

**Morrison High  
School  
“Home of the  
Mustangs”**



**Student/Parent  
Handbook  
2011-2012**

Dear Students and Parents:

Welcome! This handbook is designed to inform you of the services, activities, procedures and students' rights and responsibilities at Morrison High School.

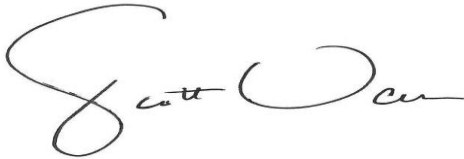
We hope you will refer to these pages as you need information about rules, procedures or school policies. If you are unable to find your answer please contact the high school office and we will be happy to assist you.

The Student/Parent handbook is organized into several areas including Student Services, Residency and attendance, Student Rights and Responsibilities, Discipline, Grading, Student Records, Student Activities and the Extracurricular Code of Conduct.

The Student/Parent handbook is also available on our school website, [www.morrisonsschools.org](http://www.morrisonsschools.org).

We hope this handbook will assist you and your child to have a productive learning experience during his/her time at Morrison High School.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Vance". The signature is fluid and cursive, with a large initial "S" and a long horizontal stroke at the end.

Scott Vance  
Principal

## MORRISON HIGH SCHOOL FACULTY AND STAFF

Mr. Scott Vance.....Principal  
Mrs. Jennifer Robinson.....Guidance Counselor  
Mr. Jake Axelson.....Health/PE  
Mr. David Bean.....Instrumental Music  
Mrs. Sandra Bechtel.....Math  
Mr. Cory Bielema.....Science  
Mrs. Marjorie Blunt..... English/French  
Mr. Rory Coghlan.....Business  
Mrs. Tammy Deter.....Physical Education  
Mr. Gregg Dolan.....Science  
Ms. Kristen Donnelly.....Vocal Music  
Mr. Tim Duncan.....Social Science  
Mrs. Shari Eflline.....Science  
Mrs. Tiffany Kao.....Special Education  
Mrs. Melissa Landes.....Spanish  
Mrs. Sally Lindsey.....Secretary  
Ms. Jessica Randolph.....English  
Mr. Scott Rickels.....Industrial Technology/PE  
Mrs. Gwenn Rickertsen.....English  
Mrs. Connie Royer.....Math  
Mr. Rod Scott.....Driver Education/PE  
Mr. Duane Shaffer.....Special Education  
Mrs. Mary Simmons.....Family & Consumer Science  
Mr. Adam Smith.....Math  
Mr. Ben Sondgeroth.....Social Studies  
Ms. Laura Staublin.....Librarian  
Mrs. Heather Stoudt.....English  
Mr. Tony Wright.....Art  
Mrs. Nadine Venhuizen.....Office Manager  
Mr. John Heusinkevld.....Custodian  
Mr. Alan Johnson.....Custodian  
Mr. Gene VanDeWostine.....Custodian

## **I. GENERAL INFORMATION**

### **Chain of Command**

We want to solve any issues at the lowest possible level of contact. If there is a concern or question regarding your child's performance, grade, homework, etc, please contact the teacher involved first. If it is not resolved to your satisfaction, the next step is the building principal. If speaking to the principal does not solve the issue, the next step is the superintendent. If it is necessary to take your concerns to the School Board, the superintendent will provide contact information for you to do so.

### **Daily Schedule**

Morrison High School is on the 8-block schedule. Classes 1-4 meet on "A" days and classes 5-8 meet on "B" days. The classes are 85 minutes long. We have a 25 minute homeroom at the end of each day.

1A/5B	8:10-9:35	WACC students leave at
2A/6B	9:40-11:05	9:35 and return at 12:30.
3A/7B	11:10-12:35	
4A/8B	1:10-2:2:35	
Homeroom	2:40 – 3:05	
A lunch	11:05-11:35	
B lunch	12:35-1:05	

### **2 HOUR LATE START SCHEDULE**

2A/6B	10:10-11:05	WACC students will leave at 10:05 a.m.
3A/7B	1st lunch 11:10-11:35	
	Class 11:40-12:35	
	Class 11:10-12:05	
	2 <sup>nd</sup> lunch 12:10 – 12:35	
1A/5B	12:40-1:35	
4A/8B	1:40-2:35	
Homeroom	2:35- 3:05	

### **EARLY RELEASE (1:05)**

1A/5B	8:10-9:10	
4A/8B	9:15-10:15	WACC Students leave at 9:35
2A/6B	10:20-11:20	and return at 12:30
3A/7B	11:25-12:25 (C)	
	12:30-1:05 (L)	
	11:25-12:00 (L)	
	12:05-1:05 (C)	

#### EARLY RELEASE (11:45)

1A/5B 8:10-9:00

4A/8B 9:05-9:55

2A/6B 10:00-10:50

3A/7B 10:55-11:45

WACC Students leave at 9:35

#### **Insurance**

Student insurance is available as an option for parents to consider to purchase. Complete details on all plans available are in brochures which may be obtained at registration and at each district school office. Parents choosing to purchase insurance through the school should complete the form in the brochure and mail it directly to the company.

#### **Work Permits**

Legal requirements for securing a work permit for students under the age of 16 are very strict. Forms may be secured from the high school office. Students will need a copy of their birth certificate, current physical, and a statement from the employer stating the type of work and hours of employment for issuance of the work permit.

#### **Community, Educational, Charitable, or Recreational Organizations**

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's website where appropriate. All material and literature must be student-orientated and have the sponsoring organizations name prominently displayed.

## **II. RESIDENCY AND ATTENDANCE**

#### **Attendance Requirements**

Students are required by Illinois State law to attend each day the school is in session. It is the responsibility of parents and guardians to ensure compliance with the State's compulsory school attendance requirements. The Board of Education's attendance policy states that students shall attend class on a regular basis and be on time for class. Student attendance is not optional; it is a requirement of every class. The Board of Education believes that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline, and responsibility. Failure to attend classes seriously prejudices the entire educational program and creates problems for the teacher and other students in the classroom, in addition to the offending student.

Morrison High School monitors student attendance and takes steps to address any significant attendance patterns. According to the Illinois Revised Statutes, Chapter

105, Section 5/26-1, states that a truant is defined as “a child subject who is absent without valid cause from such attendance for a school day or portion thereof.” Section 26-2 states that when a student’s absences exceed ten percent (10%) of the previous 180 attendance days, habitual truancy exists. M.C.U.D. is legally obligated to (a) inform parents at appropriate intervals when a student’s absences are exceeding 10% of the regular sessions, and (b) submit the names of such students to the truancy officer representing the educational service region for possible legal action.

Morrison High School sends letters to parents when their student’s absences reach 10 or more. This letter is a form letter from the Regional Office of Education, signed by the high school principal. The letter states that any future absences can only be excused if a medical, dental or other appropriate excuse is provided. Parents are encouraged to monitor absences and keep in contact with the high school office if their student’s absences approach 10.

### **Change of Address/phone number**

Students whose phone numbers or addresses have changed must notify the main office immediately. This allows the school to contact parents promptly.

### **Class Attendance Procedures**

1. If a student is late to class the student is tardy. Students arriving late to school prior to 9:00 am (on regular attendance days) will be considered tardy or late. Student arriving after 9:00 am (on regular attendance days) will be considered absent for their first class. **(Three tardies will be counted as one absence.)**
2. A signed pass by a teacher, administrator, counselor or office personnel will allow the student to enter class without absences or tardies being recorded.
3. If a student leaves class without permission (for example not returning after a class break) that student will be counted absent that period.
4. If a student is sent to the office for disciplinary reasons or elects to go to the office because of disciplinary actions, the student will be considered absent, regardless of the amount of time out of class.
5. Excessive absences during any class, including homeroom, may result in disciplinary action.

### **Medical Appointments**

Appointment cards, parent phone calls, or parent notes for these appointments must be presented in the office prior to 8:10 a.m. the day of the appointment if the student is to leave school during regular school hours (8:10-3:05).

Appointments may be excused upon the student’s return and subsequent presentation of the doctor’s note to the high school office within 48 hours of the appointment.

Appointments should be scheduled outside of school hours when possible.

### **Excused and Unexcused Absences**

With the exception of school-related absences, an absence will be recorded any time a student is absent all or part of a school day. The principal will ultimately decide whether the absence will be considered excused or unexcused for the sake of determining possible loss of academic credit and disciplinary action. No credit will be given for work missed or not turned in due to an unexcused absence. Therefore, unexcused absences will result in the reduction of grade(s) and loss of academic credit. In the case of suspensions (either In-School or Out-of-School) students will be required to make up assignments. Furthermore, students who make up work while on suspension will be given credit for assignments that are made up. Failure to turn in assignments missed during a suspension in the allotted time will result in loss of credit for those assignments!

Generally the following are considered UNEXCUSED absences: missing the school bus, missing a ride, oversleeping, employment, personal appointments that can be scheduled outside of school hours, car trouble, being needed at home, shopping, hunting, and other reasons deemed unacceptable by the principal or his/her designee.

### **Telephone Calls for Absences**

When a student will be absent, the parent/guardian is required to call the high school office (772-4071) before 10:00 a.m. on the day of the absence. Failure to call by the designated time may result in unexcused absence. Voice mail is available to take calls after office hours. Please provide the student's name, date of absence, and reason.

### **Tardies**

If a student is not in the assigned classroom when the bell rings, he or she will be considered tardy. If the student has a pass signed by either a teacher or office staff member the student is excused.

If a student is tardy to school in the morning he or she should report directly to the high school office for a pass to class. The student must also sign in. Tardiness to school may result in disciplinary action by the principal or designee. After the second morning tardy a letter is sent home to the parents. After the third morning tardy, an after school detention is assigned. Students will be assigned an absence after the third (3) morning tardy.

### **Closed Campus**

Morrison High School is a closed campus. Students are not allowed to leave school grounds during school hours except by permission from the principal or his/her designee, including lunch hours. Students are not allowed to sit in cars in the parking lot during the school day. Leaving campus without permission may result in disciplinary action.

### **Sign-in/Sign-out**

If a student must leave school for any reason, he/she must secure permission from the office and his/her parents. The student must also sign out and upon returning to school, sign in. The sign-out sheet is located in the main office.

### **Pre-arranged Absences**

Pre-arranged absences must be arranged at least **three (3) days in advance**. Failure to do so may result in unexcused absences and loss of credit in the student's classes. Pre-Arranged absence forms are available in the main office. All information must be completed on the form and parents must come in to the office to sign the form. Students are responsible for making arrangements with their teachers concerning make-up work.

### **Withdrawal**

Students transferring or withdrawing from Morrison High School are required to complete a withdrawal form signed by the student's parent(s)/guardian, principal or his/her designee, and the student's teachers. All fines and textbooks must be paid/returned before the student's records will be released.

## **III. SCHOOL SAFETY**

### **Disaster Drills**

Specific instructions for evacuating classrooms during a disaster drill are provided in individual classrooms. Generally students are to move into nearby hallways and other areas of least danger. Morrison High School does have a crisis and lockdown procedures in the event of an emergency.

### **Fire Drills**

Periodically during the school year MHS will conduct fire drills. When the fire alarm sounds, each class will leave the classroom and proceed quickly and quietly to the assigned exit. Students will not be permitted to go to lockers or locker rooms. The first two persons to reach the outside doors will hold them open. The last person from each classroom will shut the classroom door. Teachers will give more detailed instructions concerning which exit to use. It is imperative that instructions be followed. A fire drill is a serious matter. Faculty will assist students with special needs as the situation warrants.

