



MOLINE-COAL VALLEY
SCHOOL DISTRICT

Moline High School

2018-19

Student Handbook

TABLE OF CONTENTS

<u>Pages</u>	<u>Contents</u>
4-7	General Building Information
4	Student IDs
4	Lockers & Book bags/Purses
4	Visitors & Volunteers
4	Animals
5	Video/Audio Monitoring Systems
5	Electronic & Personal Technology Devices
5	Lost & Found
5	Library
5	Bookstore
5-6	Fines, Charges, Fees, & Fee Waivers
6	School Breakfast & Lunch Program
6	Automobiles & Parking
7	Student Invitations & Gifts
7	Emergency School Closings
7-9	Health & Safety
7	Clinic Services
7-8	Required Immunizations & Exams Exemptions
8	Student Medications
8-9	Communicable Diseases & Headlice
9	Safety Drills
9-12	Attendance
9	School Arrivals & Departures
9	Attendance & Tardies
10	Excused & Unexcused Absences
10	Make-Up Policy
10	Home & Hospital Instruction
11	Early Final Exams Policy
11	Attendance Incentive Policy
11	College, Career, Military Visitation
12	Religious Holidays
12-18	Curriculum, Instruction, & Programs of Study
12	Graduation Requirements & Required Credits
13	Attendance Requirements & Maximum Age
13	Early Graduation Provision
13	Certification of Completion
13	Summer School Credits
14	High School Credit for Non-District Experiences
14	BHC Dual Enrollment/Dual Credit Courses
14-15	Eligibility for Graduation Exercises
15	Exceptions
15	Credit/No Credit
15	Grading System
15	Honors Program
16	Weighted Grades
16-17	Grade Point Averages & Class Rank
17	Length of School Day

17	NCAA Information
17	Changing or Dropping a Course
17	Auditing Courses
17-18	Homework & Make-Up Homework
18	Student Affairs Information & Contacts
18	Messages, Item Drop-off, Counseling Contacts
19-28	Discipline & Student Conduct
19-21	General Discipline Policy
21	Dress Code / Appearance
21	Corporal Punishment
21-22	No Weapons Policy
22	Search & Seizure
22-23	Gangs
23	Discipline of Students with Disabilities
23	Alcohol & Drugs
23	Tobacco
23	Lunch & Cafeteria Rules
23-24	Field Trips
24-26	Nondiscrimination, Bullying, & Harassment Policies
26-28	Behavioral Expectations Matrix
28-29	Internet, Technology, & Publications
29-35	Athletics & Extracurricular Activities
29	General Information
29-30	Attendance at School Dances
30	Interscholastic Athletics General Information
30	Athletic Fee
30	Agreement to Participate
30	Scholastic Standing
31	Athletic Training Rules and Regulations
31	Requirements for Athletic Participation
31-32	Standards of Behavior
32-35	Code Violations & Penalties for Extracurriculars
35	Procedures & Right to a Hearing
35-39	Student Privacy & Records
35-36	Student Privacy Protection & Student Surveys
36-38	Student Records
38-39	Parental Rights Notifications
39	Special Education
40-43	Staff Directory
44-47	MHS Clubs & Activities
48-49	Frequently Asked Questions
50-51	Important Testing Dates & Senior Information
52-54	Building Map
55	Bell Schedules & Lunch Assignments

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.**

GENERAL BUILDING INFORMATION

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 have their ID at all times. Failure to produce the ID upon request may result in disciplinary action and restricted hallway access during class time. Each student will be provided an additional student ID, which must be displayed in the chromebook case window at all times. A replacement ID is available at a cost of \$5.00 at the Bookstore. **Students will also be provided with a lanyard and are expected to wear their ID on the lanyard during the school day for school safety and security.**

LOCKERS

Lockers are provided to the students for the storage of their books and personal effects. Locker combinations should not be given out nor should lockers be shared at any time. Lockers are the property of the school and may be searched by school officials at any time. Damaged lockers should be reported to the Counseling Office immediately.

BOOK BAGS, PURSES, ETC.

Book bags, purses or bags of any kind will not be permitted during school hours and are prohibited at all extracurricular events. Students may use bags and purses to and from school but will be required to leave them in their lockers after the day has begun.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building. 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. Visitors are required to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to referral to the police for trespass and/or disruptive conduct.

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. 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

Electronic devices, including, but not limited to, “smart phones”, cell phones, iPods, and iPads, and their accessories (headphones/earbuds, etc.) must be kept powered-off and out-of-sight, upon entering the classroom, unless: (a) use of the device is provided in a student’s individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are 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. Students in violation of this policy will be sent to the Dean’s office. Parents should contact counselors or deans if they need to get a message to students. The District may not investigate the loss or theft of electronic devices. The Moline School District is not responsible for the loss or theft of electronic devices.

LEAD MOLINE – DISTRICT ISSUED PERSONAL TECHNOLOGY DEVICES

Students who received Personal Technology Devices, and their parents, are responsible for knowledge of and compliance with all rules and policies outlined in the Moline-Coal Valley School District Personal Technology Device Handbook that was distributed at the beginning of the school year. Each student will be provided an additional student ID, which must be displayed in the chromebook case window at all times.

The Dean’s office will be also notified if a student leaves a Personal Technology Device in an unsupervised area, and disciplinary action may be taken.

