environment for members of the LGBT community and their allies.

Sponsor – Mrs. Cook Gregory (E311) and Mrs. Mesick (Media Center); Meetings held Fridays in the Media Center.

**Habitat for Humanity** - Habitat for Humanity Quad Cities is a non-profit housing organization dedicated to eliminating poverty housing in the Quad Cities by building simple, decent, and affordable housing for selected working poor families. The MHS Habitat for Humanity Club meets monthly to coordinate activities which may include: help build a house with other Habitat volunteers; provide lunches for Habitat volunteers; work on landscaping for a Habitat home. Dates and times vary as does the need for volunteers. Additionally, there are age restrictions as to what students may participate in doing on a site. Orientation is mandatory as is parental approval.

Sponsor: Mrs. Katie MacLennan (B215)

**History Club** - The History Club aims to give back to the community through multiple avenues: educating the community about our rich local history, striving to cultivate an interest and appreciation for history, and seeking to restore and revitalize neglected historical sites in the community.

Sponsor- Mr. Lamphier (E205)

**Interact Club** – Rotary sponsored student organization aligning with the goals of service to school, community, and global by completing one service project for each category. The Interact Club organizes and implements the Student Hunger Drive.

Open to any interested student. Sponsor – Mr. Lindstrom (J128) Meetings held every other Wednesday after school in E301.

**Intramurals** – Intramurals provide competition in sporting events for the entire student body throughout the school year, such as mini golf, sand volleyball, basketball, ping-pong, dodgeball. Sponsor – Mr. Larson (J212) and Mr. McCollum

**Kaleidoscript** – A creative arts magazine published annually containing original works from MHS students. Entries include photography, paintings, graphic design, poetry, short stories and much more. All MHS students are eligible to participate in the club and contribute to the development of the magazine. Activities include attending a high school creative writing conference, listening to local writers/artists, and visiting local hubs of creativity. Fundraising efforts are also part of membership responsibilities.

Sponsors - Mrs. MacLennan (B215)

Meetings held on Thursdays in B215 at 3:15 p.m. and as announced during Spring publication.

**Latinos Unidos** – Latinos Unidos gives students interested in the Latino culture the opportunity to meet in a social setting.

Sponsor - Mr. Castro (J322)

Meetings held as announced in J322.

**Library Advisory Board (LAB)** - LAB gives students a voice in book and materials selection, displays and activities in the Library Media Center.

Sponsor - Mrs. Mesick (B225)

Meetings held as announced in the Library Media Center.

**The Line O' Type** – The school newspaper usually prints 6 issues per school year and covers such stories as events, sports, and issues that affect the students of Moline High School. Sponsors: Mrs. Norcross (B206) & Mr. Bohnsack (B321).

Meetings are every Tuesday after an issue of the newspaper comes out in B206; additional meetings are publicized in the daily announcements.

**Link Crew** – Link Crew is a freshman transition program that utilizes juniors and seniors as Link Leaders. As positive role models, Link Leaders are motivators, leaders and teachers who guide the freshmen to discover what it takes to be successful in high school. Link Leaders are selected in the spring through an application process.

Sponsors – Ms. Finneran(J209),Mrs. Schroeder(B307) , Mrs. Hofmann (Counseling)

**“M” yearbook** – The “M” staff plan and create the yearbook for the school, capturing the many highlights and events that occur throughout the year. Sponsor - Ms. Hafner (B201) Meetings as announced in B201.

**Moline Medical Association (MMA)** – Club for students who are pursuing a career in the health and/or medical field. There are guest speakers, presentations, and field trips.

Sponsor – N/A

**MHS Powerlifting** - Students receive guidance and training to develop strength. This training is designed to develop all muscle groups with major and assistive weight lifting.

Sponsor - N/A

Meetings held Monday through Friday in East Gym weight room from 6:00 a.m. - 6:55 a.m.

**Mo-Pro-Moline Programmers Club** meets every other Thursday in the InfoHub after school to do coding projects and

games designed to increase programming skills for participants. Geared toward beginners, MoPro offers a low key, introduction to coding, a very valuable career skill.

Sponsor-Carolyn Mesick

**Musical** – Sponsor – (Choir Room) The school musical auditions are open to anyone in the school. With rehearsals in the evenings, we use seven weeks to sing, dance, and act our way into a professional production.