### **Search and Seizure**

The Board recognizes its responsibility to maintain order and security in Morrison High School. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

Vehicles, while on school property may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including through an alert by trained dogs, the student's vehicle will be searched. Also by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

### **Students and Their Personal Effects**

Administrators or their designees may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when they are being carried by the student when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonable, related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted outside the view of others, including students, the presence of a school administrator or adult witness; and by a certified employee or administrator of the same gender.

### **School Property**

School property, including but not limited to desks and lockers, is owned and controlled by the District and students should have no expectation of privacy in them or in any personal effects left in such areas. The District may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior notice to students and without consent.

### **Seizure of Property**

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the school's rules, such evidence may be seized and impounded by administrators and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Visitor Permits**

Parents are always welcome. All visitors, including parents must sign in at the office before going to other areas of the building. Visitors will receive a visitor's badge that must be worn while in the building. Please return the badge to the office before leaving the building. Visitors other than parents and prearranged speakers/presenters (friends, former classmates, graduates, etc) are not allowed during regular school hours without the written permission of the principal.

## **Volunteers**

Our school district encourages the use of volunteers to:

1. increase students' educational attainment,
2. provide enrichment experiences for students,
3. increase the effective utilization of staff time and skills,
4. give more individual attention to students,
5. promote greater community involvement,

Volunteer applications can be picked up at the main office.

## **IV. STUDENT SERVICES**

### **Counseling**

All students may receive aid and assistance from the counselor. Students will find educational, vocational, and social counseling available. The Counseling Department coordinates all standardized testing, including tests required for college admission and scholarship application. Appointments may be made directly by students, or parents may telephone the counselor at 772-4071

### **Homebound Instruction**

A student absent from school for more than two consecutive weeks because of health or physical impairment may receive services of a certified teacher in the home or hospital. Appropriate educational services can begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parent or guardian request is filed in the office of the Superintendent.

### **Special Education**

Morrison High School recognizes that each student learns in a unique way. Despite individual differences, most students learn in the regular education classroom; however, some students require extensive accommodations, curricular modifications, or a specialized curriculum. Criteria for eligibility for services is determined by procedures established by federal and State of Illinois Special Education Rules and Regulations. The Morrison Special Education department serves students with an Individual Education Plan (IEP) including learning, emotional, physical, and cognitive disabilities, autism, hearing, vision, speech and language, and other health impairments. Students with disabilities may be provided services under a 504 plan and receive accommodations within regular education classes.

### **Library Guidelines**

The Morrison High School library hours are from 7:50 a.m. to 3:25 p.m. on days when school is in session. Books may be checked out for four (4) weeks, magazines and vertical files for two (2) weeks. Library fines are \$.5 per item per school day and must be paid before additional materials can be checked out. It is the student's responsibility to check the overdue list and renew materials on time. Materials must be present in order to renew items. In addition, the overdue list will be

posted in the library and throughout the school. Materials may be ordered on inter-library loan with loan time set by the lender.

All fines must be paid before attending Homecoming, Prom, or other similar activities, unless permission is specifically granted by principal or his/her designee.

## **V. ACADEMICS**

### **Academic Integrity**

Morrison High School is committed to providing an atmosphere in which the values of truth, integrity, personal accountability, and respect for the rights of others are modeled. Therefore, Morrison High School prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Examples of academic dishonesty may include, but are not limited to the following:

1. Communicating with another student during an exam or quiz.
2. Copying material during an exam or quiz.
3. Allowing a student to copy from one's exam or quiz.
4. Using unauthorized notes or devices.
5. Submitting falsified information for grading purposes.
6. Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher.
7. Submitting a paper or project which is not the student's work.
8. Copying another person's assignments.
9. Allowing another student to copy one's assignment.
10. Removing exams or parts of exam without the knowledge and consent of the teacher.
11. Impersonating a student to assist the student academically.
12. Having another student impersonate the student to assist academically.
13. Stealing or accepting stolen copies of tests or answer keys.
14. Changing answers and seeking credit on an assignment or exam after the work has been graded and returned.
15. Altering a teacher's grade book.
16. Using computers and programmable calculators in violation of guidelines established by the teacher.
17. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher.
18. Unlawfully copying computer software or data created by others.
19. Misusing school computer systems which are used for student, staff or administrative purposes.
20. Any other violation intended to obtain credit for work that is not one's own.

## **Plagiarism**

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own. Types of plagiarism include word-for-word mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source may include but not be limited to the following

1. Failing to cite with quotation marks the written words or symbols of another author.
2. Failing to cite research materials in a bibliography.
3. Failing to name a person quoted in an oral report.
4. Failing to cite an author whose works are paraphrased or summarized.
5. Presenting another person's creative work or ideas as one's own in essays, poems, music art, computer programs or their projects.
6. Copying or paraphrasing ideas from literary criticism or study aids without documentation.

For possible disciplinary action concerning plagiarism please see the Unacceptable Behavioral Chart.

## **Anti-biased Curriculum**

The Superintendent of schools shall recommend a comprehensive anti-bias curriculum that is aligned with: the district's educational philosophy and goals; student needs as identified by research, demographics, student achievement, and other data; minimum requirements of State and federal law and regulations for curriculum and graduation requirements; Illinois State and District Learning Standards and any required State or federal student testing.

## **Physical Education Exemptions**

A student in grades 11 or 12 may request exemption from P.E. for the following reasons:

1. The student is participating in interscholastic athletics and:
  - a. Desires to take an extra full-year course.
  - b. Desires to take an extra semester course.
2. The student may be asked to provide written evidence from an institution of higher education that a specific course not included in school graduation requirements is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit for one or more courses required for high school graduation. Students who have failed courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

Each request for exemption from P.E. is to be verified and eligibility determined on a case-by-case basis by school district staff.

### **Class Repeats/Failures**

Students may not earn a credit a second time for the same class except for the following courses:

Band (may be taken 4 years)

PE (must be taken 3 1/2 years, may NOT be doubled without the principal's permission)

Concert Chorus (4 years)

Symphonic Choir (4 years)

Madrigals (4 years)

Studio Art (4 semesters)

Yearbook (junior and senior year)

Music Theatre (4 semesters)

Directed Studies (4 years)

Current Events (2 years)

\*changes may be allowed with administrative approval

Any course not listed above that is repeated must be done so with the approval of the principal, teacher, and counselor. The grade earned when repeating the course will replace the grade initially earned and will be counted toward the student's grade point average.

If a student fails the first semester in mathematics, foreign language, or business education courses, excluding General Business, credit for the full year will be granted if the grade for the second semester is "D" or better and the student has passed the final exam.

### **Dropping a Class**

A student may drop a class only for a sound educational reason as determined by the principal and/or counselor. No schedule changes will be made without the principal and counselor agreeing to the change after that class has met three times. Procedure:

1. Parent/guardian must contact classroom teacher with request and reason to drop the class **OR** the classroom teacher must contact the parent/guardian with request and reason to drop the class.
2. After contact, written permission slips to drop can be obtained from the counselor or principal.
3. If the student drops the class without teacher consent, the student receives an "F" grade in the class for the semester and receives no credit. There are no study halls! It is the student's responsibility to find another teacher who will be responsible for him/her during the time the class meets. If the student does not find a teacher willing to have them in their classroom during this time, the student remains in the class he/she wishes to drop.

## Report Cards/Mid-Terms

Report cards are sent home to parents by mail at the end of each quarter.

PARENTS: If you do not receive grade reports, question your student, and then call the high school. Mid-term reports are mailed home at the mid point of each quarter.

Each grading period an Honor Roll will be published. A student will be placed on the High Honor Roll if an average grade of 3.50-4.00 has been earned. A student will be listed on the Honor Roll if an average grade of 3.20-3.49 has been earned for that grading period. A student's honor roll or class rank standing is determined by adding the number value (A=4, B=3, C=2, D=1, F=0) then dividing by the number of subjects. Class rank and cumulative GPA will only be tabulated after each semester. The grade point averages of all students are arranged in numerical order from high to low for class rank.

Students will earn weighted grades for Advanced Placement courses. The following is the point system used to determine GPA:

<u>Grade</u>	<u>Point Value</u>	<u>Weighted Value</u>
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

Example of Honor Roll -

Accounting	B = 3
Eng. IV	A = 4
Comp App	A = 4
Alg II	B = 3
Robed Choir	A = 4
P.E.	B = 3
Art	A = 4
Govt.	B = <u>3</u>

28 grade points

28 Divided by 8 = 3.50 GPA

NOTE: Students with incomplete grades will not be listed on the honor roll for the grading period.

## Determining Class

Student's class will be determined based upon the number of credits that student has earned at the beginning of each school year. The number of credits earned will be the basis for all activities and events that are class specific (i.e. state testing, Prom, etc...). The administration reserves the right to reclassify students throughout the year based on credits earned through Credit Recovery,

Correspondence courses, on-line course, or other school approved methods. The number of credits needed for each class are as follows:

Freshmen...0-6.5 Credits

Sophomore...7-13.5 Credits

Junior...14-20.5 Credits

Senior...21 or more credits

### **Incomplete Grades**

An incomplete is assigned when a student's work is incomplete for a grading period due to extended, excused absences. An "F" is given to a student who fails to make up an incomplete within 2 weeks after the grading period unless special arrangements are made with the teacher.

### **Semester Test Policy**

All teachers are expected to give either a semester exam or a semester ending project. Semester exams and projects will be a percentage of the final semester grade, check with your individual teachers about how they figure semester grades. Students must pass both semesters in all other courses to receive full academic credit.

Juniors who met/exceeded on the math and reading portion of the PSAE exam may be exempt from semester finals their senior year provided they maintain at least a C average for the semester. Seniors will be expected to take all finals in classes in which their average is below a C. In addition, students must have all detentions and fines settled before they will be excused from finals.

### **Driver Education**

A Driver Education course is available to all Morrison High School students. To be eligible students must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. This requirement may be waived by the principal if he/she believes a waiver to be in the student's best interest. Students who are absent unexcused and subsequently miss class instruction or driving time will not pass this class. Scheduling of Driver's Education is based on age with priority given to older students. There is a \$150 fee for this course.

### **Credit Recovery**

Credit Recovery is for students who are behind in 1 or more classes. Students will be assigned to attend Credit Recovery during a class period and must complete credits through the A+ computer program. This is a self paced program. There is a monetary fee that goes with this program. Requirements for admission and provisions for the Credit Recovery program are as follows:

1. Make up a deficiency in credits.
  - a. Student must be short in credit requirements for graduation.

- b. Student may be assigned or admitted to program with Counselors and Administration approval.
  - c. Monetary fee is required.
  - d. Student agrees to abide by Credit Recovery contract.
  - e. Students falling into this category may be given priority.
2. Take a course that otherwise would not fit into the students schedule.
  - a. Student must show valid cause as to why the schedule change is needed.
  - b. Student may be assigned or admitted to program with Counselors and Administrations approval.
  - c. Monetary fee is required.
  - d. Student agrees to abide by Credit Recovery contract.
3. Student has transferred into district from another school.
  - a. Student arrives late in the semester and is placed in program to finish out the semester, as opposed to sitting in a class they do not need.
  - b. Student may be assigned or admitted to program with Counselors and Administrations approval.
  - c. Student agrees to abide by Credit Recovery contract.
4. Administrators prerogative. On a rare occasion circumstances necessitate a change in a student's schedule, the administration reserves the right to remove a student from the regular classroom and place them in the Credit Recovery program. Guidelines under this policy may include but are not limited to the following:
  - a. Student would require approval of the principal.
  - b. Students may remain on roster of the regular classroom course and would receive a failing grade for the semester on their report card.
  - c. Student may or may not be allowed to make up lost credit for the class from which they were removed.
  - d. Student agrees to abide by Credit Recovery contract.
  - e. Student may be required to pay Credit Recovery fee.
  - f. Student may be denied entrance if there is insufficient room in the program for that hour.