Procedures for students who borrow a Personal Technology “Loaner” Device:

- No charging allowed in classrooms, unless approved by the classroom teacher.
- Any student who does not have their PTD, or has not charged their device, will be sent by the classroom teacher to the Media Center (Library) to request a “loaner” device.
- Students who exhibit a pattern of not having their PTD ready for class will be referred to the Dean (“Unprepared for Class” referral) for possible disciplinary consequences.

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

The library 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.

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

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.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast is served on regular school days from 7:30 a.m. to 8:30 a.m. Lunch is served on regular school days from 10:50 a.m. to 12:15 p.m., except when there is an 11:10 a.m. or early dismissal. A student may purchase breakfast or lunch.

Free or reduced price meals are available for qualifying students. For an application or further information regarding the policy and rules for free or reduced price meals, contact the building principal at 3600 Avenue of the Cities, Moline, IL 61265 or 309-743-1624.

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.

Rules include, but are not limited to:

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

The parking spaces designated STAFF are for school staff, personnel, and others designated by administration. These spaces, excluding the ADMINISTRATION spaces, may be used by students outside of school hours. Student vehicles parked in these spaces may be ticketed or towed at the discretion of administration.

Parking lot gates will be locked at 9:10 a.m. and unlocked at 2:45 p.m. During this time, all access must be made from the Avenue of the Cities.

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. **Parking at MHS remains at the risk of the student. The school district is not responsible for any loss, damage and /or stolen property while vehicles are parked on school property.**

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.

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 in Board policies and procedures, which may include the withdrawal of parking privileges.

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 cancelled.

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

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.

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

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 "Student Medical 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. For EpiPens®, the parent/guardian of the student must also provide written authorization from the child's physician, physician assistant or advanced practice registered nurse. In addition, the parent/guardian must provide the school with the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered. For EpiPens®, the parent/guardian must also provide a written statement from the child's physician, physician assistant or advanced practice registered nurse containing: the name and purpose of the EpiPen®; the prescribed dosage; and the time(s) at which or special circumstances under which the EpiPen® is to be used.

The school district and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel, regardless of whether authorization was given by the parent/guardian or by the child's physician, physician assistant or advanced practice registered nurse. A student's parent/guardian must sign a statement agreeing to indemnify and hold harmless the school district and its employees and agents, against any claims, except for willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel regardless of whether authorization was given by the parent/guardian or by the child's physician, physician assistant or advanced practice registered nurse.

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.

SAFETY DRILL PROCEDURES AND CONDUCT

The safety of our students and staff is our top priority. Students shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) fire/evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may occur without warning.

ATTENDANCE, COURSE OFFERINGS AND GRADUATION

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 will result in disciplinary action.

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.**

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. must report to the Student Affairs office.**

For Periods 2 – 7, students arriving within the first five minutes of class, without a hall pass from a staff member, are considered tardy. No student should be admitted without either a hall pass from a staff member or a kiosk tardy receipt. **Students arriving after the first five minutes, without a pass, will be sent to the Student Affairs office.**

- 1st Tardy = ensure documentation by kiosk; conference with student
- 2nd Tardy = ensure documentation by kiosk; conference with student
- 3rd Tardy = ensure documentation by kiosk; conference with student, and contacts parent/guardian.
- 4th Tardy or more = the student will be referred to the Dean's Office.
- 6th Tardy = Student has not met the attendance incentive for final exams.

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.
- The receipt must be provided to the classroom or study hall teacher for admittance.

EXCUSED/UNEXCUSED ABSENCES:

Absences will be adjudged by the Student Affairs Center to be excused or unexcused.

Parent/guardians are requested to call and inform the attendance office on the nature of each student absence by 9:00 a.m. The school may require documentation explaining the reason for the student's absence. Calls may be made outside of normal school hours to report absences on the automated answering service. **Student absences will be recorded as truant after 24 hours without parent/guardian notification and reason for absence.**

Excused Absences:

A pass will be issued for an *Excused Absence*. Any work missed during an Excused Absence may be made up for full credit.

(See Make-up Policy) **Excused Absences Include:**

1. Personal illness
2. Family emergency
3. Death in the immediate family
4. Observance of a religious holiday
5. Situations beyond the control of the student as determined by the Board of Education
6. Such other circumstances which cause reasonable concern to the parent for the safety or health of the student

Unexcused Absences:

Truancy is defined as absence without valid cause. A pass will be issued for an *Unexcused Absence*. **Three or more unexcused class periods of absence may result in school discipline and/or a truancy ticket. A parent or guardian to whom notice has been given of a child's truancy and who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00**

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: An admit re-admits a pupil to class and is issued for 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.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates 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 5 school days after receiving a physician's written statement. 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 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.

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.

ATTENDANCE INCENTIVE POLICY

A student may elect to be exempt from taking the semester final exam if he or she meets the following requirements:

1. Student has no more than two absences, as defined below, from the class. Absences may be excused, unexcused, ISS, or OSS.
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.

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 improved 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. Any exempt student may take a final and 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. The following are examples of school sponsored activities for which the absence will not count for the attendance incentive policy: field trip, athletic events, meeting with college or armed forces representatives, visits to nurse's office, student services office and general office.

Days that do not count as absences for the attendance incentive policy include:

1. Career/college 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.

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

1. College 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.)

Prearranged Absence for College/Career/Military Visitation

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 visitation, 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.

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 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.

GRADUATION 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 in Section 5 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	5.5credits
End of Sophomore Year	11.5 credits
End of Junior Year	17.5 credits

1. REQUIRED CREDITS

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

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

2. ATTENDANCE REQUIREMENTS

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.