**Natural Helpers** – This is a group of peer selected students who participate in a weekend training and stay actively involved as they learn listening and helping skills to support MHS peers. Students will be selected through a survey of the whole school in October.

Sponsors - Mr. O'Meara

**Ping Pong Club** -

Sponsor-Dave Lindstrom

**QC Scholars** – This club is open to all minority students and women students. The goal of the group is to increase the pool of minority students who go to college, especially in business and engineering. This organization helps students get ready for college.

Sponsor – Mr. Ritchie

**Random Acts of Kindness Club (RAK Club)** – The Random Acts of Kindness Club aims to make MHS and our surrounding community happier, friendlier places one small act of kindness at a time. The Club sponsors and participates in year round activities and is always open to new members and new ideas.

Sponsors – Ms. Hays (B217) and Mrs. Henderson (B210)

Meetings are held randomly in various locations depending on the meeting's purpose.

**Robotics / First Lego League** - Information TBD

Sponsors - Mr. Bostic (D125), Mr. Lamfers (D131)

**Sign Language Club**-meets every Wednesday right after school in the InfoHub to learn together the basics of signing through student directed study and conversation.

Sponsors-Mrs. Mesick and Mrs. Aguirre

**Science Club** - This club is for students interested in Science activities (Robotics, Environment and other science related topics). Sponsor - Science Department

**Spanish Club** – This club is for Spanish students and any other student who are interested in the culture of the Spanish speaking world. Activities include games, crafts, food, and service activities.

Sponsors - Mrs. Johnson (J328)

Meeting times vary but average one Thursday each month.

**Sports Unlimited** – This is a club organized by students, for students. Club members plan noncompetitive games and sports activities to promote student interaction and school involvement between general and special education students.

Sponsors – Mrs. Poston(B118), Ms. Spence(J111), Mrs. Iams (Lagerstam) (J208)

Meetings – planning meetings once per month 3:00 – 3:45 in the cafeteria, event meetings 3:00 – 4:00 p.m. in cafeteria or west gym.

**Student Leadership** – This group organizes and promotes a variety of student activities, such as dances, blood drives, Share Joys, and any other school related events.

Sponsor – Ms. Harding (J333), Ms. Salinas (J327)

Meetings held Monday mornings as needed at 7:30 am in E204.

**Student Led- Bible Study** - Student-Led Bible Study is a student-led club of Christians who seek fellowship and knowledge of the Holy Bible. This club is open to everyone.

Sponsor –N/A

**Super Fans** - Students cheer on and positively support Maroons in athletic competitions. They display sportsmanship and enthusiasm. They select creative themes for the competition that are approved by the MHS Deans. Sponsor-Mr. Brown (Dean's Office)

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## **FREQUENTLY ASKED QUESTIONS**

What if I am absent? (Full or Partial Day)

Parents should call the attendance office.

Students A – L call 743-8811.

Students M – Z call 743-8812.

What if I am absent? (No parent phone call)

Go to the Attendance Office for admit pass. Have your parents call within 24 hours.

What if I am ill?

Call the Attendance Office daily. If you are ill for three or more days, call or email your teachers. Have someone pick up your assignments in the Main Office.

What if I have an appointment during school hours?

Have a parent call in and excuse you ahead of time. Go to the Attendance Office and sign out when you leave and sign in when you return.

What if I am ill/injured? (In school)

Ask your classroom teacher for a pass to see the nurse/clinic. Go to the Attendance Office and sign out if you are leaving.

What if I need an elevator key?

Contact the nurse in the Clinic, B150. You will need to pay a \$5.00 refundable deposit.

What if I need medication at school?

Provide the nurse with the district medication form completed, signed and dated by the physician and the parent/guardian for prescription medication.

Non-prescription medication such as pain relievers, anti-inflammatories, antacids, antihistamines, and cough syrup/drops do not require a physician's signature but all other information relative to the medication must be completed and signed by the parent/guardian.

Medication must be delivered to the nurse's office by the parent/guardian, unless prior arrangements have been made to independently carry an inhaler or epipen.

School policy prohibits students from having in their possession prescription or nonprescription medication other than inhalers or epi-pens which have been pre-approved by the nurse.

What if I am homebound?

Contact your counselor.

What if I am late to school?

Go to the Attendance Office to sign in.