### **Homework Online**

Daily Homework assignments are also available online at [MorrisonSchools.org](http://MorrisonSchools.org). Click on high school homework page.

### **Online Grades**

Grades are available to parents anytime through the school website.

## **VI. GRADUATION**

The date for commencement will be established on a yearly basis. Students will be chosen to speak at Graduation using the following process: (1) Senior students will elect 2 classmates to speak, (2) Teachers will also select two student speakers by

voting. In the event that neither the valedictorian(s) and/or salutatorian(s) are chosen by either the faculty or the students, they will also have the opportunity to present speeches.

### **Courses That Count Toward Graduation**

1. All regular academic and schedule credits.
2. A maximum of two credits obtained off-campus when approved by the counselor and principal in advance, in writing, from:
  - a. Independent study courses from an accredited institution.
  - b. Courses from Sauk Valley Community College, Clinton C.C., Sterling Adult Education Program, Sterling Summer School, Clinton Summer School, or other North Central Approved programs.
3. Approved correspondence programs meeting North Central standards.
4. Transfer credit will be awarded on the basis of North Central Association standards.

If more than one credit is requested, a written request for such approval must be submitted to the principal clearly stating the reason for the request. Each request will be considered by the principal and guidance counselor on an individual basis with the welfare of the student and the school district contributing to the final decision. Courses will not be approved if similar regularly scheduled classes are offered at MHS. All correspondence courses will include a \$5 processing fee payable to Morrison High School prior to the course being accepted for credit.

### **Graduation Requirements**

All individuals must be enrolled as full-time students while in school, exceptions may include fifth-year students or cases of extreme hardship. An administrative decision may permit a deviation from this stipulation. The Morrison Community Unit District #6 Board of Education desires students to utilize the educational opportunities provided by the Morrison school system.

To receive a diploma from Morrison High School, each student must present the following credentials:

**THE REQUIRED COURSES/CREDITS ARE AS FOLLOWS:**

English (includes speech)	3 ½
Science	3
Math	3
Social Science	3
P.E.	3 ½
Health	½
Consumer Ed	½
Computer Concepts	½
Electives	11 ½
<b>TOTAL CREDITS</b>	<b>29</b>

NOTE: 1 semester of General business may substitute for 1 semester of Consumer Education.

Physical Education is required seven semesters and Health is required for one semester. Two classes of P.E. may not be taken concurrently without the principal's permission.

Students who are permitted to take a Morrison High School course(s) and are enrolled in Morrison Community Unit #6 Schools other than the Morrison High School shall receive credit for the course(s) upon successful completion of the course(s). This credit will be recorded on their Morrison High School transcript but such credit shall not be used to meet their applicable number of credits for high school graduation.

In addition, before any student is allowed to participate in the graduation ceremonies they must have all detentions served as well as all fines and other obligations taken care of.

#### **VII. WHITESIDE AREA CAREER CENTER (WACC)**

Whiteside Area Career Center students will leave for classes at the Career Center at 9:35 a.m. and return to MHS by 12:30 p.m. No career center student is allowed to drive his or her car to WACC without a pre-arranged permission form from WACC, signed by the high school principal and his/her parents.

#### **Requirements for Admission to WACC**

1. Students who will be classified as seniors and/or juniors for the next school year are eligible for admission to WACC with seniors given first priority.
2. A student requesting admission to WACC must have a cumulative grade point average of no less than 1.50. The grade point average used for admission purposes will be the GPA computed at the end of the first semester of the year prior to attending the Vocational school (at the end of the 5<sup>th</sup> semester for entering seniors and 3<sup>rd</sup> semester for entering juniors).
3. Enrollment in REQUIRED SUBJECTS must first be completed or arranged for before enrollment in WACC courses will be permitted.
4. Students who have been suspended from school for any reason may be deemed ineligible for WACC.
5. Each class missed at WACC is equal to two class periods at MHS.
  - a. A student must have a 90% attendance rate the previous year. Students MUST maintain a 90% attendance rate during their enrollment. Students who do not reach 90% may be deemed ineligible to attend WACC the next school year.
  - b. Extended illness or injury with doctor's excuse will be considered on an individual basis.
6. In most areas of study at WACC, the prospective student must have completed specific subjects related to the area he/she wishes to pursue.

7. Juniors wishing to take WACC will also be required to take an Early Bird physical education course. Students may apply for a P.E. waiver under the following conditions:
  - a. They are out for a varsity sport
  - b. They are a member of the marching band

### **Transportation to WACC**

WACC student ride the buses to the WACC Center. No other means of transportation is to be used unless written consent is given by WACC, parents and the principal. IF a student misses the bus to WACC, report to the main office immediately. Do NOT drive your own vehicle. If you miss the bus back to Morrison, call the high school and transportation will be arranged at your expense.

### **VIII. STUDENTS RIGHTS AND RESPONSIBILITIES**

Discipline is an important and necessary part of each student's school experience. The Board of Education has traditionally insisted upon and supported the need for student discipline. Maintaining a good learning environment requires the combined efforts and cooperation of all parties involved. This discipline policy specifies the responsibilities and rights of parents, students, and school staff.

Discipline is based on the premise that rules must be consistently enforced. Further, the rules must be fair and firm and comply with the individual's constitutional and other legal rights. To help the student grow toward self-discipline; to accept self-responsibility and to learn to appreciate the rights of others, patterns of appropriate behavior must be maintained. As students advance in age and maturity, they will assume greater responsibility for their actions. Staff implementing the discipline should recognize that differences in age and maturity, as well as mitigating circumstances, may require that different types of disciplinary action be used.

This policy is designed to ensure that each classroom will have a climate of order, discipline, control and learning, as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. Foremost, this policy is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right.

The following is a list of responsibilities and rights of the parents, students, teachers and administration.

#### **Parents should:**

1. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
2. Work with the school in fulfilling recommendations made in carrying out disciplinary actions taken in the best interests of the student.

3. Plan the time and place for homework assignments and provide necessary supervision.
4. Assume the responsibility to talk with the student about school activities and expected behavior.
5. Recognize that in the school the teacher stands in the relation of parent and guardian to the student.
6. Instill in the student respect for the law, including the rights of others.

**Parents have the right to:**

1. An explanation of the basis for any conduct mark given by a teacher.
2. Request and be granted a conference with teacher and/or the principal.
3. Know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. Be granted reasonable access to all school records pertaining to their child subject to the statutes of the State of Illinois.
5. Share in their child's right to due process procedures in matters of disciplinary actions.
6. Be notified of their child's serious or repeated violation of school rules and regulations.
7. A copy of the school's rules and regulations within fifteen days of the school year or at the time the student enrolls, if it occurs during the school year.

**Student Responsibilities and Rights**

1. Know and obey school rules.
2. Obey city, state and federal law.
3. Respect the individual rights and property of fellow students and school personnel.
4. Avoid abusive language, verbal or written.
5. Dress appropriately and practice habits of personal cleanliness.
6. Be punctual and attend school regularly.
7. Not disrupt the educational process.
8. Respect authority both in school and at school-sponsored activities.
9. Respect school and community property.
10. Be responsible for his/her own actions and assist in providing a good learning climate.
11. Make every effort to improve his/her performance upon notification of unsatisfactory progress.
12. Not have items stored within his/her locker, carried on his/her person, or left in his/her vehicle on school property that would violate school rules, policies, or procedures or that would detract from the educational process. Such items include illegal drugs, drug paraphernalia, or weapons, which are not permitted on school property at any time.
13. Cooperate with the school authorities to rid the schools of illegal drugs, drug paraphernalia, and weapons, including searches of lockers, vehicles, and personal effects using trained drug dogs.

**Students have the right to:**

1. A written discipline policy.
2. An explanation of the basis for any conduct marks given.
3. Appeal decisions pertaining to an absence.
4. Be disciplined in a humane and appropriate manner.
5. Dress and groom themselves according to his/her (or his/her parents) personal taste as long as such dress and grooming do not present health or safety hazards or disrupt the educational process.
6. Due process in matters of disciplinary action.
7. A formal due process hearing before hearing officer when being considered for suspension and expulsion.
8. Privacy in his/her personal possessions, subject to the right *of the school officials to conduct searches authorized by law or school policy.*

**Teachers should:**

1. Be guided by professional ethics in their relationship with students, parents, community, and other school personnel.
2. Indicate by attitude and actions genuine concern and respect for each student.
3. Manage classroom routines so that they contribute to the program of instruction and the development of civic responsibility.
4. Be sensitive to the behavior of each student.
5. Know and enforce the rules of the school courteously, consistently, and fairly and deal with misconduct quickly, firmly and impartially.
6. Maintain up to date records regarding teacher discipline referrals and student penalties.

**Teachers have the right to:**

1. Be present at any student-parent conference concerning serious classroom disruption.
2. Be free from any physical or verbal threats while carrying out their teaching and other duties.
3. Remove students from the classroom for disruptive behavior subject to building policies, state laws, and federal laws.

**Principals should:**

1. Be guided by professional ethics in their relationship with members of the staff and with students, parents, and the community.
2. Provide orientation for new teachers and continuing assistance to all school personnel in the resolution of problems as they arise.
3. Establish a discipline committee and work with the staff to formulate school regulations, relating them to system-wide policies, and support staff in the enforcement of those regulations.
4. Indicate by attitude and actions genuine concern and respect for each student.

5. See that discipline procedures are carried out in a uniform and professional manner without bias.

## **IX. SCHOOL POLICIES**

### **Electronic Equipment, Cell Phones and Use of School Phones**

While Morrison High School recognizes cell phones as ubiquitous in today's world, we also recognize that cell phones equipped with cameras, text messaging, etc, pose risks to academic integrity and overall safety. It is for these reasons that students are allowed to carry cell phones, but the phones must be off and out of sight at all times during the school day. Students may store phones in their backpacks, lockers and purses.

USE OF CELL PHONES AND OTHER DEVICES WITH CAMERA FEATURES IS PROHIBITED IN LOCKER ROOMS AND BATHROOMS AT ALL TIMES INCLUDING BEFORE AND AFTER SCHOOL.

A public telephone is available for student use in the hall by the swimming pool. The hall phone is available for calls following evening activities where transportation is involved.

Radios, CD and DVD Players and/or small headphone players such as IPODs, and pagers are not to be used during school hours. MHS will not be responsible for the loss or theft of electronic equipment.

Equipment, including cell phones, may be confiscated by school personnel and the parents may be notified. Students may have said equipment confiscated and returned at the end of the day or a parent may be required to pick it up. On the third offense, students will be required to check in their phone at the main office before school each day and pick it up at the end of the day.

### **Parking/Driving to School**

Anyone possessing a valid driver's license may drive to school. Violation of parking or driving regulations will result in loss of parking privileges and the police will be contacted. MHS students will be required to purchase a \$25 parking tag (\$5 for replacement tags) for use of the parking lot.

