

MARISSA JR./SR. HIGH SCHOOL

2017-2018

“Striving for Excellence”

STUDENT / PARENT HANDBOOK

Marissa Jr./Sr. High School

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Mrs. Bobbi Duffie, R.N.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student, nor does it represent all school policies in their entirety, and may change at any time; rather it is intended to describe the school, it's current practices, procedures, rules and regulations. Membership or participation in school-sanctioned activity is a privilege and not a property right. Students and families are encouraged to read through the handbook to have a better understanding of what is to be expected while attending Marissa Jr. Sr. High School.

Marissa Jr./Sr. High School

Student-Parent-Guardian Welcome Letter 2017-2018

Dear Student-Parent-Guardian:

Thank you for choosing to attend Marissa Jr. Sr. High School and welcome to the 2017-2018 school year. I am proud to report that we have been awarded the 2016-2017 U.S. News and World Report Bronze Medal. Schools are selected based upon a four step process.

STEP 1 Students perform better than expected in their state. They look at reading and math results for students on each state's proficiency tests and then factor in the percentage of economically disadvantaged students, who tend to score lower. As you know, approximately 70% of our students are economically disadvantaged.

STEP 2 Disadvantaged students perform better than state average. They compare each school's math and reading proficiency rates for disadvantaged students - black, Hispanic and low-income - with the statewide results for these student groups and then selected schools that were performing better than their state averages.

STEP 3 Student graduation rates meet or exceed a national standard. They excluded schools from consideration if their graduation rates were lower than 75 percent - a threshold that is higher than a federal law that requires states to give extra resources to schools below 67 percent.

STEP 4 Students are prepared for college-level coursework. They calculate a College Readiness Index, which is based on the school's AP participation rate and how well the students did on those tests. We are proud to announce that Marissa Jr. Sr. High will offer 2-3 new College Level / Dual Credit courses this school year. One of our goals will be to introduce more dual credit courses during the next 18-19 school year.

Our staff is determined to ensure not only that students are afforded ample opportunities for success, but that they are adequately prepared to seize these opportunities as well. One of our many goals is to provide a safe and healthy environment, in which we support and challenge our students.

This letter and Parent-Student Handbook is being shared to provide you with important information about the school and District policies, laws and procedures. Please read it carefully as students are expected to know and understand this information. To hold our students accountable, each student will answer a series of questions about this handbook (in the form of a quiz) during the first days of school. Their answers will be kept on file throughout the school year.

We do have high expectations for them and confidence in their abilities to perform. Please feel free to contact the staff at Marissa Jr. Sr. High School; we are here to assist. Thank you for entrusting your student to us. It is a responsibility and privilege we take very seriously and we look forward to a terrific year.

Respectfully,

Vince Hughes, Ed.D.
Principal

MARISSA UNIT #40 MISSION STATEMENT

It is the mission of Marissa Unit #40 School System to foster and develop a desire to learn, provide and establish tools to know how to learn, and build and instill confidence to know that the student can learn. To accomplish this mission, the following are our objectives:

1. Establish a clear school mission.
2. Provide each student the opportunity to learn.
3. Base each subject's instructional program upon a tightly coupled curriculum.
4. Have high expectations and standards for student achievement.
5. Carefully monitor student progress.
6. Provide a safe and orderly environment for learning.
7. Develop and provide instructional leadership.
8. Ensure parent participation and assistance.
9. Each school periodically reports its "effective school" progress to the Board of Education.

To support this process, the Board of Education hereby commits itself, its policies, and the District's resources.

MARISSA JR./SR. HIGH SCHOOL CODE OF ETHICS

PREJUDICE	I will accept people for their merits, regardless of race, religion, or nationality.
INTEGRITY	I will be honest and fair in dealing with other people. I will set high moral standards for myself and will not let the crowds control my actions.
RESPECT	I will hold the advice and opinions of my elders, especially my parents, in high regard. I will be courteous at all times, always respecting the right of others.
RESPONSIBILITY	I will fulfill my responsibilities and obligations to my parents, school, and community. I will be responsible for my actions at all times.
FRIENDLINESS	I will maintain a friendly attitude toward everyone and will discourage cliques.
SPORTSMANSHIP	I will treat all players and fans of opposing teams as guests, show self-control at all times, and accept the decision of the officials as final. I will be modest in victory and gracious in defeat.
APPEARANCE	I will maintain high standards in my grooming and appearance, realizing that the way I dress influences the way I feel and act.