What if I need an appointment to see my counselor or a social worker?

See them personally to make an appointment or leave them a note asking them to call you out of class.

What if I need tutoring?

Go to your classroom teacher before or after school and make arrangements for special help.

What if I have locker problems?

Report the problem to the secretary in the Counseling Office.

What if I have a scheduling problem?

See your counselor. Make an appointment during lunch or before or after school

What if I lose my textbook?

Check with the bookstore for lost textbooks or ask the teacher if you left the book in a classroom. If lost, pay for the book at the bookstore and show the receipt to your teacher and they will issue you a new book. If, after paying for a lost book, the book is found, take it to the bookstore and a refund will be processed or credit will be applied to any outstanding balances on your account.

What if I need to use the Media Center during the school day?

Ask your teacher whose assignment you are working on for a pass. Check in at the main desk when you arrive.

What if I lose my ID card?

Go to the Bookstore and pay \$5.00 for a new ID.

What if I have something stolen?

If books, clothing, etc. are stolen from your locker see the Dean or Police Liaison officer in the Student Affairs Office to file a theft report.

What if I want to join a club, team or activity?

See the list of clubs in this planner and contact the listed faculty advisor or go to the Counseling Office.

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## **2020-2021 IMPORTANT TEST DATES AND INFORMATION**

### **ACT \_\_\_\_\_ CEEB Code 142-955**

Test Dates: September 12, October 24, December 12, and February 6, and April 17. This test is required by many colleges and universities for admission.

Illinois State Scholars are selected from scores received on this test. The student must take it in the fall or the spring of his junior year or the following summer to be considered a State Scholar. In order to avoid penalty, applications should be sent in approximately six weeks prior to test date.

### **ACT Preparation Courses**

- ZAPS ACT preparation course will be held in February or March at Moline High School. Visit [www.ZAPS.com](http://www.ZAPS.com) for information and costs.
- Black Hawk College ACT preparation course is available for a variety of 4-week sessions throughout the school year. Visit [www.bhc.edu/act](http://www.bhc.edu/act) for information and costs.
- Online practice materials are available through ACT. Visit [www.actstudent.org](http://www.actstudent.org) for information and costs.

### **UNDERCLASS ACT PREP TESTS**

- **Sophomores:** 10<sup>th</sup> grade students will take a Practice SAT scheduled for May to monitor skills needed for college and career readiness.
- **Freshmen:** 9<sup>th</sup> grade students will take the PSAT 9/10 test (created by College Board) scheduled for May to monitor skills needed for college and career readiness.

### **PSAT-NMSQT (For select juniors and sophomores)**

This optional test will be given Saturday, October 17 at 8:00 A.M. A number of scholarships are based on this test and it is the ONLY qualifying test for the National Merit Scholar Program. It is recommended that potential National Merit Scholars take the test for that purpose. Other students may want to take the test as a practice for the SAT and ACT. Registration will take place through the counseling center in September, and may be limited due to availability.

### **SAT                      CEEB Code 142-955**

Test Dates: Moline High School is no longer an SAT testing site. Tentative national testing dates are October 2, November 6, December 4, March 12, May 7, and June 4. Please see the College Board website for final dates and locations. Registration deadline dates are approximately one month before the scheduled test date. Students may register at [www.collegeboard.com](http://www.collegeboard.com). **All seniors will take the SAT on Wednesday, October 14th from 8:00 a.m. to 1:00 p.m. to fulfill graduation requirements.**

### **SAT II (Subject) TESTS                      CEEB Code 142-955**

SAT Subject tests should be taken, provided the college of your choice requires it. Students may register at [www.collegeboard.com](http://www.collegeboard.com).

### **End-of-Year Assessment:**

Progress-based and end-of-year assessments may be required by the state of Illinois. In previous years, state assessments (including PARCC, SAT, and the state science test) have been tied to state graduation requirements. Typically, the test windows for state tests occur in March, April, and/or May and will target the junior class and other specific subjects.

### **ADVANCED PLACEMENT EXAMINATIONS**

AP exams will be held approximately May 3 through May 14. Sign up through the student's AP teacher or the counseling center.

## **OTHER IMPORTANT INFORMATION**

**COLLEGE NIGHT AT BLACK HAWK COLLEGE** – September 27 (5:30 pm to 7:30 pm) Over 80 regional colleges and universities will be represented at this open house for prospective students, hosted by Black Hawk College.