The large parking area directly behind the cafeteria and pool areas as well as the area next to the football bleachers is for student parking. Do not block "Drive Through" areas. A circle drive must be maintained in the pool/cafeteria area. Motor bikes must be parked in the student parking lot in a parking space.

The small parking lot immediately south of the receiving room, also known as the "horse shoe", is reserved for faculty and staff members.

There is no student parking on Academic Drive during school hours.

Students are not permitted to sit in parked cars or be in the parking lot during school hours. The driver of the car will be held responsible. Morrison High School does not assume responsibility for any damage to cars parked in the parking lot.

### **Food, Candy, Gum, Beverages**

Students are not allowed to chew gum, eat food, or drink beverages in the hallways, with the exception of water. Teachers shall have guidelines for exceptions to this in their rooms for special occasions. Food and beverages may not be kept in lockers for eating between classes.

### **Lockers**

Lockers are purchased, furnished, and maintained by the school district and remain the property of the school district. The school retains the authority to inspect lockers without a student's permission and by using a locker, the student expressly consents to having the contents of his/her locker searched. Routine locker cleanups or inspections may also be held periodically throughout the school year.

The school cannot be liable for personal property taken from a locker. You can help prevent loss by following these procedures:

1. Do not share your locker or combination with other students.
2. Do not store valuable merchandise or large sums of cash in your locker. Leave it at home or secure it.
3. Make sure you always close your locker completely; close the door, spin the combination dial after closing.
4. Most pictures and posters are allowed. However, pictures or phrases that are sexually explicit, provocative, promote violence, hatred or are drug/alcohol related are prohibited.
5. Writing on lockers is considered vandalism and may be in violation of state or municipal codes. Permanent marking or damage to lockers will result in a fine. The fine will minimally be the cost of materials and labor to restore the locker.

### **Make-up Work**

It is the student's responsibility to arrange for making up work missed. Normally a student is given one day to make up work for each day missed. Work missed due to an unexcused absence, will not be accepted for credit. The make-up days allowed for homework is not cumulative. The allowed time begins when the student returns to school.

For excused absences students shall have one day for each day absent to make up work. For example: if a student is absent on Monday (an A day) and returns to school on Tuesday (B day) it is the student's responsibility to see their A day teachers on the day they return (B day) to get any missed assignments. Therefore on Wednesday (next A day) the student's assignments from day they were absent

would be due. The student would also be responsible for turning an assignments due on the day of the absence in upon their return to school (Tuesday).

### **Gang Activity**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No students on or about school grounds, on school buses, or off school grounds at any school activity shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any group.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policies, (c) inciting other students to act with physical violence upon any person. Students engaging in any gang-related activity will be subject to disciplinary actions (see: Unacceptable Behavioral Chart)

### **Student Dress**

Morrison High School prescribes that a student's dress and grooming will not be disruptive to the educational process, will not constitute a threat to the health, safety, welfare, or property of self or others. Clothes that disturb or disrupt the orderly process of school functions are not permitted, nor are clothes that are deemed inappropriate. Students are expected to wear appropriate body covering clothing. The School administration will make the final determination of what is appropriate. The following are prohibited:

1. Bare feet
2. Clothing or accessories that are revealing, display vulgar writing or symbols that are sexually suggestive- (Big Johnson, Co Ed Naked, etc....)
3. Clothing or accessories that advertise alcohol, drugs, tobacco products, or display discriminatory and inflammatory messages.
4. Any gang related clothing or accessories.
5. Headgear (hats, caps, hoods, head scarves, do-rags, etc...) and sunglasses may not be worn in the building unless approved by the Principal for medical reasons.
6. During normal activities, tops should cover all of a person's torso without showing any bare midriff even when sitting or bending over. Tops must cover within four inches of the base of the neck.

7. Jewelry that is deemed unsafe or inappropriate or disruptive to the educational program, including wallet chains.
8. Shorts and skirts shorter than mid-thigh in length (No shorter than mid thigh= half the length of the thigh).
9. Clothing that contains holes above the mid-thigh.
10. Pants/shorts that are low on the hips to sag or display undergarments or body parts are not acceptable. No undergarments of any kind should be showing at anytime.

### **Bullying**

The Morrison Board of Education recognizes that no student should be subject to bullying, aggression, or violence. Accordingly, aggressive student behavior, including, but not limited to, student bullying in all forms, is prohibited on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school.

Aggressive behavior is defined as assertive words, and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions toward the property of another. Bullying is defined as behavior which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

- Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.
- Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.
- Cyber-Bullying: may include any of the above using the internet or any other electronic media.

The administration will provide parents educational materials upon request, designed to assist in preventing bullying and to minimize the risk of being bullied.

The administration will also conduct periodic aggressive behavior and bullying prevention training for all school staff, including themselves, teachers, and guidance counselors, and similar age-appropriate training for students. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include, but is not limited to, verbal or written reprimand, in-school suspension, and change of placement and/or out of school suspension or expulsion. Parental notification of discipline will be made in accordance with Disciplinary Procedures.

Students who are victims of bullying may be referred to the building level principal and/or counselor for assistance including counseling or other supportive services

from school or community agencies. The student's parents/guardians shall be advised of the referral to the building principal and/or counselor.

### **Hazing**

Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to disciplinary action (see: Unacceptable Behavioral Chart)

### **Sexual Harassment**

Morrison High School shall provide its students an educational environment free from unwelcome sexual advances, sexual favors, and other verbal or physical conduct by Morrison High School employees constituting sexual harassment as defined below:

1. The unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when submission to or rejection of such advances is used as a basis for grades to be given to a student for course work.
2. Where unwelcome sexual advances or requests for sexual favor or conduct of a sexual nature has the purpose or effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or, offensive education environment.

The following conduct will be deemed sexual harassment: sexually oriented touching, sexually suggestive conversation, sexually degrading conversation or words, questions about sexual preference or conduct, commentary about an individual's body, repeated sexual gestures, demands or requests for sexual favors, or explicitly or implicitly conditioning academic performance upon sexual conduct. Sexual harassment does not include or refer to occasional compliments of a socially acceptable nature.

If a student believes he/she is being sexually harassed, the student should take the following steps:

1. If the student feels comfortable in doing so, he/she should immediately inform the adult engaging in sexual harassment that such conduct or communication is offensive and should be stopped.
2. If the student does not wish to communicate directly with the adult whose conduct is offensive, or if direct communication with the offending party has not stopped inappropriate conduct/communication, the student should contact an adult with whom he/she is comfortable: a teacher, the guidance counselor or the building principal. The individual contacted by the student

will advise the student of the proper procedures that will be followed in reporting and/or stopping the offensive conduct or communication.

### **Internet Usage**

Each student must have an Acceptable Use Form on file in the library *signed by both the student and parent/guardian*. The Internet usage is for bona fide educational or research purposes.

### **Unacceptable Usage**

Any use which disrupts the proper and orderly operation and discipline of schools in the District; threatens the integrity or efficient operation of the District computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Inappropriate use of the Internet will result in the disciplinary action (see: Unacceptable Behavioral Chart).

Unacceptable uses of the District's computer network include, but are not limited to the following:

1. Taking steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm regardless of whether the user intends to carry out such threat.
2. Compromising the privacy or safety of other individuals by disclosing personal addresses, telephone numbers, or other personal identifying information.
3. Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right.
4. Using the computer network for commercial, private, or personal financial gain, including gambling and selling personal possessions.
5. Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar or indecent or inappropriate language, text, sounds, or visual depictions.
6. Accessing any external compute, computer system, or compute account not maintained by the District; whether or not the user is an authorized user of such external computer, computer system or computer account.
7. Creating or forwarding chain letters, "spam", or other unsolicited or unwanted messages.
8. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations.
9. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on

- the District network or on any external computer, computer system, or computer account.
10. Using or accessing another users' computer network account or password, with or without the consent of the user.
  11. Disclosing any computer network password (including your own) to any other individual.
  12. Downloading or installing test files, images or other files or software to the District's computer network without prior permission from the Superintendent, Building Principal, or their designees.
  13. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer.
  14. Participating in, or subscribing to, mailing lists, newsgroups, chat services, electronic bulleting boards, or any other association which would cause a large number of e-mails or other electronic messages to be sent to the District's computer network.
  15. Using encryption software or otherwise encoding or password protecting any file which is created with, sent to, received by, or stored on the District's computer network.
  16. Attempting to commit any action which would constitute an unacceptable use of accomplished successfully.

#### **X. DISCIPLINE**

Morrison High School shall maintain policies for the control of discipline of students in the school. Recognizing that the Board of Education cannot itself review the detailed circumstances of the many cases that may require attention, the responsibility and necessary authority to carry out these policies as set forth herein shall be delegated to the principal of Morrison High School.

It is recognized that for optimum learning to take place the atmosphere of the school and classroom must have certain criteria.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community.

Discipline is progressive. Students who continue to show inappropriate behavior will face increased consequences as deemed necessary by the principal.

Disciplinary infractions at Morrison High School shall fall into one of the following three categories:

1. Minor Violations: may be handled with warnings and/or detentions.
2. Major Violations (category 1): may be handled with detentions, however if the behavior persists or is severe enough, in-school or out of school suspension will be given.
3. Major Violations (category 2): may be handled by in-school and/or out of school suspensions. These violations may result in a recommendation to the Board of Education for expulsion and a referral to the police department, depending on the severity of the incident. (i.e. stealing \$.50 or \$100).
4. Major Violations (Category 3) will be reported to the police. These will result in out-of-school suspensions and will be reported to the Board of Education, who may consider expulsion.

Please note that certain infractions of the board of education discipline policy will necessitate recommendation to the board of education for expulsion regardless of mitigating circumstances.

### **Detentions**

Teachers may assign detentions to students for various reasons. Students are responsible for their own transportation home when their behavior warrants a detention. Teacher-assigned detentions will be served with the assigning teacher at a time arranged by the student and teacher. Riding a bus, working, parents working, or transportation problems do not in any way excuse students from detentions. Parents are expected to cooperate in correcting student behavior problems. Detentions not served at the end of the year will carry over to the next school year. Seniors who fail to serve detentions will not be allowed to participate in graduation ceremonies.

School issued detentions will be served after school on Tuesdays and Thursdays from 3:10 pm until 3:55 pm. These detentions will be served in the detention room. Failure to attend any assigned detention may result in further disciplinary action by the principal. Students will be given 24-hour notice of a detention. Detentions take precedence over extracurricular events; failure to serve a detention may result in loss of extracurricular privileges. The following rules apply to school assigned detentions:

1. Tardiness to detention will warrant reassignment of the detention.
2. Students will not be excused to their lockers or the rest room.
3. No food, beverages, radios, or cell phones are allowed during detention.
4. Students may bring coats and/or jackets to detention, but may not wear these items while serving detention.
5. Students are expected to bring study materials.
6. Violations of one or more of these rules will warrant additional detentions assigned by the detention supervisor or referral to the principal.

### **In-School Suspension**

This form of discipline coincides with the school day. Students are to report at the beginning of the school day to the classroom assigned and will remain there working on assignments until the end of the school day. Students who are absent will report to the Principal's office on the day of their return. No exceptions will be made for students enrolled in vocational or work co-op. However, ISS shall not exceed 5 days.