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FACULTY AND STAFF

Agriculture

Kim Portz

Art/Latin

Lydia Latham

Band/Chorus

Eric Richter

Bldg. Maintenance

Dennis Greten

Business Manager

Jane Schaeffer

Custodians

Rick Bumann

Rick Rhodes

Driver's Ed/ PE

Jason Smith

English/Literature

Mindy James

Colleen Seaton

Kelli Canning

Family/Con. Science

Patricia Knop

Food Service Director

Deanna Gilley

Food Service Cooks

Sandy Hahn

Natalie Dickerson

Natalie Krause

Government/History

Bryan Blomenkamp

Grounds/Bus Main.

Russell Clark

Student Counselor

Angela Birch

Sarah Clouse

Athletic Director

Lori Selman

Technology Director

Gary Stewart

Business

Jason Faust

Mathematics

Darin Degenhart

Anne Trieb

Brian James

Nurse

Bobbi Duffie

PE/Health

Kacie Bruncic

Science

Jill Prest

Derek Miller

Science/P.E.

Jeff Miller

Secretary to Principal

Jane Bumann

Secretary to Supt.

Cheryl Harriman

Social Studies

Katie Peck

Spanish

Kacie Bruncic

Special Ed/LD

JoAnn Jones

Rachel Kinzinger

Special Ed/Cross Categorical

Alicia Hiller

ISS/Tuancy/Library

Lori Selman

Teacher's Aide

Elizabeth Neace

Laura Kohrs

Stephanie Pitchford

Brenda Kinzel

MHS School Song

We're loyal to you Marissa High.
To our colors we're true Marissa High.
We'll back you to stand against the best in the land,
For we know you have sand Marissa High (rah, rah).

So shoot for that goal Marissa High.
We're backing you old Marissa High.
Our team is our fame protector
on boys for we expect a
Victory from you Marissa High (rah, rah).

Chee Haw, Chee Haw Haw.
Marissa High School Rah-Rah-Rah
Chee Haw, Chee Haw Haw.
Marissa High School Rah-Rah-Rah
Marissa High, Marissa High, Marissa High

Marissa High School Rah-Rah-Rah
Marissa High, Marissa High, Marissa High

Bring out that dear old flag of orange and black.
Lead on your sons and daughters never turn back.
Like men of old on giants facing reliance,
Shouting defiance Oskee-Wa-Wa!

Amid the broad, green plains that nourish the land.
For honest labor and for learning we stand.
And unto thee we pledge our hearts and hands
To dear old Marissa Senior High.

GENERAL HANDBOOK INFORMATION

Bell Schedules

The first bell rings at 7:57 am. The tardy bell rings at 8:00 am. Students reporting to class prior to 8:00 am will be rewarded with extra knowledge, have time to check homework, be able to talk with their favorite teacher before class starts, and start their day in a more relaxed and stress-free manner. Students arriving to class after 8:00 am will be counted as tardy and earn consequences based upon the frequency and severity of the tardies. Some of these consequences may include losing the opportunity to participate in extracurricular events such as sports, intramurals, tutoring, Homecoming, Prom and graduation.

Schedule A

Normal School Day

8:00 – 8:49	1 st Hour
8:53 – 9:42	2 nd Hour
9:46 – 10:35	3 rd Hour
10:39 – 11:28	4 th Hour
11:32 – 1:00	5 th Hour
11:32 – 12:02	1 st Lunch
12:25 – 12:55	2 nd Lunch
12:59 – 1:48	6 th Hour
1:52 – 2:41	7 th Hour
2:45 – 3:10	Assembly

Schedule B

Assembly Day

8:00 – 8:48	1 st Hour
8:52 – 9:40	2 nd Hour
9:44 – 10:32	3 rd Hour
10:36 – 11:24	4 th Hour
11:28 – 12:50	5 th Hour
11:28 – 11:58	1 st Lunch
12:20 – 12:50	2 nd Lunch
12:54 – 1:42	6 th Hour
1:46 – 2:34	7 th Hour
2:45 – 3:10	Assembly