**SCHOLARSHIPS:** Local scholarship information is available under the “Student Resources” tab of the Moline High School webpage. Deadlines and links to applications are updated as they come in to the counseling center.

### **FINANCIAL AID**



In order to be considered for federal or state aid, colleges require students to complete the FAFSA (Free Application for Federal Student Aid). The application is free and may be obtained by visiting [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). The school will offer a financial aid seminar for parents and students multiple times throughout the school year. A representative from ISAC (Illinois Student Assistance Commission) is available weekly in the counseling center for student consultation on financial aid and FAFSA completion. Students may register for the FAFSA beginning in October of their senior year.

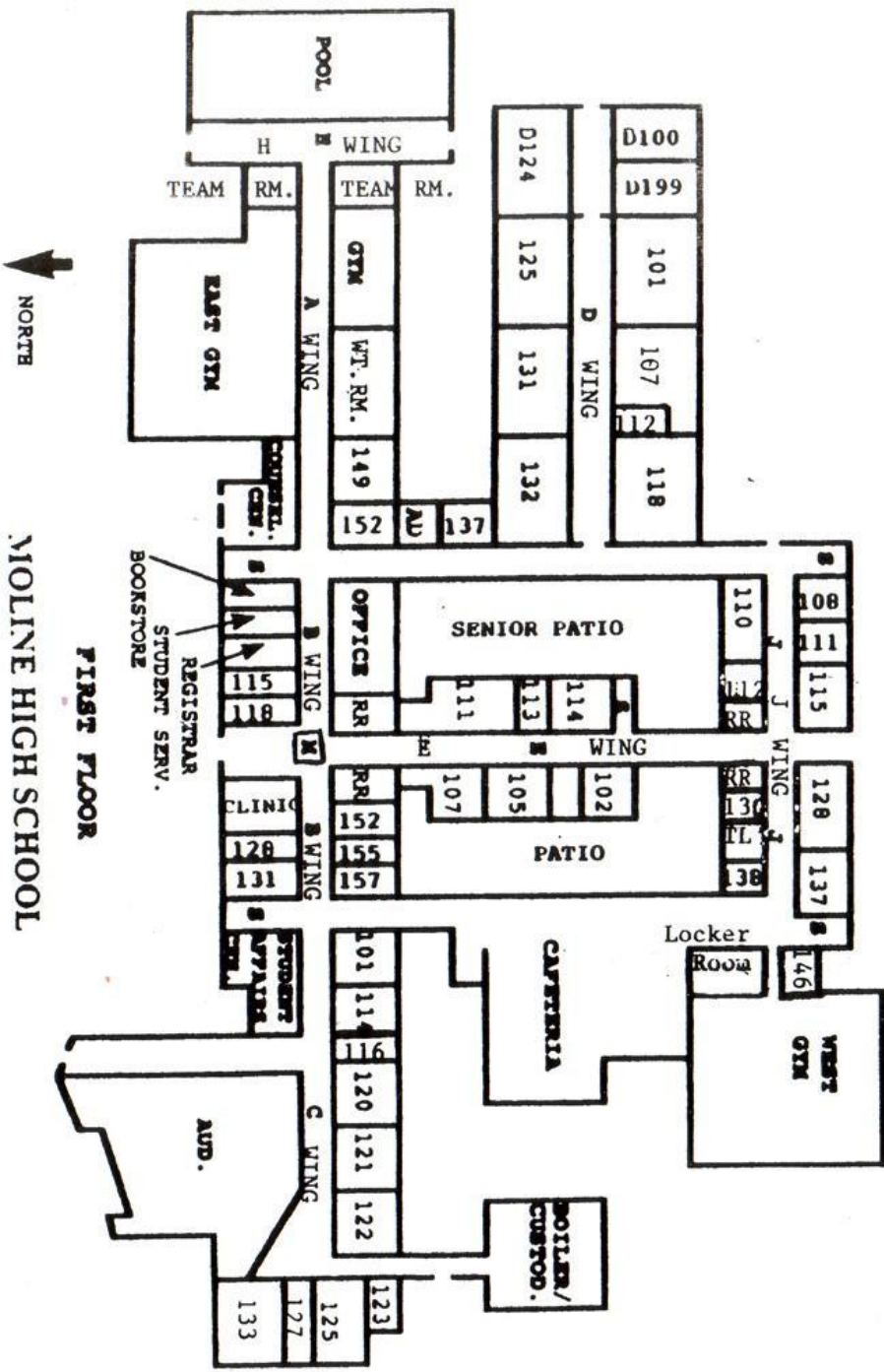
**COLLEGE REPRESENTATIVES:**

Representatives from area and regional colleges, universities, and training programs schedule hour-long visits to MHS throughout the fall and spring. Students should check the board in the counseling center and/or the counseling webpage under the “academics” tab of the school website to view a list of scheduled visits.