### **In-School Procedures and Rules**

1. No talking except by permission of the supervisor.
2. Restroom breaks will be taken as a group at 10:15 and 1:30. Students will not be allowed to leave the room between periods.
3. Absolutely no eating or drinking will be allowed except for the designated lunch time.
4. Homework assignments are to be worked on during the allotted time and turned in according to the teachers' instructions.
5. All students must bring textbooks and materials to the suspension room.
6. Vocational students who are suspended must also serve the full day until 3:05. WACC and employer will be notified of the suspension.
7. Seniors who are eligible to leave during home room will NOT leave until 3:05.
8. Students will be eating lunch in the suspension room. Students can bring a sack lunch or purchase lunch. All other suspension rules apply during this time.
9. All students will have assigned seats.
10. Students will receive credit for work completed during the suspension.
11. In case of an emergency, students may be dismissed from the suspension room but must serve the remaining time upon returning to school.
12. Any student not complying with the suspension rules may be given an out-of-school suspension with loss of credit for ISS time served. Upon returning to school the remaining days of the In-school suspension will be served.
13. In case of illness, the supervisor will contact the nurse who will then see the student. If the student is sent home, he/she must serve the remaining time upon returning to school.

### **Out of School Suspension**

A student placed on Out of School Suspension shall not attend any school functions or events during their suspension. Homework may be made-up and submitted in accordance with school guidelines.

\*\*Once a student receives 10 days or more of suspensions (either In-School or Out-of-School) that student may be taken to the board of education, at any time, for possible expulsion. Instead of expulsion a student may be offered disciplinary probation, at the discretion of the Principal. For this purpose, 3 detentions will equal 1 day of suspension. \*\*

### **Expulsion by the Board Of Education**

1. Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or the hearing officer appointed by it, at such meeting shall state the reasons for expulsion and the date on which the expulsion is to become effective. The student and parent(s) and/or guardian(s) will have an opportunity to produce such relevant evidence as they wish and to examine any witnesses or evidence produced against the student.
2. The student shall not have the right to cross-examine the witnesses against him/her except as may be allowed in the discretion of the principal conducting the pre-expulsion hearing.
3. Following the pre-expulsion hearing, the principal may take such disciplinary action as appropriate in accord with Board policy.
4. The pre-expulsion hearing may be conducted immediately following the occurrence of the alleged misconduct. However, no student shall be removed from the school premises until such a hearing has been conducted, except that a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school without a hearing. The pre-suspension hearing procedures shall be followed as soon thereafter as reasonably practicable.

### Unacceptable Behavior Chart

Violation	Category	Range	1 <sup>st</sup> Occurrence	Repeat Occurrence
Unexcused Absence	Minor	Minimum	Contact Parent/Detention	In School Suspension (ISS)
		Maximum	In School Suspension (ISS)	Out of School Suspension (OSS)/Expulsion
Bullying	Major 1	Minimum	Contact Parent/Detention	ISS
		Maximum	Suspension	Expulsion
Cell Phone Misuse	Minor	Minimum	Confiscation of Phone	Contact Parents/Confiscation
		Maximum	ISS	Suspension/Turn in phone daily to office
Cheating/Academic Dishonest	Major 1	Minimum	Contact Parents/loss of credit on activity	ISS
		Maximum	ISS/Loss of Credit	OSS/Expulsion
Computer/Internet Misuse	Major 1	Minimum	Detention/Contact Parents	ISS
		Maximum	Suspension/Loss of computer privileges	OSS/Expulsion
Computer Tampering/Hacking	Major 2	Minimum	Contact Parents & Restitution	Suspension & Restitution
		Maximum	Expulsion & Restitution	Expulsion & Restitution
Coercion/Complicity/Inciting	Minor	Minimum	Detention	Contact Parents/Detention
		Maximum	Short Suspension (1-5 days)**	Long Suspension (5-10 days)**
Defiance of Authority	Major 1	Minimum	Detention	ISS
		Maximum	Suspension**	Expulsion**
Destruction of Property	Major 1	Minimum	Contact Parent/Restitution/Detention	Contact Parent/Restitution/Suspension
		Maximum	Expulsion & Restitution**	Expulsion**
Disrespect of people/property	Minor	Minimum	Detention	ISS
		Maximum	ISS	OSS
Disruptive Conduct	Minor	Minimum	Detention	ISS
		Maximum	Suspension	OSS
Drugs & Look-Alike drugs, Unauthorized Medication, Narcotic, & Alcohol	Major 2	Minimum	Suspension**	Expulsion**
		Maximum	Expulsion**	Expulsion**
Deliberate False Fire Alarms/Bomb Threats	Major 3	Minimum	Expulsion**	Expulsion**
		Maximum		

Fighting	Major 2	Minimum	Suspension (1-10 days)	Suspension (3-10 days)
		Maximum	Suspension (5-10 days)**	Expulsion**

Fire & Emergency Equipment Misuse	Major 2	Minimum	Short Suspension (1-3 days)	Long Suspension (10 days)
		Maximum	Longer Suspension (5 days)	Expulsion
Fireworks or Explosive Devices	Major 2	Minimum	Suspension (5 days)	Suspension (10 days)
		Maximum	Expulsion**	Expulsion**
Food & Drink in Halls/Classroom	Minor	Minimum	Informal Talk	Detention
		Maximum	Detention	ISS
Forgery or Fake Calls	Minor	Minimum	Detention	Suspension
		Maximum	Suspension	Expulsion
Gambling	Minor	Minimum	Informal Talk/Detention	Suspension
		Maximum	Suspension	Expulsion**
** Police Involvement				

## **XI. EXTRACURRICULAR CODE OF CONDUCT**

### **Extracurricular Mission Statement**

The mission of Morrison High School is to provide students with an opportunity to successfully participate in high school programs that are an integral part of their educational experience. The experience will provide a personalized learning environment with equitable participation opportunities for students to develop their leadership potential. Regardless of results, Morrison High School will encourage students to provide a winning effort, exhibit sportsmanship, and demonstrate respect for all.

### **Introduction**

The extra-curricular program at Morrison High School is an integral part of the total educational experience within the Morrison High School community. Competition and participation are the focus of all activities with the emphasis directed toward: a) the winning feeling created by knowing the best effort was extended, b) the winning concept developed by teamwork and success through learning together, and c) winning respect for one's teammates, competitors, coaches, advisors, administration, and the appreciation of achievement for a greater goal... becoming a better individual because of one's extracurricular involvement. To that end, extra-curricular activity is defined as any IHSA event or school sponsored activity/event outside of the regular school day which is not a required part of a Morrison High School graded class.

Participation in extra-curricular activities at Morrison High School is a **privilege** extended to the student body. The school district strives to promote ideals of good

sportsmanship, citizenship, respect for rules, and authority; establish leadership, pride, teamwork, and discipline. Because of the adverse physically and mental effects drugs, alcohol, and tobacco can cause to the minds and bodies of adolescents, Morrison High School has a vested interest ensuring that our students participating in extracurricular activities have the ability to perform at the highest level possible. This Code of Conduct governs students participating in any extra-curricular activities.

Students participating in extra-curricular activities are subject to this Code of Conduct **at all times** during the day and year, including the “off-season”, school breaks, etc...For those programs which begin practice prior to the first day of school or participation in tournaments following the last day of school, this policy shall be in effect during these times. All violations of the Morrison Extra-Curricular Code of Conduct are accumulated over the student’s years in high school until the end of the final activity.

### **Participation Requirements**

Participation is encouraged for all Morrison High School students who meet the eligibility requirements established by the Illinois High School Association (IHSA) and those additional requirements approved by the Morrison Community District #6 Board of Education. These requirements include:

1. An annual physical examination completed on a Morrison District physical examination form for those activities requiring such information. This physical examination shall be good for one (1) year. The physical examination form must be on file in the High School Office before an individual can participate.
2. Participants must have insurance coverage either through the school or have a signed parental waiver of insurance coverage for the student(s) on file in the High School Office before he/she can practice or participate.
3. All activity fees must be paid before he/she may practice or participate.

Activity fees are as follows:

- 1<sup>st</sup> Sport or activity: \$275.00
- 2<sup>nd</sup> Sport or activity: \$150.00
- 3<sup>rd</sup> Sport of activity: \$50.00

**\*\* Fees are per student, there is no discount for multiple family members\*\***

4. Students must have a signed parental permission slip on file. Signatures are required of the students and parent/guardian.
5. Students must maintain academic eligibility (*see Eligibility for specifics*).
6. Participants may not quit one activity and go out for another activity in the same season after practices have started unless the coaches/advisors in those two activities agree to the change.
7. Students must sign and have on file acknowledgment that he/she has understands the Extracurricular Code of Conduct and agrees to abide by it.

Morrison High School will abide by all IHSA rules in cases of eligibility, transfers, physical examinations, age requirements, etc... Each coach/advisor has the responsibility to know, to inform, team members, and enforce school and IHSA regulations in these matters.

\*\*Exceptions: Some extra-curricular activities do not require all of the above mentioned including plays, graded classes (i.e. band), homecoming and prom courts, musicals, and Jazz Band

## Eligibility

Morrison High School will maintain a weekly eligibility list for all extracurricular activities (excluding activities that are already for a grade such as band). All students who plan to participate in any Morrison High School and/or IHSA sponsored activity must:

1. Pass seven (7) subjects (a grade of A, B, C, or D) per week during the activity.
2. Have passed seven (7) subjects in the previous semester to be eligible for the next semester.

Individuals representing Morrison High School must conduct themselves in a responsible manner in school, in practice/rehearsal, on trips for contests, at other school functions, and in the community. An individual's actions always reflect upon the school, the individual, student body, team, cast, coaches, and community.

To ensure the proper conduct of participants, the following guidelines will be strictly enforced:

1. Students must be in school a minimum of one-half day **on schools days** in order to participate and/or practice in any school activity that day. The one-half day of attendance shall be the last half of that school day (in school by 12:00 noon or on days when students are released early from school, students must be checked in by 10:30 am), unless arrangements have been made with the building principal or designee. Individuals missing school (or a class) for any unexcused reason will not be allowed to participate and/or practice in any school activities on the day of the absence.

2. Students **MUST** ride to and from away contests/performances with the team, unless the following exceptions are met:

- a. Students may ride with their parent with prior approval from the administration or face to face contact with the coach/advisor AND a signed note indicating THEIR child is riding home with them.
- b. PRIOR written notice received and approved by the high school principal or designee if the parent requests his/her student to ride home with someone other his/her parent or guardian.

**\*\*Violations may result game/event suspensions\*\***

3. Individuals are responsible for school equipment/supplies. Items lost or damaged through negligence must be paid for by the individual.

4. Profanity, obscene gestures, and insubordination will not be tolerated at any time. Violations will be handled on an individual basis by the coach/advisor of the individual's team etc...

5. Individuals who are serving a school suspension cannot practice or participate in a scheduled activity the day(s) of the suspension(s).

6. Student engaging in hazing will be subject to disciplinary action depending on the seriousness of the act.

A participant who has a detention must serve the detention on the assigned date regardless of whether or not he/she will miss a practice or a game. Detentions take precedence over athletic obligations. A student may participate after serving his/her detention.

## Prohibited Conduct

**ALL RULES CONTAINED IN THIS DOCUMENT ARE IN FORCE ALL TWELVE MONTHS A YEAR.**

### I. DRUGS

Morrison High School extracurricular code of conduct prohibits the use, possession, distribution, purchase or selling of any illegal drugs or controlled substances as described by MCUSD #6 Board Policy 7:190 (Student Discipline). *For purpose of this policy, a participant in a school-sponsored extracurricular activity shall be deemed to be in violation of this policy when present at a party, at a gathering, in an automobile, or otherwise in close proximity, when controlled substances are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made.*

Morrison High School's position is that any student participant who is associated with these illegal activities is, at the very least, providing tacit support and encouragement for illegal activities by their very presence.