Schedule C

Early Dismissal – ½ Day

8:00 – 8:29	1 st Hour
8:32 – 9:01	2 nd Hour
9:04 – 9:33	3 rd Hour
9:36 – 10:05	4 th Hour
10:08 – 10:37	5 th Hour
10:40 – 11:09	6 th Hour
11:13 – 11:45	7 th Hour

Schedule D

Early Out Dismissal

8:00 – 8:41	1 st Hour
8:45 – 9:26	2 nd Hour
9:30 – 10:11	3 rd Hour
10:15 – 10:56	4 th Hour
11:00 – 12:20	5 th Hour
11:00 – 11:35	JH Lunch
11:55 – 12:25	HS Lunch
12:24 – 1:05	6 th Hour
1:09 – 1:50	7 th Hour

Semester Day 1 Schedule

1 st Hour	8:00 to 9:27
3 rd Hour	9:31 to 10:58
JH Lunch	11:02 to 11:33
HS HR	11:02 to 11:33
JH HR	11:37 to 12:08
HS Lunch	11:37 to 12:08
5 th Hour	12:12 to 1:39
7 th Hour	1:43 to 3:10

Semester Day 2 Schedule

2 nd Hour	8:00 to 9:30
4 th Hour	9:34 to 11:04
JH Lunch	11:08 to 11:40
HS HR	11:08 to 11:40
JH HR	11:44 to 12:16
HS Lunch	11:44 to 12:16
6 th Hour	12:20 to 2:00

ALL SCHEDULES ARE SUBJECT TO CHANGE

MARISSA JR/SR HIGH SCHOOL: 2017-2018 GRADE SCALE

Quality of Work	Grade	%	GPA
Highest	A	100-92	4.0
Above Average	B	91-83	3.0
Average	C	82-74	2.0
Below Average	D	73-65	1.0
Failing	F	64-00	0.0

WHAT DO LETTER GRADES MEAN?

A represents outstanding distinction and excellent.

- These are not impossible to achieve but are rare and difficult to come by.

B signifies levels of solid accomplishment and goodness.

- Good is more common than excellent but more rare than average. While there is merit to hard work and long hours, it does not always guarantee success. Goodness refers to the combined results not just the effort.

C signifies "average- simple, common, adequate but ordinary.

- Average is not usually an appealing rank to artists who strive for extraordinary and unique. C is however a very respectable point. Recognize what more is needed; plan to move ahead, improve and grow.

D represents results less than standard and/or mediocre- just passable.

- Perhaps priorities about school or life have not been established. Recognize however, that a D can also mean that you truly do not understand what is expected. You should make an office appointment to discuss how you might take action on your future and upcoming assignment problems.

F is a clear failure.

- It represents lack of effort/interest/understanding. It is a cause for deep concern.

**MARISSA JR.-SR. HIGH SCHOOL
BOOK RENTAL AND STUDENT FEES 2017-2018**

Book Fees	Per Year	Agriculture	Per Sem
Grade 7 & 8	80.00	Intro Ag. Industry	10.00
Grade 9 - 12	50.00	Agriculture Science	10.00
		Agriculture Construction	20.00
Family and Consumer Science	Per Sem	Horticulture	10.00
Family/Con Sci I & II	10.00	Lumber is purchased by the student	
Foods I & II	15.00	for individual projects	
		Science	Per Sem
Business Fees	Per Year	Biology	4.00
Business Classes	35.00	Advanced Biology	10.00
		Chemistry I & II	4.00
Social Studies	Per Sem	Physics	4.00
Current Affairs	8.00	General Science	2.00
Government	8.00	Environmental Science	2.00
Math	Per Year	Art	Per Sem
Consumer Math	30.00	High School Art	10.00
College Algebra	45.00		
Geometry	10.00	Physical Education	Per Year
Algebra I	10.00	P.E. Lock Fee	2.00
Algebra II	10.00	(Lost locks will be \$7.00 replacement)	
Driver's Education	Per Sem	Athletic Fee	Per Sport
High School Students	100.00	Junior High	25.00
		High School	30.00
Student Initiated Schedule Change		Band Fee	
High School Student	5.00	Individual Contest fees Paid by Student Before Competition	
Lunch		Industrial Arts	Per Year
Student Lunch	TBD	Lumber is purchased by the student	
Adult Lunch	TBD	for individual projects	
Milk (extra)	TBD		
Replacement of Student I.D. / Lunch Cards	3.00	Academic Club Fee	Per Club
		Math Team	10.00
		WYSE Team	10.00
Replacement Handbook	5.00	Scholar Bowl	10.00
Student Parking (per sem)	10.00	Photo Copy Charge	\$.50/page

GREETINGS FROM THE FACULTY/STAFF

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year! We believe that teachers, students, parents, staff, administrators, and others must form a team effort to develop literate, problem solving, productive members of our society.