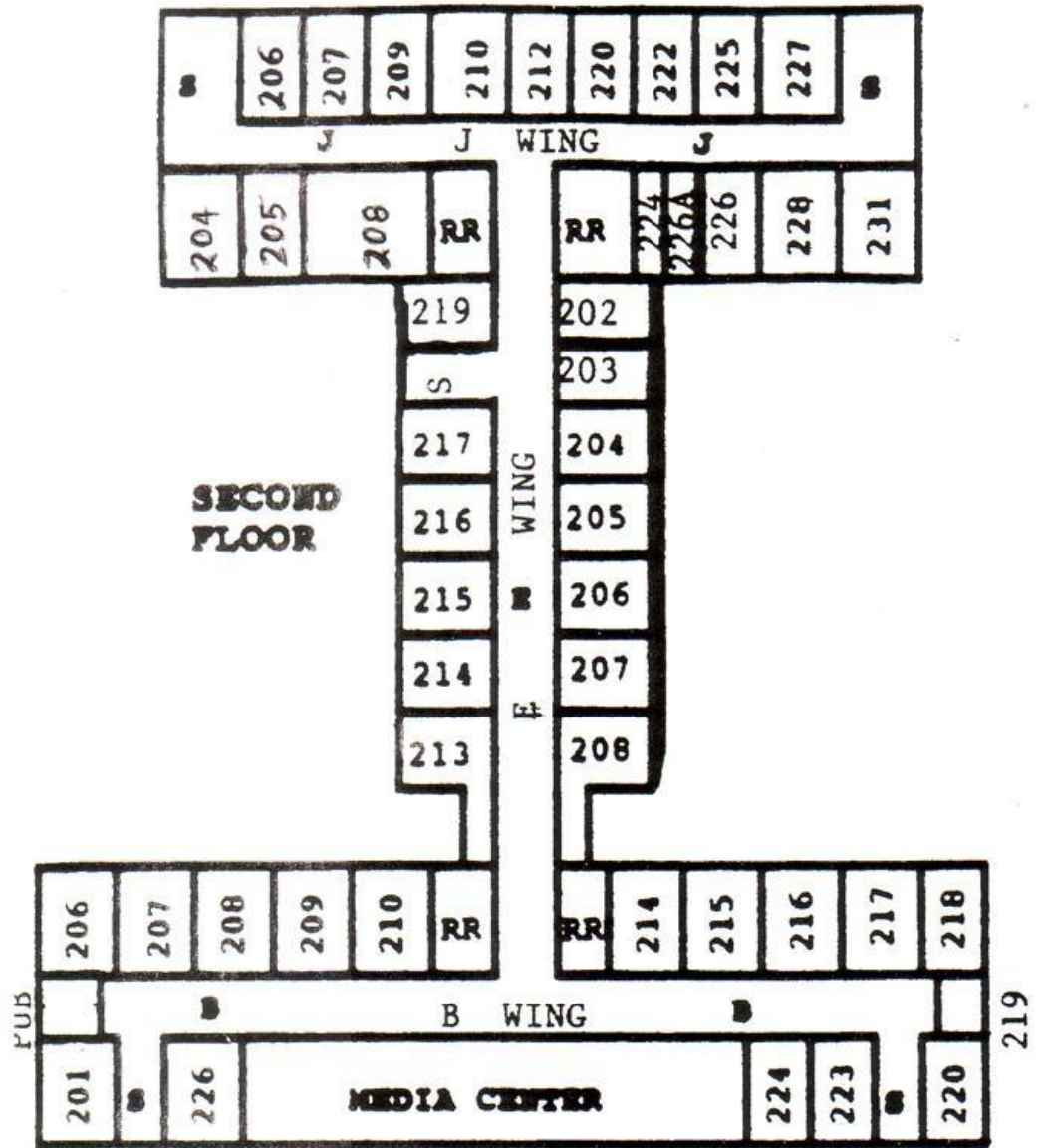
**ARMY, NAVY, AND AIR FORCE R.O.T.C.**

For boys and girls interested in combining college and officer’s training. Army, Navy, and Air Force R.O.T.C. applications must be submitted between March and December. Students must take SAT on or before November 3 **or** ACT on or before October 27.

