

MS/HS Handbook Updates
2025-2026

<u>Additions/Changes</u>	<u>Specifics</u>	<u>Reasoning</u>
Update staff list and board members		Yearly update
<p>Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.</p> <p>Visitors will check in using the Raptor system, which runs check through the sex offender registry. All visitors must have identification when entering the building.</p>	<p>This was an addition to our current visitor section on page 3.</p> <p>I also added information about using Raptor to check visitors to the school</p>	<p>Model Handbook</p> <p>Update in protocols</p>
<p>Drivers Education:</p> <p>Students who miss more than ten class periods will repeat the class portion of driver's education. Students must start the semester at Illini Central, if not, you will be enrolled in the following semester.</p>	Additional language added to section on page 9	There are laws on the number of days and content that need to be covered. We cannot confirm all of this when a student transfers in.
No canned beverages are allowed outside of the cafeteria.	Additional language added to section on page 10	We have seen an increase in canned beverages throughout the school. Wanted to have more specific language
<p>Standardized Testing</p> <p>All students in the 9th and 10th grade will take the PreACT in the spring, and the 11th grade will take the ACT in the spring as a state graduation requirement. Students and parents/guardians should be aware that students in grades 6-8 will take standardized tests in the spring. Students in 5th and 8th grade will take the Illinois Science Assessment.</p>	Old language discussed the SAT (page 16)	We have switched from the SAT to the ACT

MS/HS Handbook Updates
2025-2026

<p>If a student is going to be absent from school for a full day or more for any reason other than illness, the following steps must be followed:</p> <ul style="list-style-type: none"> • All assignments must be secured. • All assignments must be completed by a date designated by the teacher. • Previously announced tests must be taken on a date designated by the teacher. <p>Failure to comply with these practices is subject to disciplinary actions and/or grade adjustments.</p>	<p>Previously said when the day the student returned. (page 24)</p>	<p>Teachers did not feel this was fair for the students. Updated it to encourage student responsibility that was reasonable.</p>
<p>If a student's absence is unexcused, make-up work will be provided at the teacher's discretion. Otherwise, all missed work is due the day the student returns to class unless determined otherwise by the teacher.</p>	<p>Added to unexcused absences on page 25</p>	<p>This is referenced in excused absences but is not specifically stated under unexcused absences</p>
<p>Foreign Exchange Students</p> <p>Foreign exchange students are a wonderful addition to our student body. These students, regardless of age, will be enrolled at senior level status. Foreign exchange students will invited to participate in all activities related to senior class level. This includes and is not limited to the senior class trip, prom, senior nights for athletic events, etc.</p>	<p>Added - no previous language</p>	<p>Brock Boyd requested we put our protocols in writing due to issues at a local school district regarding exchange students.</p>
<p>Free and Reduced-Price Food Services; Meal Charge Notifications^[1]</p> <p>The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.</p> <p>Free and Reduced-Price Food Services Eligibility</p>	<p>This was an addition to our current visitor section on page 55.</p>	<p>Model Handbook</p>

MS/HS Handbook Updates
2025-2026

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will

MS/HS Handbook Updates
2025-2026

direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross Reference: PRESS 4:130-E, *Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications*

Exhibit - School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

Addition made to page 42

Model Handbook

MS/HS Handbook Updates
2025-2026

8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material
www.trafficssafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety
<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

MS/HS Handbook Updates
2025-2026

<p>Ill. State Board of Education - Instructions To School Bus Riders www.isbe.net/Documents/bus_ride_instruct.pdf</p> <p><i>Cross-references: PRESS 4:110-AP3, Administrative Procedure – School Bus Safety Rules</i></p>		
<p>Targeted School Violence Prevention Program</p> <p>Threats and acts of targeted school violence harm the district’s environment and school community, diminishing students’ ability to learn and a school’s ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.</p> <p>Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).</p> <p>Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.</p> <p>For further information, please contact the Building Principal.</p> <p>Cross Reference: PRESS 4:190, Targeted School Violence Prevention Program</p>	<p>New to page 51</p>	<p>Model Handbook</p>

MS/HS Handbook Updates
2025-2026

Targeted School Violence Prevention and Threat Assessment Education

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct (“I’m going to beat you up” or “I’m going to blow this place up!”) or indirect (“Come and watch what I am going to do to her.”). A threat can be vague (“I’m going to hurt him.”) or implied (“You better watch out.”). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or “joking,” but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not

simply a random site of opportunity. Individuals who have committed targeted violence did not “just snap,” but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

Who Is Required to Report Threats?