GENERAL CLASS RULES

1. Students must be in their seats at the bell.
2. Students must have all required materials and supplies when they report to class.
3. No candy, food, or beverages are allowed in the class area.
4. Class starts at the bell. Students are expected to have assignments, materials, etc., out and ready to be utilized at the beginning of each class.
5. Students are expected to show common courtesy to teachers and staff at all times.
6. The teacher, not the bell, will dismiss students at the end of each class period.
7. It is the individual student's responsibility to obtain assignments missed due to an absence.
8. Students, except with a pass from a teacher, are not allowed in the academic area before 8:00 a.m. or after 3:15 p.m.
9. Students are expected to follow all Marissa Jr.-Sr. High School dress code guidelines.
10. Vulgar or obscene language and acts will not be permitted.
11. Students are responsible for policing the area around their work areas every period.
12. A phone call the day of an absence or a note sent with a student the day of his/her return, from a parent indicating the reason for an absence, is required to permit students to complete makeup work. Failure to provide a call or note within one school day will be considered an unexcused absence.

HOW TO COLLABORATE WITH YOUR SCHOOL

When contacting your school, the best place to begin is with the person(s) directly involved. The teacher should be consulted when a student related problem is involved, or the principal when a school regulation or practice is your concern. The teachers are on duty between 8:00 a.m. and 3:30 p.m. It is always advisable to call for an appointment in advance. Teachers will return phone calls when time allows. Teachers will not be called out of class to return phone calls.

When a situation cannot be resolved at the lowest possible level, it should be taken to the next level in the chain of command. Once you have talked to the teacher and the principal, you may still want to bring it to the attention of the superintendent, especially when it involves state laws or district wide policies.

When the superintendent cannot resolve your problems and the concern is important enough to be brought before a public meeting of the full Board, you should ask the superintendent for a place on the agenda at the next Board meeting. Our Board sets aside time at its meetings for public input. Time limits are set so that all persons can be accommodated. Please find out in advance about the rules of a Board of Education meeting. Set down your views in writing and distribute copies to the Board at the meeting. Your views are strengthened when they can be read as well as heard.

HANDBOOK ITEMS (Broken Down By Category)

ACADEMIC STUDY ZONE PERIOD – This time is designed for multiple uses at MJSHS. This time can be used to prepare students for ISAT, PSAT, and ACT tests. This time may also be used for high school and junior high groups to meet and conduct business or MJSHS may add additional programming for students. Students are expected to follow school rules and participate in the day's activity. High School students in grade 11 who are on track to graduate with the appropriate amount of credits and who have a GPA of 3.25 or higher will be dismissed early after the conclusion of PSAT testing in April. Students in grade 12, who are on track to graduate and able to achieve a GPA of 3.25 or higher will have the opportunity to leave early during ZONE. Students will need written parent/guardian permission to leave early during this time.

ACCIDENTS - Notify your teacher or sponsor immediately if you are injured. A report of all accidents must be filed in the Office.

ACTIVITIES AT SCHOOL – (For any scheduled activity.)

1. Once students or guests enter the school they must remain inside. If the student or guest goes outside the building, he or she will not be allowed to return.
2. For activities where a guest is permitted, only one guest (per student) may be admitted if accompanied by a student of this school. No guest will be permitted without the proper form being submitted to the office.
3. State Law prohibits any use of tobacco products on school property.
4. No one will be permitted to enter the building showing any evidence of having consumed alcohol or drugs. Guilty students will be subject to disciplinary action and potential legal consequences.