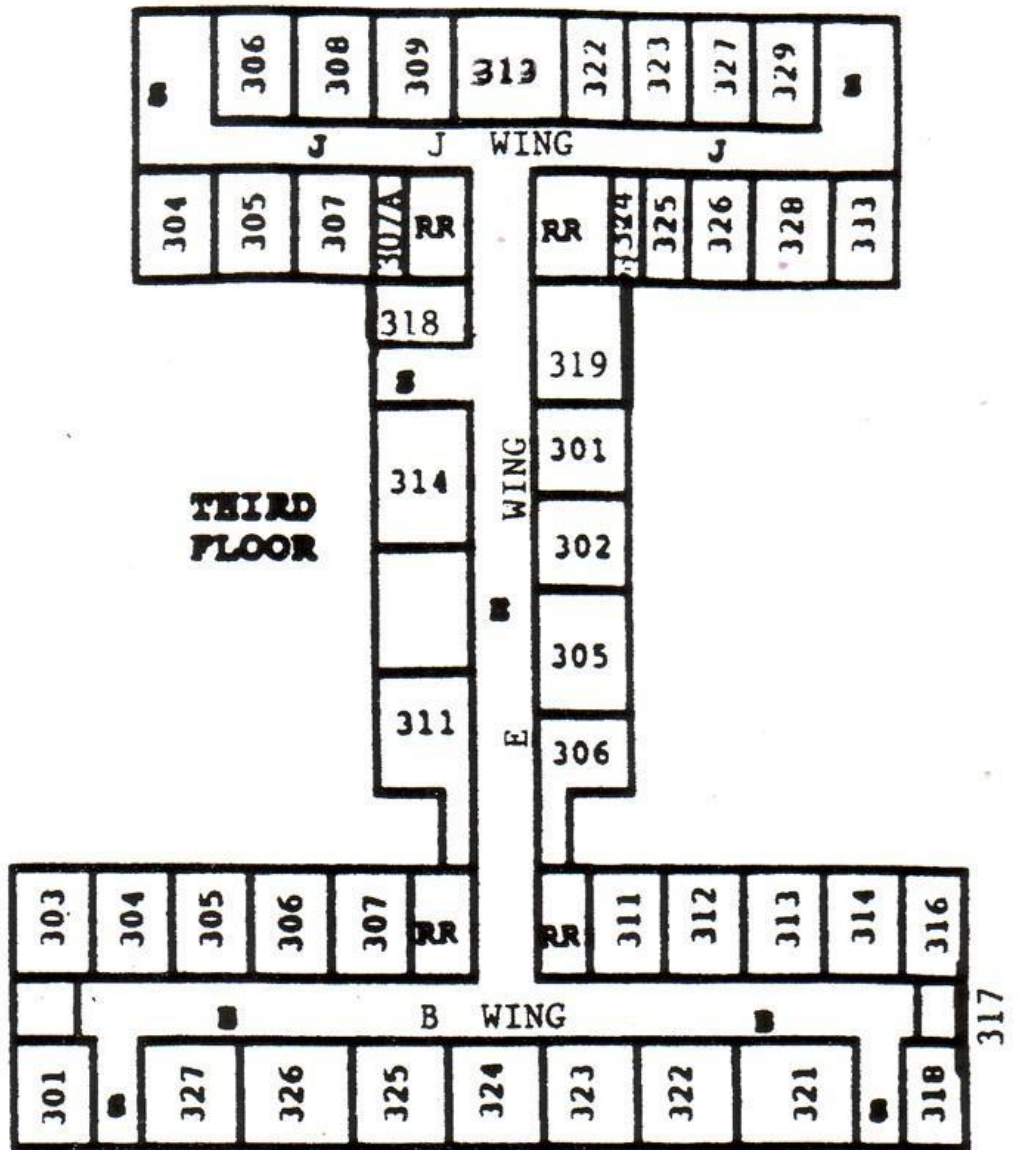
**Students should check the website of the colleges of their choice and consult with their counselors for entrance requirements, test requirements, and scholarships.**