**Note: A student athlete or other extracurricular activity participant may be allowed to prove himself/herself drug free and thereby lessen the discipline imposed under exceptional circumstances.**

## II. ALCOHOL

The use of, possession transportation or transfer of any alcoholic beverage is prohibited. For purpose of this policy, a participant in a school-sponsored extracurricular activity shall be deemed to be in violation of this policy when present at a party, at a gathering, in an automobile, or otherwise in close proximity, when alcoholic beverages are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made.

School officials will not attempt to ascertain whether a student(s) was or was not actually using alcohol, had actual possession of alcoholic beverages, or was actively involved in the transportation or transfer of alcohol. The School District's position is that any student participant who is associated with these illegal activities is, at the very least, providing tacit support and encouragement for illegal activities by their very presence.

## III. TOBACCO

The use or possession of tobacco products, including both "snuff" and chewing tobacco, is prohibited.

## IV. THEFT/VANDALISM

The theft of property from an individual(s), from private and public institutions and/or businesses is prohibited. Intentionally causing damage to the personal property of an individual(s) or to the property of private or public institutions or businesses is prohibited. An intentional effort to disturb, disrupt or deface the property or the facilities of our school is considered vandalism under this policy.

## V. MISCELLANEOUS

Conduct in this category would include, but is not limited to, repeated misconduct or violation of school rules (chronic abuse or violation of school policy after proper notification to the parent/legal guardian and the student), any conduct that violates, local, state or federal civil and/or criminal laws including involvement in, arrests for, or convictions of violations such as major theft, malicious destruction of school or personal property, gross sexual misconduct, attacks on school personnel, carrying weapons, and gang affiliation.

### **Evidence for Violation**

Students are considered in violation if penalized by the Morrison High School Administration under stated school policy for violation of one of the prohibitive conducts listed. For the purpose of this code of conduct, evidence for violations must fall into one of the following categories.

1. A student will be considered in violation if observed committing any conduct deemed prohibitive at any time by a faculty member, administrator, or employee of the school district. The high school administration will have the final say after investigating the incident.

2. A student will be considered in violation of the extra curricular code of conduct based upon a report of a law enforcement officer, court officers, or media report.
3. A student will be considered in violation if said student admits his/her violation to any Unit #6 employee or school administrator or if reported by their parent/guardian to the principal.
4. A student will be considered in violation if convincing evidence that proves a violation has occurred is discovered by the Principal, Unit #6 employee, or school administrator.

**\*\* Statute of Limitations Clause \*\***

For the purposes of reporting a student(s) who have allegedly violated the Code of Conduct, all viable reports must be reported to the principal or his/her designee within 14 days of the alleged violation. **MCUD does not consider anonymous reports to be viable.**

## MHS Consequences for Extra-Curricular Code Violations

Violation	1 <sup>st</sup> Offense Athlete	1 <sup>st</sup> Offense Non-Athlete	2 <sup>nd</sup> Offense Athlete & Non-Athlete	3 <sup>rd</sup> Offense (Athlete & Non-Athlete)
Drugs Option A	12 MONTH SUSPENSION from participation in all extracurricular activities (including school dances, recitals, etc... during the course of their suspension)	12 MONTH SUSPENSION from participation in all extracurricular activities (including school dances, recitals, etc... during the course of their suspension)	Permanent exclusion from all district extra-curricular activities	Permanent exclusion from all district extra-curricular activities
Drugs Option B	6 Month Suspension from participation in all extracurricular activities upon completion of a SCHOOL-APPROVED DRUG REHABILITATION PROGRAM prior to regaining eligibility.*	6 Month Suspension from participation in all extracurricular activities upon completion of a SCHOOL-APPROVED DRUG REHABILITATION PROGRAM prior to regaining eligibility.*	There is no Option B for a second violation.	There is no Option B for a third violation.
Alcohol Option A	Suspension from PARTICIPATION IN FIFTY (50) PERCENT OF THE REGULARLY SCHEDULED DATES OF THE SEASON in which the rules violation occurred AND SHALL BE ASKED TO COMPLETE A SCHOOL-APPROVED ALCOHOL ABUSE PROGRAM.	SUSPENSION EQUAL TO FIFTY (50) PERCENT OF A SCHOOL SEMESTER AND SHALL BE ASKED TO PARTICIPATE IN AND COMPLETE AN ALCOHOL ABUSE PROGRAM as described for the athlete participant.	SUSPENSION FROM ALL EXTRACURRICULAR ACTIVITIES FOR A PERIOD OF TWELVE (12) CALENDAR MONTHS AND HE/SHE SHALL BE ASKED TO PARTICIPATE IN AND COMPLETE AN ALCOHOL ABUSE PROGRAM prior to reinstatement.	Permanent exclusion from all district extra-curricular activities
Alcohol Option B	Suspension from 1/3 of 33% of dates of the season in which the violation occurred and shall be asked to complete a school-approved alcohol abuse program. In addition, the athlete must satisfactorily complete a Community Service commitment of at least 20 hours. #	Suspensions for 33 1/3% of a semester AND shall be asked to complete a school-approved alcohol abuse program.  In addition, the student must satisfactorily complete a Community Service commitment of at least 20 hours as explained under Athletes Choice #2.	There is no Option B for a second violation.	There is no Option B for a third violation.
Tobacco	Suspension from 25% of dates of the season in which the violation occurred.	Suspension for a period of 5 weeks.	Suspension for the equivalent of 1 full season (Athlete) and 1 full semester (non-athlete).	Permanent exclusion from all district extra-curricular activities
Theft	\$1-\$500 Suspension from 10%-25% of dates in a season.  Greater than \$500 Suspension for 1 full season (may result in police involvement).	\$1-\$500 Suspension from 10%-25% of a semester.  Greater than \$500 Suspension for 1 full semester (may result in police involvement).	SUSPENDED FROM PARTICIPATION FOR A PERIOD OF TWELVE (12) CALENDAR MONTHS and must make complete restitution before regaining eligibility.	Permanent exclusion from all district extra-curricular activities

\* Drugs Option B: failure to complete rehabilitation program will result in student being disciplined under Option A.

# Alcohol Option B: failure to complete alcohol abuse program and/or community service will result in student being disciplined under Option A

## **GANG ACTIVITIES**

Membership in a gang, involvement in or support of gang activities, repeated wearing of gang related clothing or paraphernalia, and repeated use of gang language or signs are prohibited. For the purpose of this policy, any wearing of gang clothing, displaying gang paraphernalia, or use of gang related language and signs after being warned to stop such activities will be considered as repeated wearing or use.

- A. First Offense (athletes and other extracurricular participants)
  - 1. Athletes = Suspension of 25%-50% of a season, depending upon the severity of the offense
  - 2. Other Extracurricular Participants = Suspension of 25%-50% of a school semester, depending upon the severity of the offense
- B. Second Offense (athletes and other extracurricular participants)
  - 1. Athletes = Suspension of one season
  - 2. Other Extracurricular Participants = Suspension of one semester
- C. Third Offense (athletes and other extracurricular participants): Suspension for 12 months

## **Provisions**

I. Penalty Reduction Clause: For the **first offense** a student may have their penalty reduced by 1/3 by informing the Principal or his/her designee of their violation voluntarily by 9:00 am the first school day after the violation has occurred. To qualify for the reduction, the student **MUST** approach and notify the principal/designee or his/her designee **PRIOR to 9:00** am the first school day and **PRIOR TO** the principal beginning an investigation. Offenses that occur over school breaks (i.e. summer, winter, spring break, etc...) must be reported by **9:00 am the first work day the high school office is open**. The high school office is open 12 months a year. The penalty reduction clause is invalid if evidence of a violation is found during the course of a random security search (i.e. dog search).

II. A first offense in any prohibited category is considered a first offense in all categories. Any subsequent offense is a second violation in all categories and the punishment will be in the category of that violation. For example, a first offense smoking violation is punished in that category and if the same student is later caught drinking alcohol for the first time he/she will be punished as though it was a second offense in the alcohol category.

III. All matters resulting in criminal charges under the Statutes of the State of Illinois shall be considered violations of the Extra-curricular Code and may result in suspensions and/or dismissal from an activity.

IV. Morrison High School will investigate possible violations of the Policy when a responsible adult (the administration shall be the sole judge of a witnesses' credibility), a district employee, or law enforcement personnel, with credible information of a possible violation, makes a report. Due to the serious problem of student alcohol and drug abuse

the administration will vigorously pursue enforcement of these policies. Students will be questioned regarding possible violations of the Code, which may occur at a time when school personnel are or should be providing supervision of students and an activity and when such interviews are necessary in order to protect the due process rights of another individual or when such interviews are compelled by law enforcement personnel as part of an on-going criminal investigation.

V. Students who decide to enroll, participate, and complete a drug or an alcohol abuse/rehabilitation program as partial fulfillment of the district's sanction for violating these policies shall be given suggestions as to the types and locations of programs available in the area. **The district accepts no financial obligation of any type for the student who voluntarily participates in such a program nor does the district make any claim relative to the long-term benefits of participation in such a program.** Parents may propose a program for their child other than one suggested by the school however the district reserves the right to verify the authenticity and efficacy of such programs before agreeing to accept the program(s) as meeting the provisions of the policy. Summer work for the school shall not be used as a substitute to the penalties outlined above.

VI. During the term of the suspension that student will forfeit their membership in any club and/or organization. They may not attend meetings or activities held by that club and/or organization (including class officers) during the length of the suspension. Any office that they hold in any club or organization will be forfeited for the remainder of that school year.

VII. Band and/or Chorus participants will continue to practice with the group and/or class. The decision concerning whether they will attend performances will be made by the Discipline Committee.

VIII. Athletes and other extracurricular participants will not be allowed to attend any extracurricular activities including dances, which are held during the time that they are suspended from extracurricular activities for violating any of the items that are prohibited by this Code.

IX. Suspensions for partial seasons or semesters will sometimes occur when there are no longer enough contests, or days left in the season or semester to fulfill the suspension. When that happens, the suspension will be applied to the balance of the season or semester plus part of the next season or semester which the student would normally participate in to complete the requirement. If the violation occurs in the off season, the student will be suspended for the assigned number of contests or dates in the next season that he/she would normally participate in.

X. Sponsors and/or coaches have the right to add further criteria or rules in the form of a written contract as a part of their activity and/or expectations. Such criteria or rules must have the approval of the Principal.

### **Appeals/Due Process**

Any penalty may be appealed to the Extra-Curricular Appeals Committee by the participant or their parents/guardians. The Extra-Curricular Appeals Committee is appointed by the principal and is made up of both teachers and coaches/advisors. The committee will be presented the facts concerning the violation. The student and their parent(s)/guardian(s) will be allowed to speak on their behalf. The committee will then discuss the incident and render a decision. The Extra-Curricular Appeals Committee may recommend one or more of the following:

1. Overrule the initial penalty and reinstate the participant.
2. Sustain the penalty as initially imposed.
3. Modify the initial penalty, including, but not limited to
  - a. Suspension for the participant for the remainder of the year.
  - b. Suspension for the participant from all activities (ranging from 1 calendar year to the remainder of his/her high school eligibility).

If the student is not satisfied with the committee's decision, he/she may appeal to the Superintendent. The Superintendent, along with two School Board members will hear the appeal. This group will render a decision within the same framework that the Extra-Curricular Appeals Committee operates.