3. **MAXIMUM AGE.** Students reaching the age of twenty-one (21) must apply to the building principal for permission to continue attending classes.
4. **ADDITIONAL 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.
5. **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.
6. **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).
7. **SUMMER SCHOOL CREDITS.** Credit earned in the Moline Public Schools Summer Program may be applied toward graduation requirements. Students may earn a maximum of one full credit toward graduation per summer.

8. 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 Youth Apprenticeship Vocational Education Program (Tech Prep)
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.

9. BLACK HAWK COLLEGE DUAL ENROLLMENT/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.

10. 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.

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

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.

At this point, it is important to emphasize that credit/no credit courses are not 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. Courses that may be taken for the credit/no credit program are:

Algebra 1; Algebra 2; Algebra 3; Geometry; Trigonometry; Precalculus; All Business and Technology; All Music and Visual Arts; All World Languages; Clothing 1, Machine Technology 1, Photographic Technology 1 & 2; Wood Production Technology 1; Wood Technology 2
All Science except: AP Chemistry, Biology 2 (Botany) and Biology 2 (Anatomy & Physiology), Physics 2, and Advanced Placement Biology; All Social Studies except: AP American Government, AP American History, AP European History, AP Psychology.

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.

HONORS PROGRAM

Students enrolled in the Honors Program (English, Mathematics, 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:

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

French 4

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 and transcripts.

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.

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.

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 8th grade. Information regarding these guidelines can be found on their website at 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.

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.

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.

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 day (class period for secondary schools) 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. Administrators shall make decisions as to the kind of re-admittance slip to be issued for middle and high school students.

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: An admit re-admits a pupil to class and is issued for 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.

STUDENT AFFAIRS

Student Affairs Center includes most services provided for students outside those traditionally provided by the classroom teacher. Those services include attendance and discipline. Students are assigned to the Student Affairs Center according to the schedule below:

Dean of Students (A-L)	Lyle Goldensoph 743-8813
Dean of Students (M-Z)	Dan Brown 743-8815
Police Liaison Officer	Ryan Brownell 743-8816
Truancy Officer	Rick Sanchez 743-8814
Attendance (A-L)	743-8811
Attendance (M-Z)	743-8812

MESSAGES, ITEM DROP-OFF, & COUNSELING CENTER CONTACTS

Messages to students *should be limited to emergency situations*. Any drop-offs of money, lunches, chromebooks, etc., should qbe clearly labeled with the student's given name and grade level and taken to the counseling office. Interruptions to class for messages and item drop-offs will be kept to a minimum in order to avoid disruption to classroom instruction. Counseling office contacts and alpha break down are listed below.

Counseling Office Administrative Assistant: Brandy Thompson 743-8820

Counselors

Doug Bodeen (A - DE)	743-8824
Amanda Hoover (DI - JA)	743-8823
Matt Woods (JE - M)	743-8825
Allison Ryser (N - SC)	743-8827
Casey Stone (SE - Z)	743-8822

DISCIPLINE AND STUDENT CONDUCT

The maintenance of effective and fair discipline is essential to the educational process and is the dual responsibility of the home and the school. Unacceptable behavior disrupts the educational process and is detrimental to the individual and the school. To help the student grow toward self-discipline, to accept responsibility for their actions, and to learn to appreciate the rights of others, appropriate behavior must be maintained.

Students who are referred to the Student Affairs office due to misbehavior in the classroom may be subject to any or all of the following: kept for the class period, assigned detention(s), contact parent(s)/guardian(s), hold a parent-teacher-counselor conference, in-school supervision, Saturday detention, out of school suspension, or notifying juvenile authorities or other law enforcement whenever the conduct involves criminal acts including but not limited to illegal drugs (controlled substances), "look-alikes," alcohol, weapons, or the battery of a District employee.

Discipline consequences will be assigned by the Deans to students who misbehave in class, in the hallways, or on school grounds. Students NOT attending detention periods as assigned will receive further penalties.

A student may be assigned detentions, Behavior Support room, Saturday school, out of school suspension, possible exclusion from extra-curricular activity or recommended for expulsion based on the severity of the infraction and whether such misconduct constitutes gross misconduct or disobedience. Gross misconduct or disobedience includes, but is not limited to, the following: Not attending detention period(s) as assigned Defiance or disrespect of staff members.

- Intent to do bodily harm.
- Fighting/Bullying/Aggressive Behavior.
- Setting false fire alarms.
- Bomb threats.
- Inciting mob action.
- Extortion.
- Intimidation.
- Cyber bullying.
- Damage to school property.
- Profanity to staff members.
- Cafeteria disturbances, **including the throwing of food and other objects.**
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Truancy (e.g., being absent without a valid cause. See the section on Attendance below).
- Setting off fireworks.
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight, upon entering the classroom, unless: (a) use of the device is provided in a student's individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Possession and /or use of weapons or any reasonable facsimile (See district weapon policy below).
- Possession and /or use of mace.
- Violation of acceptable Internet use policy.
- Excessive public displays of affection.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. (See district gang policy below.)
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

- 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; (b) endanger the health or safety of students, staff, or school property; or (c) is disruptive to the school environment.
- Personal Technology Device policy violations
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” 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.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- 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.
- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.
 - e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. 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 have the prohibited substance, as applicable, in their possession.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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 psycho-stimulant medication to the student.

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; (b) endanger the health or safety of students, staff, or school property; or (c) is disruptive to the school environment.