Locker Locations 1<sup>st</sup> Floor: A1 – A143, C1 – C290, E1 – E178, J1 – J412



Locker Locations 2<sup>nd</sup> Floor: B1 – B321, E201 – E398, J501 – J904, L1 – L44 (near library)



Locker Locations 3<sup>rd</sup> Floor: B401 – B719, E401 – E670, J1001 - J1409

# Bell Schedules

## ADMINISTRATION & OFFICE CONTACTS

### **Main Office**

Building Principal	Chris Moore	<a href="mailto:cmoore@molineschools.org">cmoore@molineschools.org</a>	<b>743-1624</b> 743-8802
Assistant Principal Finance, Building, Grounds, & Technology	Scott Ehlers	<a href="mailto:sehlers@molineschools.org">sehlers@molineschools.org</a>	743-8804
Assistant Principal Curriculum, Instruction, Assessment & Scheduling	Heather Cousins	<a href="mailto:hcousins@molinechools.org">hcousins@molinechools.org</a>	743-8806
Assistant Principal Responsible for Aspire	Andy Bullock	<a href="mailto:abullock@molineschools.org">abullock@molineschools.org</a>	743-8587

### **Athletic Office**

Athletic Director	Silvia Valladares Todd Thompson	<a href="mailto:svallada@molineschools.org">svallada@molineschools.org</a> <a href="mailto:tthomps@molineschools.org">tthomps@molineschools.org</a>	<b>743-8830</b> 743-8831
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### **Bookstore**

JoAnn Newberg Nikki Lambrecht	<a href="mailto:jnewberg@molineschools.org">jnewberg@molineschools.org</a> <a href="mailto:vlambrec@molineschools.org">vlambrec@molineschools.org</a>	<b>743-8833</b> 743-8809
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### **Clinic (school nurse)**

Jill Carr Amber Hoogheem	<a href="mailto:jcarr@molineschools.org">jcarr@molineschools.org</a> <a href="mailto:ahoghee@molineschools.org">ahoghee@molineschools.org</a>	743-9040 <b>743-8840</b>
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### **Counseling Office**

Counselor for last names A - CUB	Bonnie Bowser	<a href="mailto:bbowser@molineschools.org">bbowser@molineschools.org</a>	<b>743-8820</b> 743-8825
Counselor for last names CUC-HOS	Ellen Garrity	<a href="mailto:egarrity@molineschools.org">egarrity@molineschools.org</a>	743-8824
Counselor for last names HOT-MOO	Regan Borman	<a href="mailto:rborman@molineschools.org">rborman@molineschools.org</a>	743-8823
Counselor for last names MOP-SANC	Jenny Hofmann	<a href="mailto:jhofmann@molineschools.org">jhofmann@molineschools.org</a>	743-8827
Counselor for last names SAND - Z	Tammy Murphy-Flynn Casey Stone	<a href="mailto:tmurphy@molineschools.org">tmurphy@molineschools.org</a> <a href="mailto:cstone@molineschools.org">cstone@molineschools.org</a>	743-8827 743-8822

### **Deans' Office / Student Affairs**

Dean of Students (P-Z)	Sara Baker	<a href="mailto:sbaker@molineschools.org">sbaker@molineschools.org</a>	<b>743-8810</b> 743-8817
Dean of Students (A-G)	Dan Brown	<a href="mailto:dbrown@molineschools.org">dbrown@molineschools.org</a>	743-8815
Dean of Students (H-O)	Nick Youngblood	<a href="mailto:nyoungbl@molineschools.org">nyoungbl@molineschools.org</a>	743-8813
Police Liaison Officer	Ian Newell	<a href="mailto:inewell@molineschools.org">inewell@molineschools.org</a>	743-8816
Attendance (A-L)	Tina Lukowicz	<a href="mailto:klukowicz@molineschools.org">klukowicz@molineschools.org</a>	743-8811
Attendance (M-Z)	Amy Jackson	<a href="mailto:ajackson@molineschools.org">ajackson@molineschools.org</a>	743-8812