### **Music and Athletic Conflicts**

The following are guidelines that will be utilized when conflicts arise for scheduled music events and athletic contests:

1. All efforts will be made to schedule music events on dates when there are no scheduled athletic events.
2. Every effort will be made to avoid rescheduling athletic events on nights when music events are scheduled.
3. On dates when music events and Freshmen and/or JV athletic events are scheduled, athletes involved in the music events will be excused from the athletic event to perform with the music group. There will be no penalty of any kind to the athlete.
4. In the event of a music festival/concert and a varsity athletic conflict, the coaches and advisors will confer and agree upon a resolution. If an agreement cannot be made, the issue will go to an appeals committee consisting of five (5) faculty members who are not involved in music or athletics. The committee will render a decision and present it to the principal and the coaches/advisor involved in the situation. There shall be no influence and/or pressure on the student from either teacher/coach and no penalty shall be assessed in the festival/event in which the student does not participate.
5. If there is a music concert/contest and an athletic event scheduled for the same day and one is an IHSA state event, a student involved in both events shall participate in the IHSA event. There will be no penalty in the activity in which he/she does not participate. An IHSA state level event shall be any activity

sponsored by the IHSA (regional, solo/ensemble contest, etc...), not a regular scheduled contest/event.

6. In the event an IMEA festival conflicts with an IHSA state event, the student shall be given the choice of which event he/she desires to compete. There shall be no influence and/or pressure on the student from either teacher/coach and no penalty shall be assessed in the festival/event in which the student does not participate.

## **MHS Random Drug Testing Program for Extracurricular Participants**

### **Purposes**

Morrison High recognizes the growing concern nationwide about alcohol, drug, and tobacco use and abuse by American High School students today. We also realize that some Morrison High School students, including extracurricular participants have used alcohol and have or will experiment with illegal and legal drugs, alcohol, and/or tobacco during their high school careers. Due to the fact that extracurricular participants are especially respected in our society and held in high esteem by our student body, Morrison High School expects these students to be good examples of conduct, sportsmanship, and training, including abstaining from the use of alcohol, drugs, and tobacco.

In order to provide for the health for the health and safety of the individual participant and other extracurricular participants as well as potentially undermining the effects of peer pressure by providing students with a legitimate reason to say "NO" to drugs, as well as providing an opportunity for those taking/using drugs to receive help in locating programs which can provide assistance, Morrison High School and Morrison Community School District #6 will conduct a random drug testing program for all extracurricular participants.

Additionally, the purpose of this program is to maintain the high standards of conduct for extracurricular participants as role models and representatives of Morrison High School. This program is not academically punitive, nor does it fall within the disciplinary action of the current handbook except for the extracurricular code of conduct. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary reason.

This program is designed to prevent drug usage, to educate extracurricular participants as to the physical, mental, and emotional harm caused by drug and alcohol abuse. Furthermore, this program is designed to create and maintain a safe, drug free, environment for extracurricular participants and to assist students in getting help when needed.

Please note should any of the provisions of this Random Drug Testing Program for Extracurricular Participants section conflict with any other provisions of the Extra Curricular Code of Conduct, the provisions of this section shall control.

## **Definitions**

A. Extracurricular Activity: A school sponsored, athletic or non-athletic activity/event outside of the regular school day, where participation is voluntary, no academic credit or grades are awarded, and the activity/event is competitive, service, social, or performance in nature, with the exception that Extracurricular Activity shall not include any school sponsored dances other than Prom.

B. Participant: Any student who is trying out for or actively engaging in any school activity listed above (referred to in this section as “participant” or “student 1”)

C. Prohibited substance: Includes all forms of alcohol and tobacco as well as any and all illegal drugs and controlled substances as defined by MCUSD#6 Board Policy 5:50 (Drug and Alcohol Free Workplace).

## **Consent**

A. Initial Consent: In order to try out for or participate in any school-sponsored extracurricular activity, the student and his/her parent(s) or guardian(s) must read this handbook and sign a consent form by which the student and his/her parent(s) guardian(s) agrees that as a condition of participation in extracurricular activities they will consent to random drug testing as outlined in this handbook. Parents and guardians will be informed of Morrison High School’s random drug testing program for extracurricular participants as well as the procedures under which testing will be conducted in writing upon registration for school. An open sign up period will be conducted during registration extending into the beginning of the school for a period of time designated by the school administration (the “initial consent period”). Testing will occur on the next testing date.

B. Non-Initial Consent: Any student opting to try out for or participate in any extracurricular activity after the initial consent period who is randomly selected for testing will be required to be tested at the expense of his/her parent(s)/guardian(s) expense upon completion of a sign consent form. Testing will occur on the next random testing date. Once a signed consent form has been returned, the student will remain in the testing pool for the remainder of the year.

C. Student Transfers: Any student who transfers into Morrison High School after the initial consent period will be informed of Morrison High School’s random drug testing program for extracurricular participants in writing upon registration for school. Students and their families will be afforded a reasonable period of time (not more than 10 school days) to determine whether or not the student intends to participate in extracurricular activities. Should the student opt to participate within the allotted time, then a signed consent form must be returned to the high school office. The student becomes eligible for participation and testing upon a signed consent form being returned to the high school office.

D. Withdrawal of Consent: Students may withdraw their consent for testing under the following conditions:

1. They unsuccessfully tried out for a team or activity, no longer wish to participate in an extracurricular activity, and have no plans to participate in any extracurricular activity for the remainder of the school year. In these cases, a written request must be submitted to the high school office by the student's parent(s)/guardian(s) requesting the removal of the student's name from the testing pool.

2. Senior students who choose not to participate in any additional extracurricular activities for the remainder of their high school career may have their name withdrawn from the testing pool. In these cases a written request must be submitted to the high school office by the student's parent(s)/guardian(s) requesting removal of the student's name from the testing pool.

E. Re-consent: Students who for whatever reason have withdrawn consent but elect to resume participating in any extracurricular activity will be treated as a student who decides to participate after the initial consent period. Students will only be allowed to re-consent once during their high school careers.

### **Testing Protocols**

A. MCUSD #6 and Morrison High School will absorb the cost for all initial tests conducted under this policy, except for students who have submitted consent forms after the initial consent period or who have submitted their re-consent. All subsequent confirmation tests as well as non-initial consent and re-consent tests shall be conducted at the expense of the student, and/or the student's parent(s)/guardian(s). Parent(s)/guardian(s) may opt to pay for a test using MHS drug testing kits or may choose to have a test conducted at an outside facility. MHS and MCUSD #6 reserve the right to refute the findings (at the Districts cost) of any outside facility.

B. Testing will be conducted only by Morrison High School and District staff members that have been properly trained to conduct testing from the providing company.

C. All specimens will be screened for the same substances. There will be no individualized testing during random screening.

D. Students who test non-negative under the guidelines established by MCUSD for a prohibited substance will be subject to penalties outlined in the Morrison High School Consequences Extracurricular Code Violations chart. The guidelines for testing are as follows:

1. THC and Nicotine: all specimens testing above D.O.T. established levels will be considered a violation of the Extracurricular Code of Conduct.
2. All Other Substances will be zero tolerance.

## **Testing Procedures**

A. All participants will be placed in a testing pool and will periodically be subject to random testing for substances prohibited by the extracurricular code of conduct throughout the year. Participants will not be given advance notice of testing.

B. All participants will be assigned to the testing pool and given a randomly selected number. Student numbers will remain confidential and will be assigned under the supervision of the school administration using a random number generator.

C. Participants will be randomly selected at the beginning of the testing week and will be tested in order of selection. Once a student's number is pulled, it will be returned to the testing pool. In addition to the random testing, Morrison High School and MCUSD #6 specifically reserve the right to test any extracurricular participant at any time if the school/district has a reasonable suspicion that the extracurricular participant had used or is under the influence of a prohibited substance.

D. Participants randomly selected for testing will be required to provide an adequate sample according to the standards established by the providing company. Students will be escorted to the test site (a restroom) by the principal and/or his/her designee. Upon notification of selection, students will be asked to turn over their cell phone as well as any other messaging devices for the duration of the test. Students will not be allowed to go to their lockers at any point until the completion of the test. Students shall remain under the direct supervision of the principal and/or his designee throughout the testing.

E. Before a student's urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If the student chooses, he or she may notify the administrator that he or she is taking an over-the-counter or prescription medication.

F. Students will be given an unopened and sealed specimen container. Should the container be unsealed at any point the student MUST notify the tester immediately. Failure to do so WILL result in an automatic failed test!!! If the seal or container is damaged after it has been turned over to testing personnel the student shall be tested again at the earliest possible time. The student shall remain eligible to participate until such time as a retest can be conducted.

H. Whenever possible, testing personnel administering the test will be of the same gender as the student providing the sample. A student will be instructed to remove his/her outer garments (including coats, fleeces, hooded sweatshirts, etc... provided the student has appropriate garments underneath) and to leave all bags and purses outside the restroom prior to entering the restroom. The restroom door will be closed so that the student is alone while providing the specimen. All testing personnel shall wait outside the restroom. All students will be allotted an initial time of 2 minutes to produce a sample. The toilet will contain a blue dye to prevent toilet water from diluting a sample.

I. Students will remain at the testing site until an adequate sample has been produced. Any student who is unable to produce an initial adequate sample shall be given up to 40 ounces of fluid. If after 3 hours the student is unable to produce an adequate specimen, the student will be ruled ineligible to participate in any extracurricular activities. In the event of this situation, the student's parent(s)/guardian(s) will be informed that their student was unable to produce a specimen and that he/she may be tested at a later date to be reinstated for testing.

### **Noncompliance**

Refusal by the student(s) and/or parent(s)/guardian(s) to sign a random drug testing consent form will result in the student(s) being ruled ineligible to participate in extracurricular activities until such time as a signed consent form has been turned in. Furthermore, if a student refuses to be tested or abide by testing rules/procedures the student will automatically be ruled ineligible for extracurricular activities until the testing has been completed.

### **Confidentiality**

Test results administered under this policy will remain confidential and will be disclosed only to the extracurricular participant, his/her parents/guardians, and personnel on a need-to-know basis as designated by the Superintendent or as otherwise required by law. Results of the testing shall not be used as a basis for any disciplinary action other than disqualification from extracurricular activities as stated in the Extracurricular Code of Conduct.

### **Testing Results**

A. The principal and/or the athletic director will notify non-negative results to the affected student and to his/her parent(s) or guardian(s) of any non-negative results.

B. The student and his/her parents or guardians have 24 hours from the time they are notified of the non-negative result to submit any additional information challenging a non-negative result, including requesting that a certified laboratory, at their expense, retest the specimen. Student will remain ineligible for extracurricular activities until the results of retests are confirmed.

C. Upon confirmation of a non-negative result, or in the event the student and his/her parent(s)/guardian(s) do not request confirmation of a non-negative result within 24 hours, the principal or administrator will inform the student and his/her parent(s) or guardian(s) of the consequences. Please see Morrison High School Consequences for Extracurricular Code Violations chart for penalties.

D. If at any time the selected student refuses to submit to testing and/or follow the procedures of the random drug testing program the student will automatically be

suspended from participating in any and all extracurricular activities, until such time as a negative test can be obtained.

E. All students who test positive for prohibited substances must submit a negative test prior to reinstatement for extracurricular activities.

### **Appeals**

Any penalty issued to a student pursuant to the random drug testing program may be appealed to the Extra-Curricular Appeals committee by the participant or his/her parent(s)/guardian(s), in accordance with the Appeals/Due Process section of this Extracurricular Code of Conduct.