SCHOOL DRESS CODE / STUDENT APPEARANCE

It is our philosophy that students should dress in a manner appropriate to a positive learning environment. To this end, student dress and grooming are the responsibility of the parent(s)/guardians and students, and that the administration will take action on student dress (including accessories) when such dress and/or grooming interferes with student health or safety, causes an interference with school work, or creates a classroom or school disruption. This includes any article deemed to be offensive, vulgar and contrary to the educational mission of the school, such as the use of profanity, sexual connotations, weapons or depictions of violence, or the promotion or identification of an individual or group that advocates substance abuse, physical/verbal abuse, suicide, racism, gang affiliation or other derogatory behavior. Examples include, but are not limited to:

- Any article containing profanity, weapons, violent behavior, or inappropriate images/language/symbols
- Tobacco, alcohol, or beer logos on clothing
- See through shirts
- Visible undergarments
- Extremely short skirts or shorts
- Excessively low-cut tops
- Bare midriffs
- Wearing sunglasses, jackets, coats, head covering (including scarves and bandanas) and other outerwear upon entering the building
- Pants with rips, holes, or tears above the knee
- Baggy pants not securely fastened at the waist (i.e., a student's underwear is visible)
- No spaghetti straps (e.g., halter tops, backless, strapless or one strap tops)
- Appropriate footwear must be worn at all times
- No shoes with wheels (e.g., heeleys)
- No fashion eye contacts
- No costume attire or costume accessories (e.g. capes, crowns, etc.)
- No pajamas
- No accessories that may be disruptive or used to cause physical harm (e.g. wallet chains, spiked wrist bands)

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 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.

CORPORAL PUNISHMENT

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

NO WEAPONS POLICY

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 at least one calendar year: (1) a "firearm" which means any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Illinois Firearm Owners Identification Act, or firearm as defined in Section 24-1 of the Illinois Criminal Code; or (2) a knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted or intended to be used to cause bodily harm, including "look a-likes" of any firearm as defined

above. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. The Building Principal or designee shall notify the law enforcement of any student who brings a firearm or weapon to school.

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 Superintendent or 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.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, bookbags, lunch boxes, etc.) when there is a reasonable basis 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.

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.

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.

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.

ALCOHOL AND DRUGS

Any student under the influence of or in the possession of any alcoholic beverage or any controlled substance while the student is in school or at a school-sponsored activity will be in violation of school policy and may result in the suspension or expulsion of the student. If a student is suspended for the use or possession of alcohol or a controlled substance, the building principal may at his discretion reduce the length of the suspension if the student successfully completes an administratively approved alcohol or drug program. Such instances are considered on a case-by-case basis.

TOBACCO

Students who are caught using any form of tobacco, including e-cigarettes and vapor devices, lighters, or in possession of tobacco inside the building, anywhere on school owned grounds, or at school activities will be disciplined under the school's Code of Conduct and Board policy. Generally, a student will be assigned detentions, Saturday school, or Behavior Support. However, the administration may impose other forms of discipline as warranted on a case-by-case basis regardless of whether it is the student's first or subsequent offense. A city ordinance ticket can be issued on any offense.

LUNCH & CAFETERIA RULES

Lunch 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.

Cafeteria Rules

- Students shall not save seats for other students.
- No sitting on lunch room tables.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks, or bottle flip.
- Students shall not trade food.
- 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 in 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.

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 cancelled 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.

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 nonschool-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 nonschool-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 – 11th Avenue
Moline, IL 61265
309-743-8100

Kristin Sanders, Assistant Superintendent
Allendale Administrative Offices
1619 – 11th 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, material 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.

MATRIX OF EXPECTED BEHAVIORS FOR STUDENTS

LOCATION	ACT RESPECTFULLY	TAKE RESPONSIBILITY	SHOW INTEGRITY
RESTROOMS	<ul style="list-style-type: none"> • Use appropriate language • Respect and use all equipment and supplies as intended • Flush • Follow school dress code and discipline code 		
HALLWAYS	<ul style="list-style-type: none"> • Be kind • Display affection appropriately • Use appropriate language • Value personal space and property • Follow school dress code and discipline code 		
CAFETERIA	<ul style="list-style-type: none"> • Use appropriate language • Use appropriate tone of 		

	<p>voice</p> <ul style="list-style-type: none"> • Treat each other with respect • Follow school dress code and discipline code 		
CLASSROOMS & COMPUTER LABS	<ul style="list-style-type: none"> • Follow staff requests • Use appropriate language • Allow teachers to teach and students to learn • Be attentive • Give and receive feedback kindly • Arrive on time • Follow school dress code and discipline code 		
LIBRARY	<ul style="list-style-type: none"> • Maintain quiet atmosphere, respect the need for a quiet study environment • Value personal space and property • No food/drink • Follow staff requests • Allow teachers to teach and students to learn • Follow school dress code and discipline code 		
SCHOOL GROUNDS/CAMPUS			
EMERGENCY PROCEDURES			
FIELD TRIPS, ASSEMBLIES, AND SPECIAL EVENTS			
PERSONAL TECHNOLOGY DEVICES			

LOCATION	ACT RESPECTFULLY	TAKE RESPONSIBILITY
BATHROOM		<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Report any problems to your teacher • Return to class promptly