ADMINISTRATION – STUDENT ROUND TABLE - The purpose of this roundtable is to gather input from students as stakeholders on the educational process of Marissa Jr/Sr High School. Students invited to the meeting will be selected for each grade, 7 – 12. The Student Council President from Jr. High and High School will be invited to attend. The student round table will be used as the need arises. The decision to activate the student round table may come from the student council or the administration allowing this group to address issues as the need may arise.

The students that are selected will attend for one semester and meet four times. This will allow for continued discussion based upon the items from the previous meetings. At the end of semester, seven new at-large students will be selected to attend for the upcoming second semester. There are no prerequisites for roundtable participants.

Those who attend are responsible for missed work, but will be allowed the appropriate make-up time to complete any assignments.

Please realize that there will be ground rules regarding discussions of items, confidentiality of stakeholders and reasonable expectations from student members. The main goal of this committee is to make MJSHS a better place to learn and attend.

ANNOUNCEMENTS - Notices of meetings, athletic and social events, general information, and specific instructions are announced on the public address system during 2nd period. Printed copies of announcements will be available in the Office. All announcements must be approved at least one member of the Office Team.

ANNUAL/PUBLICATIONS - The yearbook is sold in the fall and contains individual pictures of students, teachers and staff. Photographs of extra-curricular activities and other school events are also included. All publications must be approved by the office team before distribution or sale.

ASBESTOS OPERATION & MAINTENANCE PLAN - This document is available in the office upon request.

ASSAULT POLICY - Due to the escalation of potential assaults committed on teachers, staff, and individuals, the MCUSD#40 will stand firm in the prosecution of individuals committing assault on employees of the district. If an assault occurs, the administration will immediately inform the local police. Charges will be filed in accordance of the law. If committed by a student, the student will be immediately suspended and referred to the Board of Education for possible expulsion. In a case that involves someone other than a student, the district may seek a restraining order.

ASSEMBLIES - Students shall attend school assemblies unless excused by a teacher and approved by the principal. Students will report directly to the assembly area after being excused from classes. Students with unexcused absences from assemblies will be considered truant.

1. Enter the assembly in an orderly fashion and take your seat in the assigned area.
2. Students are to remain seated with the teacher who brought them for the entire assembly.
3. Students should show respect for anyone speaking or performing, during assemblies by not yelling out or making unnecessary noise.
4. All school rules apply during an assembly.

ATHLETIC PARTICIPATION FEE - The Board of Education has adopted an athletic participation fee for each student in each sport. The fee is \$25.00 for junior high students and \$30.00 for high school students. It is non-refundable and non-transferable. The fee will be assessed after the final roster cuts have been made. No student will be allowed to participate in any contests until his/her fee has been paid.

ATHLETICS - Interscholastic athletic teams represent Marissa High School in basketball, baseball, volleyball, softball, golf and cross country. Teams representing Marissa Junior High School include baseball, basketball, volleyball, and softball. Before you may go out for an athletic team, you must have on file in the office a current athletic physical and insurance statement and have paid the athletic participation fee. The appropriate forms are available in the office. An athletic physical is good for one calendar year. The cheerleading squad must also pay the athletic fees, have an athletic physical on file, and are subject to the athletic and co-curricular policy. All participants must also read, understand and sign the athletic code of conduct.

BYOD - Bring Your Own Device - Marissa CUSD #40 has recently adopted a **Bring Your Own Device** (BYOD) policy for all schools in the district (the full policy is included with this correspondence). This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, and netbooks **for educational purposes only**. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

This notification is to inform and guide you through this new opportunity. All students will continue to be able to utilize our school equipment. No student will be left out of the instructional process. Marissa CUSD #40 Schools will not be responsible for any financial obligations resulting from standard messaging or data charges incurred by students who choose to bring their own device.

Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for the use of specific projects. Students are expected to comply with all teacher requests regarding technology, such as shutting down, closing the screen, storing, or other requests. Students may not share devices during class, and devices may not be used to cheat on assignments, tests or be used during class for non-instructional purposes. MJSHS reserves the right to limit the number of personal devices used by a student in District 40.