### **Voluntary Admission**

Morrison Community School District and Morrison High School wish to assist all students with the rehabilitation of substance abuse problems. To that end, a Participant will have **ONE (1)** opportunity to seek help with his/her substance abuse issues from the school administration without risking his/her immediate eligibility for extracurricular participation. Should an extracurricular participant reach out to a coach/sponsor, teacher, or administrator and admit a substance abuse problem, that student will be referred to the school counselor for education on substance abuse and counseling. At this point the student will **NOT** be suspended from any extracurricular activities, provided the student agrees to and meets the following criteria:

1. The Participant is not already under investigation for the violation of the Extracurricular Code of Conduct (including being selected for random drug testing) at the time help is requested.
2. The Participant has no previous suspensions for Extracurricular Code of Conduct violations.
3. The Participant and his/her parent(s)/guardian(s) agree to a formal substance abuse assessment at a school approved agency. In addition, both the Participant and his/her parent(s)/guardian(s) must agree to enroll and complete a substance abuse education program at the expense of the Participant or the Participant's family.
4. Written verification of the substance abuse education program completion must be submitted to the Athletic Director or Principal.
5. The Participant must also complete ten (10) hours of school-approved community service within thirty (30) calendar days of the voluntary admission. Written verification of the completion of these hours must also be submitted to the Athletic Director or Principal.

If the Participant meets the above criteria, the participant will not be suspended from any extracurricular activities. Should the student fail to meet all of the above criteria for a

voluntary admission, the student will immediately be suspended from all extracurricular activities and subject to the penalties set forth in the Consequences for Extracurricular Code Violations chart.

If a student violates the Extracurricular Code of Conduct after making a voluntary admission, the violation will be considered the Participant's "second offense", and the student will be issued a penalty for a second offense in accordance with the consequences for Extracurricular Code Violations chart.

A Participant who has just been selected for random testing **WILL NOT** be permitted to voluntarily admit to a substance abuse problem for the purpose of avoiding drug testing and/or maintain eligibility for his/her extracurricular activity. A Participant who voluntarily admits to a substance abuse problem will remain in the random testing pool.

### **Prom Participants**

For those students signifying their intention to participate in only Prom and no other extracurricular activities for the school year ("Prom-only" students), the following rules and conditions will apply:

1. Students must signify intention to participate in Prom during initial consent period.
2. All Non-initial consent participants **MUST** have consent forms on file in the office **NO LATER** than 4 weeks from the date of prom. Students will then be required to be tested at their own expense or their parent(s)/guardian(s) expense, should they be randomly selected for testing. Testing will occur on the next testing date.
3. "Prom-only" students will remain in testing pool throughout the course of the school year.
4. A Prom-only student who decides to not attend Prom may have their name withdrawn from the testing pool under the same guidelines for other extracurricular participants.
5. A prom-only students who tests positive will be subject to the following consequences...
  - a. First Offense: Students must complete a minimum of 10 hours community service and or complete a school approved drug rehabilitation program/counseling.
  - b. Second Offense: Student will be prohibited from attending prom for that school year.
6. All other requirements of the MHS random drug testing program not in conflict with this section will apply to prom-only students.

## **XII. STUDENT ACTIVITIES**

School sponsored activities are provided for students to interact in a variety of social settings. Such activities include but are not limited to, dances, assemblies, get-togethers etc. Courts that coincide with school-sponsored events and activities are honorary recognitions. Students who are voted onto a court represent themselves, their families, and Morrison High School

All school-sponsored events and activities are a privilege. Students may be denied admittance from said activities and events, including honorary courts, Homecoming, and Prom by the principal or his/her designee for poor attendance, misbehavior in or out of school that includes, but is limited to detentions (including un-served detentions), behavior referrals, disciplinary conferences or behavior/citizenship that is considered detrimental to his/her activity or school, such as illegal acts, aiding and abetting, insubordination, unsportsmanlike conduct, theft, fighting, illegal consumption or drugs/alcohol, vandalism, etc.

### **Dance Rules**

The following rules apply to all school dances:

1. Once you leave you will not be allowed to re-enter.
2. All guests that are not current MHS students must be signed up in the office and have the Out of School Guest permission slip turned in 3 days prior to the dance.
3. All guests must be at least a freshman in high school and not older than 20.
4. Any student currently suspended or expelled will not be allowed to attend the dance.

### **Organizations**

The following organizations are open to all students interested: Student Council, M Club and Key Club.

### **Pep Assemblies**

Pep assemblies give every student an opportunity to participate in one of the more exciting aspects of school life. At various times throughout the year, pep assemblies may be held during homeroom to recognize student achievement or upcoming activities. All school rules apply during these assemblies.

### **Key Club**

Key Club International is the oldest and largest service program of high school students worldwide. Key Club is a student-led organization that teaches leadership, caring, inclusiveness, and character through service to others. Morrison High School Key Club has an open membership policy. Individuals who want to make a positive difference in the lives of others are invited to join.

## **Student Council**

Many Morrison High School activities such as Homecoming, dances, and pep assemblies are sponsored by student council. To be a member of student council, students are elected by their classmates.

## **XIII. HEALTH/MEDICAL WELLNESS**

### **Illness or Injury**

If you feel you are too ill to remain in school, notify your teacher and report to the office. Your parents will be called or other arrangements will be made to get you home, do not call your parents from your cell phone without permission from the office. Failure to abide by this rule will result in disciplinary action. Do not spend a class period in the restroom! If you should become injured in any class or activity, notify the teacher immediately. The school provides first aid for students which consist of emergency treatment for injuries, illness, and health problems that may arise while the students are in school. Failure to notify school personnel may nullify your insurance claim, should there be one. YOU MUST REPORT TO THE OFFICE. An accident report must be completed.

### **Prescription Medication**

Prescription medications that are required by doctor's order to be administered during school hours will be administered by the school health personnel (nurses), administrator, or designated school personnel. However, administering medication during school hours or during school related activities is discouraged unless it is necessary for the critical health and well-being of the student. In those instances, medication may be given to students by school personnel under the following guidelines:

1. Prescription medication will only be administered to a student when a completed and signed "School Medication Authorization Form" is filed at the high school office. This form is to be completed annually by the student's parent/guardian and physician.
2. The medication must be brought to school in the original pharmacist's labeled container and shall display:
  - a. The Student's name
  - b. Name of medication with dosage
  - c. Administration route (by mouth, shot, etc.)
  - d. Date and refill allowance
  - e. Licensed transcriber's name (doctor)
  - f. Pharmacy name, address and phone number

\*NOTE\* Prescription medications may only be brought to school by parent/guardians and not by students.

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

The only medications students will be allowed to self-administer are Asthma Inhalers, Epi-pens and Diabetic Insulin Injections. In order for a student to self-administer these medications a physician must fill out, sign and submit to the High School nurse a "MCUD #6 Medication Self-Administration Form".

Please see the school nurse for any needed forms for medications.

1. The name of the medication to be taken
2. The type of disease or illness involved
3. Dosage and time of day to be given
4. Beginning and ending date medication is to be given
5. Non-prescription medications must be delivered directly to the school office either by the student immediately upon entering the school or by the parent.
6. Non-prescription medication cannot be supplied by the school. Any non-prescription medication ordered by a physician must be provided to the school by the parent.
7. Policy does allow a parent/guardian to come to school to administer medications to their child if necessary without a doctor's order.
  - a. Administration route (by mouth, shot, etc.)
  - b. Date and refill allowance
  - c. Licensed transcriber's name (doctor)
  - d. Pharmacy name, address and phone number

\*NOTE\* Prescription medications may only be brought to school by parent/guardians and not by students.

### **School Physicals**

1. A student's parent/guardian shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to entering ninth grade.
2. Failure to comply with the above requirement by the first day of school of the current school year will result in the student's excluding from school until the required health forms are presented to the district. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school

### **XIV. FOOD SERVICE**

1. Morrison Community Unit District #6 Board of Education is committed to a coordinated school health program aimed at ensuring all children and youth are fit, healthy and ready to learn. The Board recognizes the importance of promoting wellness, including healthy eating habits and fitness in students throughout their time at school, as well as educating them to develop a lifelong awareness of all aspects of healthy living.
2. All students will be issued a lunch card. Paper, straws, etc. are to be placed in the refuse barrels and the trays turned in at the bussing window. All food purchased from the cafeteria must be eaten in the cafeteria and not taken out of the building or to other parts of the building. **Students are not to eat food in the school hallways or classrooms during any part of the school day.**

3. Food consumed on district premises during student lunch hours will be limited to home-packed sack lunches or food service program selections.
4. All lunch periods have seniors, juniors, sophomores, and freshmen present. No seats are assigned, thus making it a good time to visit and eat with friends. Each student should be responsible for his own actions and encourage responsibility in others.
5. Trays/dishes must be returned to the return window. Cafeteria privileges may be restricted if regulations are not followed. Cooperation with persons cleaning tables and supervisors is mandatory.

#### **XV. BUS RULES/TRANSPORTATION**

The right of all students to ride a school bus is dependent upon their good behavior and observance of the following rules and regulations. The school has no obligation to transport any pupil who cannot or will not behave on a school bus. Students should obey, and bus drivers are asked to enforce the following safety rules and regulations.

1. All students must remain in their seats keeping their feet on the floor and their hands to themselves at all times while the bus is in motion.
2. Windows can be raised or lowered to the line only if the driver has granted permission.
3. Students should refrain from marking, defacing, or in any way damaging school buses on the inside or outside. Any such damage will be paid for by the students responsible.
4. Students must get on and off the bus without shoving or pushing.
5. Students must refrain from unnecessary conversation with the bus driver. Conversation between students must be in a normal tone of voice. Not shouting, screaming or use of profanity.
6. The school bus driver has the authority to maintain proper conduct on the bus.
7. The driver has the authority to assign seats on the bus if he or she considers it necessary.
8. The driver is in absolute command of the bus at all times and shall use good judgment in issuing any orders. Students are expected to give him or her prompt obedience. The safety and welfare of all students on the bus depends upon this.
9. Students are not to eat, drink or chew gum on the bus.
10. When school is dismissed, buses will leave for home promptly. Bus drivers cannot wait for tardy students. Students not riding the bus must not touch the bus when it moves nor in any other way interfere with the loading or unloading of buses.
11. Once a student has boarded the bus for home he or she will not be allowed to leave the bus to go back into the building for something he/she forgot.
12. State law prohibits the transporting of live animals, reptiles and insects on a school bus.
13. State law demands absolute silence at all railroad crossings.
14. Students should be at the bus stop and ready to enter the bus when it arrives. The bus driver should not wait for students unless weather is inclement.

15. Students who live on the left side of the road should always cross 10 or 15 feet in front of the bus when leaving the bus in the afternoon. The student is to proceed to a point 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
16. When students must cross the road to be picked up in the morning, the driver, after looking for approaching cars, beckons them to cross, you child should be trained to await the proper signal and cross promptly. They should be trained to wait completely back off the street or road.
17. Certain band instruments and large carrying cases are difficult to transport on a full bus. Students need to hold them in their seats so that aisles are not blocked. It may be necessary for parents to bring these large cumbersome objects to school rather than try to have the students bring them on the bus.
18. Students may ride only on their assigned bus. Occasionally, one or two students will wish to go home to another student's house for a party, meeting or overnight. If our buses are scheduled to capacity load, then permission will be denied by the principal. A note at least one day in advance must be given to the principal to make this decision.