		<ul style="list-style-type: none"> • Wash hands • Keep signed planner/pass visible at all times
HALLWAYS	•	<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Keep signed planner/pass visible at all times • Keep hallways clean and clear • Help those who need assistance • Keep moving and stay to the right
CAFETERIA	•	<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Clean the area and put trash in a trash can • Keep food in the cafeteria • Maintain personal space and belongings • Remain in designated areas during lunch hours
CLASSROOMS & COMPUTER LABS	•	<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Take action to correct mistakes • Follow classroom expectations • Respect materials and equipment • No food/drink near computers • Be prepared for class
LIBRARY	•	<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Ask for assistance • Sign in/out • Leave pass in basket • Clean your area
SCHOOL GROUNDS (before, during & after school)	<ul style="list-style-type: none"> • Value personal space and property • Display affection appropriately • Use appropriate tone of voice & language • Follow school discipline code 	<ul style="list-style-type: none"> • Enter and exit the building in an orderly and timely fashion • Stay in approved areas

EMERGENCY PROCEDURES	<ul style="list-style-type: none"> • Remain quiet • Move in an orderly and timely fashion • Take every incident seriously • Follow school discipline code 	<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Follow instructions; be accountable • Help others who need assistance • Safety first • Be aware of safety procedures
ASSEMBLIES/FIELD TRIPS/SPECIAL EVENTS	<ul style="list-style-type: none"> • Be attentive to presentation • Be appreciative • Use appropriate language • Value personal space and property • Follow school dress code and discipline code 	<ul style="list-style-type: none"> • Follow teacher instructions on electronic devices • Arrive on time • Support and encourage all participants • Remain seated until dismissed

	SHOW INTEGRITY
•	<ul style="list-style-type: none"> • Model positive behavior • Pick up after yourself • Follow drug free expectations
•	<ul style="list-style-type: none"> • Follow drug free expectations • Be aware of others • Model positive behaviors
•	<ul style="list-style-type: none"> • Follow drug free expectations • Leave the cafeteria clean • Be honest • Model positive behavior
•	<ul style="list-style-type: none"> • Follow drug free expectations • Model positive behaviors • Be honest • Support and encourage each other • Keep the classroom clean • Follow District AUP • Practice academic and personal honesty

		<ul style="list-style-type: none"> • Follow District AUP • Comply with copyright laws • Practice academic and personal honesty • Allow resources to be available and shared by all • Model positive behavior • Follow drug free expectations 	
		<ul style="list-style-type: none"> • Follow drug free expectations • Model positive behaviors • Assist others in need • Keep the outside areas clean 	
•		<ul style="list-style-type: none"> • Follow drug free expectations • Model positive behaviors • Remind others of safety procedures 	
•		<ul style="list-style-type: none"> • Follow drug free expectations • Model positive behaviors • Leave the area clean • No food or drink in the auditorium 	
	ACT RESPECTFULLY	TAKE RESPONSIBILITY	SHOW INTEGRITY
PERSONAL TECHNOLOGY DEVICES	<ul style="list-style-type: none"> • Avoid having food and drink next to the device • Carefully insert & remove cords, cables, & removable storage devices. • Carry the device with the screen closed. • Avoid carrying the device by the screen. • Keep the device protected from extreme temperatures. 	<ul style="list-style-type: none"> • Clean the screen appropriately. • Charge the device fully at home each night. • Keep the device free of any writing, drawing, or stickers. • Always store the device in a supervised and secure area. 	<ul style="list-style-type: none"> • Keep your password private at all times • Follow the district AUP. • Demonstrate personal and academic honesty.

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 will result in a 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.

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 9th grade and 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.

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, Moline High School, Quincy High School, Rock Island 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.

ATHLETIC FEE

There is an athletic fee, which allows the students the opportunity to participate in athletic 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.

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** (see below) that is signed prior to participation in sports. This Athletic Code is in effect the entire four years of high school eligibility.

MHS Athletic Training Rules and Regulations

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 coach.
 - * 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:

The athletic code shall be enforced throughout the calendar year from the date of the student's first signing. Penalties may carry over to the next sport or school year as deemed necessary. Penalties that carry over must be served on the next sport the athlete decides to join. The sport must be completed before the penalty can be counted.

Code of Conduct for Extracurricular Activities

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 discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. 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;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

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 should 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 alcohol and other drug 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 alcoholic beverages and/or controlled substances are being consumed: 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 1 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 alcoholic beverages and/or controlled substances are being consumed: 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 alcoholic beverages and/or controlled substances are being consumed: 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 discipline 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 athletes 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 athletes 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)

STUDENT RECORDS AND PRIVACY

STUDENT PRIVACY PROTECTIONS

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

The Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and implementing Procedures which are available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at www.molineschools.org.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcript, attendance record, health record, unique student identifier, scores received on all State assessment tests administered in grades 9-12, and a record of release of this information. It may also contain a record of honors and awards received, information concerning participation in school sponsored activities and organizations.

The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/8.6, health-related information, and accident reports.