New to page 52 and 53

Model Handbook

MS/HS Handbook Updates
2025-2026

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed. The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- · Threatening statements or gestures
- · Persons with ongoing, unresolved grievances with members of the school community
- · Atypical, unusual, or bizarre communications or behavior
- · Significant changes in behavior
- · Increased focus or fixation on aspects of violence, harm, or death
- · Information about someone expressing thoughts, plans, or preparations for violence
- · Concerns that someone may harm themselves
- · Behavior that significantly disrupts the learning or working environment
- · Behavior that seems troubling or disturbing
- · Persons seeming isolated and alienated from others
- · Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or “joking” statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate

MS/HS Handbook Updates
2025-2026

Cross Reference: PRESS 4:190-E6, Targeted School Violence and Threat Assessment Education		
<p>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 school goals.</p> <p>Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, 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:</p>	Page 54 - changed from identity to orientation	Model Handbook
<p>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</p> <p>Discrimination and harassment on the basis of race, color, or national origin negatively affects a student’s ability to learn and an employee’s ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.</p> <p>Examples of Prohibited Conduct</p> <p>Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and</p>	New content - Page 56 and 57	Model Handbook

MS/HS Handbook Updates
2025-2026

assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

MS/HS Handbook Updates
2025-2026

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

MS/HS Handbook Updates
2025-2026

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.		
<p>Teen Dating Violence Prohibited</p> <p>Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term <i>teen dating violence</i> occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.</p> <p>For more information about this issue, please see the Centers for Disease Control and Prevention’s educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.</p> <p>Investigation Process</p> <p>Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.</p> <p>Enforcement</p> <p>Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.</p> <p>Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.</p> <p>Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the</p>	Page 58 and 59 Updates & New	Model Handbook

MS/HS Handbook Updates
2025-2026

context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

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Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

PUNS (Prioritization of Urgency of Need for Services)/Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance
Lori Avart

Page 39 - New

Model Handbook

MS/HS Handbook Updates
2025-2026

208 North West Avenue Mason City, IL 62664 (217) 482-5180 lavart@illinicentral.org		
<p>Sex Offender Notification Law</p> <p>State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):</p> <ol style="list-style-type: none">1. To attend a conference at the school with school personnel to discuss the progress of their child.2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.3. To attend conferences to discuss issues concerning their child, such as retention or promotion. <p>In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.</p> <p>Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.</p> <p>A violation of this law is a Class 4 felony.</p> <p>Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs</p>	Update to Page 19	Model Handbook

MS/HS Handbook Updates
2025-2026

<p>Accommodating Breastfeeding Students</p> <p>Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:</p> <ol style="list-style-type: none">1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.3. Access to a power source for a breast pump or any other equipment used to express breast milk.4. Access to a place to store expressed breast milk safely.5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding. <p>Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.</p> <p>Cross Reference: PRESS 7:10-AP2, Administrative Procedures - Accommodating Breastfeeding Students</p>	New to page 5	Model Handbook
<p>Accelerated Placement</p> <p>The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.</p>	Removed meets. Only includes exceeding students on page 29	Model Handbook

MS/HS Handbook Updates
2025-2026

<p>For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:</p> <ul style="list-style-type: none">A. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.B. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.C. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.		
<p>Library</p> <p>The Mason City Public Library is an extension of the school. During the school day, all school rules apply at the library. Students are expected to act appropriately as this facility will be shared with the public during the day. Students who do not follow the code of conduct will be subject to disciplinary action. Students are not allowed to use the library restrooms and may only use the restrooms at the school. It is also the Public Library's policy that no backpacks, food, gum, candy, or drink be brought into the facility.</p> <p>Students are responsible for returning their library books on the date so noted on their date=due card. Overdue library books will be assessed a fine of ten cents per day until the book is retired. When the book has been overdue for longer than a month, it is presumed lost and the student will be billed for the cost of the book. Students are also responsible for the care of their library books. The student will pay for damaged or destroyed books while checked out on their library card. Failure to pay fines or replacement costs will result in losing privileges to check out library materials as well as potential disciplinary action.</p>	New to pages 45-46	Requested by the library
<p>Headphones of any kind are not allowed between the regular school hours of 7:45 - 3:00 unless needed as determined by the teacher. These headphones must be wired headphones.</p>	Page 55 Updates	Headphones are an issue.

MS/HS Handbook Updates
2025-2026

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1st Offense	Verbal warning (after 2 referrals in Skyward)
2nd Offense	Student takes the phone to the office, and pick-up from the office after school
3rd Offense	Student takes the phone to the office, student pick-up after school, 1-hour detention issued
4th and subsequent offenses	Student takes the phone to the office, parent pick-up, and 1-hour detention, phone checked in to the office daily for 10 school days

Refusal to submit a cell phone upon request will be treated as gross insubordination. A student(s) who have continued offenses with personal devices may lose privileges for the entire school year. Administration has the discretion to terminate personal device privileges at any time. Personal device consequences reset at the beginning of each semester.

Added warning policy

Discussed the possibility of the legislative bill banning cellphones which would result in no verbal warnings and no phone at lunch.