Pursuant to administrative rule adopted in June of 2018, parents or eligible students must request, in writing, the inclusion of

college entrance exam scores with the student's academic transcripts in order for those scores to be shared with other institutions.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee *[not to exceed \$0.35 per page]* for copies of the record. This fee will be waived when the parent is unable to pay. The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- (1) to a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for with 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, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer 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;
- (2) to any person for the purpose of anonymous research, statistical reporting or planning;
- (3) in an emergency situation, if necessary to people's health and safety;
- (4) in connection with a student's application for or receipt of financial aid;
- (5) during an audit or evaluation of federally-supported education programs;
- (6) as allowed under the Serious Habitual Offender's Compensation Action Program;
- (7) to a governmental agency for the investigation of a student's school attendance;
- (8) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released;
- (9) to accrediting organizations in order to carry out their accrediting functions,
- (10) to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs; or
- (11) pursuant to a court order where a parent of a student is named in the court order.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

- (1) to the records custodian of a school to which the student is transferring;
- (2) pursuant to a court order where a parent of a student is not named in the court order;
- (3) to any person as specifically required by law; or

- (4) pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of, the school records of that student.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; (2) name and contact information of the District's Official Records Custodian; and (3) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Official Records Custodian, Christina Denman, Assistant Superintendent, who may be contacted at 309-743-8100. Parents may obtain a copy of the School District's Student Records Policy by contacting the District office, the building principal, or the Official Records Custodian. The Policy is also available on the District's website at www.molineschools.org.

The Policy also provides timelines for the destruction of records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The school and District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear 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; and period of attendance at the school. The District will release Directory Information to the general public from time to time, including by way of a student yearbook, to be issued in the spring. If a parent wants to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent must inform the District in writing by August 31 of each year that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as District Information. In addition, the District will release a high school student's name, address, and telephone listings to military recruiters and institutions of higher education upon their request unless you advise us to the contrary in writing. Finally, no person may condition the granting or withholding of any right, privilege or benefit 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 the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

PARENTAL RIGHTS NOTIFICATIONS

- **Teacher Qualifications**

Parents may ask for information about the professional qualifications of any teacher that is instructing your child. You may request the following information: whether or not your child's teacher has met state certification requirements; whether or not your child's teacher is teaching under emergency or provisional status; the bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher and the subject areas of certification or degrees; your child's achievement level in each state academic assessment; whether your child is being or has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks; and whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications. You will receive a response to your request for information within 10 days.

- **Homeless Child's Right to Education**

Each child of a homeless individual, and each homeless youth, has equal access to the same free, appropriate public education, as provided to other children and youths. Please contact Kristin Sanders, Homeless Liaison, at 309-743-8100, or your child's counselor, for more information.

- **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**

Illinois law requires an employer must grant any parent/guardian who is an employee a leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding an employee's child if those conferences cannot be scheduled during non-work hours. The parent/guardian, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that is available to him/her by the employer, except sick leave and disability leave, before the employee is allowed to leave under the Act. Parents/guardians must make prior arrangements with their employers. The school office will provide the parent(s)/guardian(s) with documentation of the school visitation, and, upon request, a complete copy of the law. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

- **Pesticide Application Notice**

The District maintains a registry of parents/guardians and employee 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**

Information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

- **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

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. In addition, please contact Joe Ehlers, Special Education Coordinator, at 309-743-8955, with questions or comments.

STAFF DIRECTORY

Name	Department	Phone	E-mail
Adams, Jeff	Special Education	743-1979	jmadams@molineschools.org
Adams, Jim	Industrial Tech	743-8878	jadams@molineschools.org
Albrecht, Tim	Business Education	743-8778	talbrech@molineschools.org
Alonso, Marigrace	Social Studies	743-8941	malonso@molineschools.org
Anderson, Diane	Science	743-8933	danderso@molineschools.org
Anderson, Holly	Science	743-8932	handerso@molineschools.org
Anderson, Julie	Attendance M-Z	743-8812	janderso@molineschools.org
Anderson, Kimberly	Science	743-8938	kanderso@molineschools.org
Atherton, Rebecca	Math	743-8894	ratherto@molineschools.org
Bauer, Stephanie	Special Education	743-8955	sbauer@molineschools.org
Beckwith, Lisa	Special Education	743-8966	lbeckwit@molineschools.org
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**MHS Clubs and Activities 2018 – 2019
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 – Mrs. Replinger and Mr. Delp (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 Ms. Dell (B115) 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 (B322)

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 3rd 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 (J207)

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 Brownell (Dean’s Office); Faculty Sponsor: Marigrace Alonso

Meetings held monthly (dates TBD).

Debate Team – Debate Team members compete against students from other schools in Illinois and Iowa in IHSA competitive debate. For more information, see Ms. Guerdet (E215).

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

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

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.

Field House Frenzy 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

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)

Health Occupation Student Association (HOSA) – Club for students who are pursuing a career in the health and/or medical field. There are guest speakers, presentations, and field trips.
Sponsor – Mr. Mahieu (J138) and Mr. Phelps (East Gym) Meetings held twice per month in (B318).

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 (E214)

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. Thompson (D wing)

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) and Ms. Hays (B217)
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 – Mrs. Breidenbach (B207), Mrs. Hoover (Counseling), Ms. Ciucci (J323)

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 - Mr. Carlough (D107)
Meetings held Monday through Friday in East Gym weight room from 6:00 a.m. - 6:55 a.m.

“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.

Musical – Sponsor – Ms. Callahan (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 - Mrs. Hoover (Counseling), Mrs. Meneses (J210), Mrs. Cook Gregory (E311), Ms. Ciucci (J323), Mrs. Breidenbach (B207)

Meetings held each Monday during student's lunch in B131.

Ping Pong Club - 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. Adams (D118)

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. Thiele(J130), Ms. Dell (B115), Ms. Martinez (Main Office)

Meetings – planning meetings once per month 3:00 – 3:45 in 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 – Mr. Larson (J212)

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 – Mrs. Meneses

Meetings – Friday from 3:10 – 3:40 p.m.

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.

2018 – 2019 IMPORTANT TEST DATES AND INFORMATION

ACT **CEEB Code 142-955**

Test Dates: September 8, October 27, December 8, and February 9, and April 13. 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 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 for information and costs.
- Online practice materials are available through ACT. Visit www.actstudent.org for information and costs.

UNDERCLASS ACT PREP TESTS

- Sophomores: 10th grade students will take a Practice SAT scheduled for May to monitor skills needed for college and career readiness.
- Freshmen: 9th 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-NMSOT (For select juniors and sophomores)

This optional test will be given Saturday, October 13 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 3, November 3, December 1, March 9, May 4, and June 1. 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.

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.

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 6 through May 17. 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. 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.

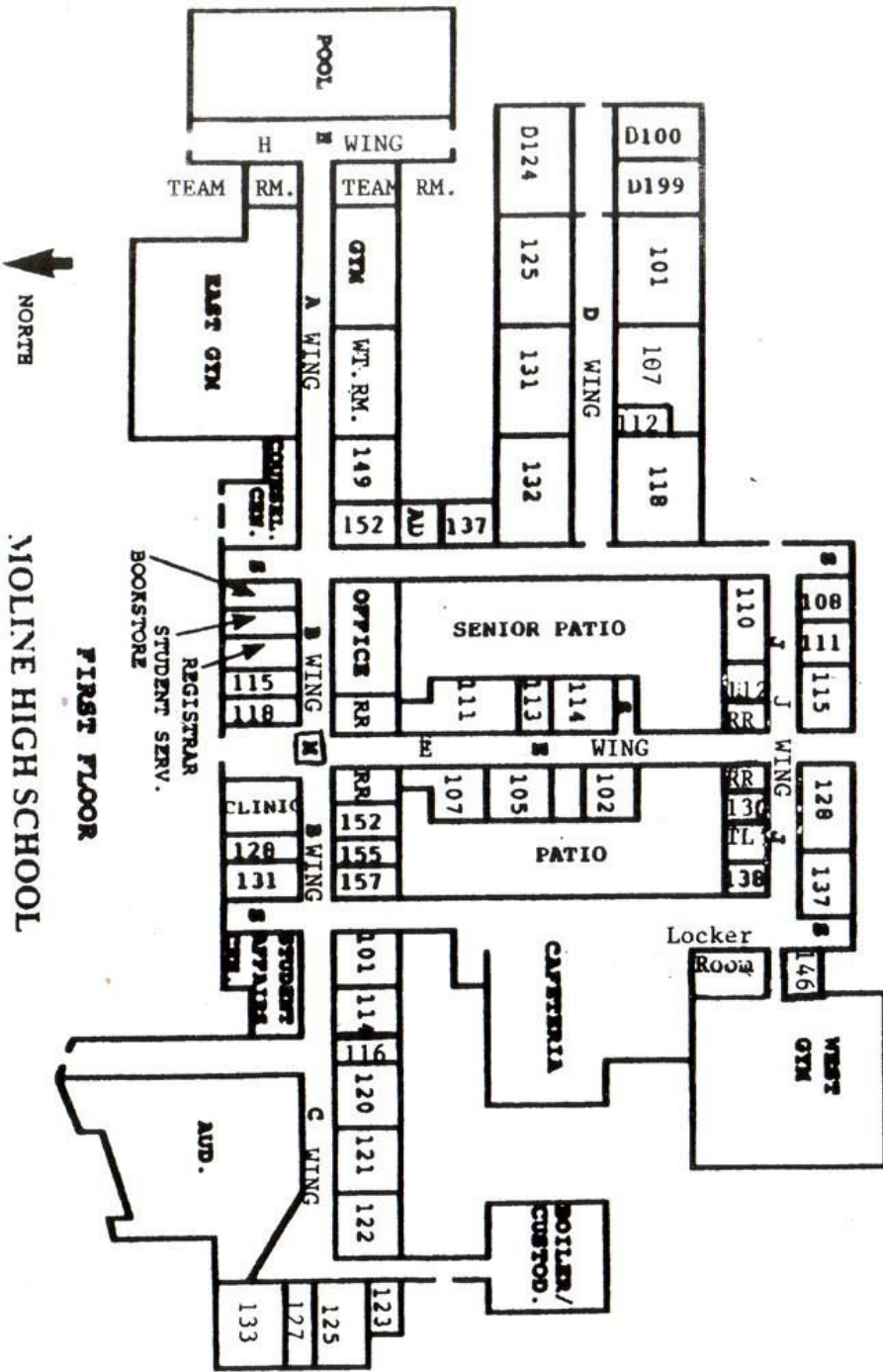
COLLEGE REPRESENTATIVES:

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.

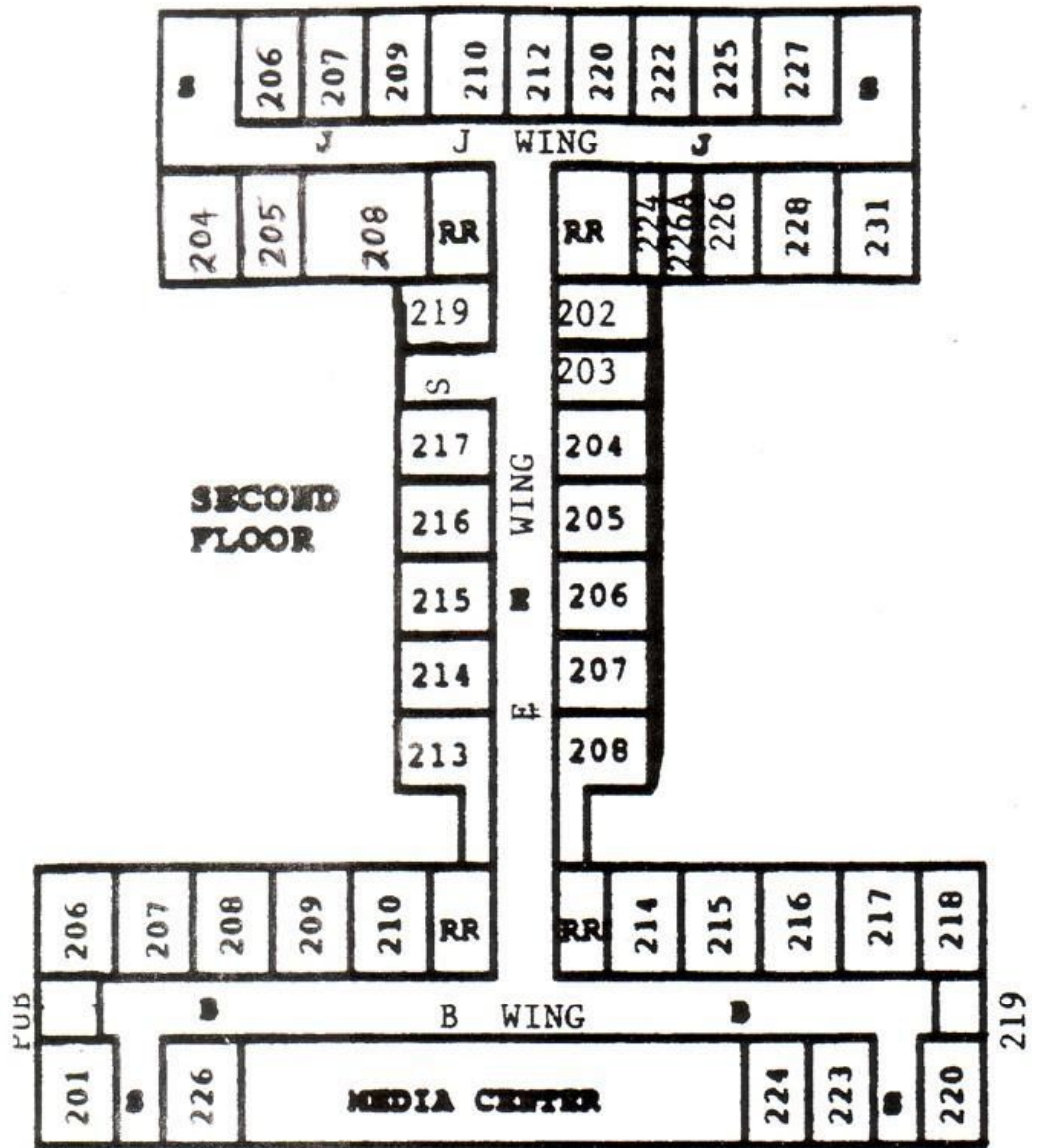
ARMY, NAVY, AND AIR FORCE R.O.T.C.

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 1st Floor: A1 – A143, C1 – C290, E1 – E178, J1 – J412



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

Bell Schedules & Lunch Assignments

2018-2019 Bell Schedule						
Regular Days				Early Release Wednesdays		
Period	Start	End		Period	Start	End
Period 1	8:10	9:00		Period 1	8:10	8:50
Period 2	9:05	9:55		Period 2	8:55	9:40
Period 3	10:00	10:50		Period 3	9:45	10:30
Period 4	10:55	12:15		Period 4	10:35	11:50
<i>1st lunch</i>	<i>10:55</i>	<i>11:25</i>		<i>1st lunch</i>	<i>10:35</i>	<i>11:05</i>
<i>2nd lunch</i>	<i>11:05</i>	<i>11:35</i>		<i>2nd lunch</i>	<i>10:45</i>	<i>11:15</i>
<i>3rd lunch</i>	<i>11:15</i>	<i>11:45</i>		<i>3rd lunch</i>	<i>10:55</i>	<i>11:25</i>
<i>4th lunch</i>	<i>11:25</i>	<i>11:55</i>		<i>4th lunch</i>	<i>11:00</i>	<i>11:30</i>
<i>5th lunch</i>	<i>11:35</i>	<i>12:05</i>		<i>5th lunch</i>	<i>11:10</i>	<i>11:40</i>
<i>6th lunch</i>	<i>11:45</i>	<i>12:15</i>		<i>6th lunch</i>	<i>11:20</i>	<i>11:50</i>
Period 5	12:20	1:10		Period 5	11:55	12:40
Period 6	1:15	2:05		Period 6	12:45	1:30
Period 7	2:10	3:00		Period 7	1:35	2:15
Early Dismissal Days				Lunch Assignments		
Period	Start	End		Period		
Period 1	8:10	8:30		1st	J1, West Gym, C	
Period 2	8:35	9:05		2nd	B2, E3, D	
Period 3	9:10	9:30		3rd	J3	
Period 4	9:35	9:55		4th	B1, B3	
Period 5	10:00	10:20		5th	J2, E1	
Period 6	10:25	10:45		6th	E Gym, E2	
Period 7	10:50	11:10				

Lunch Assignments based on Period 4 class location.