Expectations:

- Students will only use appropriate technology at their teachers' discretions.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless directed by their teacher.
- Students are permitted to access only the school's network through personal devices during class, not private networks. More information will be provided to students for accessing the available network.
- Students are expected to have all devices fully charged at the start of the school day prior to class beginning. Access to charging stations will not be permitted during the school day. Students may consider purchasing an additional battery if they have concerns about charging.
- All students utilizing the BYOD policy at MSJHS must complete a permission form and return it to the Principal's office prior to using their device in the classroom. Students will be issued a small metallic sticker with a number to be placed on all devices that are registered. This sticker will be used by faculty and staff to verify that your device has been registered in the office. Students will be subject to consequences found in the conduct portion of the handbook for not registering all devices used under this policy.

**Please refer to the attached policy for full details of expectations and infractions.*

Reinforcement:

- Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for an appropriate period of time to be determined by the school principal.

We look forward to the educational opportunities that BYOD will bring to our students and staff and understand that there will be some challenges with full implementation of the policy along the way. Your suggestions and feedback are always welcome. Thank you for your understanding and reinforcement of the initial procedures and expectations for this initiative.

RESPONSIBLE STUDENT USE OF PERSONALLY OWNED DEVICES

The Marissa CUSD #40 School Board approves this policy in order to maintain a safe and secure environment for students and employees.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device include but are not limited to: MP3 players and iPods; iPads, Nooks, Kindle and other tablets; laptop and netbook computers; personal digital assistants (PDAs), as well as any device with similar capabilities. Cell phones and smart phones such as BlackBerry, iPhone, or Droid will not be allowed in class and are to be in the off position and stored in the student's desk or locker as per the handbook.

Educational purposes include classroom activities, career development, communication with experts, homework and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students;
- information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment;
- personal attacks, including prejudicial or discriminatory attacks;
- harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- knowingly or recklessly posting false or defamatory information about a person or organization;
- communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include but are not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Use of personally owned devices is permitted during instructional time for educational purposes only.

Marissa CUSD #40 Schools shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.

Marissa CUSD #40 reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary and/or legal action.

Use of personally owned devices in locker rooms, restrooms, and nurses offices is expressly prohibited.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices should access the Internet via Marissa CUSD #40's content filtered wireless network. District 40 will not be responsible of any additional charges a student may be charged due to personal cellular or data plans.

All students shall review this policy and the Responsible Use Policy before utilizing any school and/or personally owned devices. Marissa CUSD #40 reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.

Students must have the instructor's permission to print during class. Students will not be able to print during non-class periods. Students printing large amounts without the teacher's permission may be subject to additional paper and toner charges.

District 40's technology director will not be responsible for any repairs or updates to a student's personal device.

The information contained in this acceptable use policy is not all-inclusive and District 40 retains the right to prohibit further use of technology by students for actions detrimental to the educational process. The student parent handbook will be applied to students who incur conduct infractions.

District 40 has the right to revise, update, or abolish this policy anytime during the school year.

CARE OF SCHOOL PROPERTY - Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students should not mark on school books, furniture, walls, ceilings, floors, or equipment with pen or pencil, paint or any other instrument. Do not tamper with fire alarms, fire extinguishers, or any electrical systems. All students are expected to follow these same rules when riding the bus. These actions will be treated as vandalism.

CAFETERIA - Balanced meals are offered daily at breakfast and lunch breaks in the cafeteria. Students are expected to eat their breakfast and lunch in the cafeteria regardless of whether it was purchased at school or brought from home. Students are expected to add money to their meal accounts from 7:35 a.m. – 8:00 a.m. in the cafeteria. (NOT AT LUNCH TIME) Breakfast and lunch purchases will be with I.D. cards only - **No cash**. Students are expected to maintain courteous behavior during meals and to assist in keeping the cafeteria clean and well kept for all to enjoy. If a student has lost his or her I.D. card, a new card will be required to replace the lost I.D. card at the price of \$3.00-\$5.00. If a student does not have their I.D. and meal ticket with them during a meal, they will be required to wait until the end of the line to purchase food. Students will not loan their I.D. cards or purchase items for others. It is the student's responsibility to make sure there are adequate funds in his/her account to purchase items for breakfast or lunch. Ala carte items are extra items to be purchased; they are not included with the meal. If a student does not have enough money in their account to purchase both ala carte items and a meal, the student will be sold the meal only. If a student or parent has any questions about cafeteria concerns, these concerns should be brought to the attention of the cafeteria director. Due to state regulations, the vending machines will be closed in the cafeteria in the mornings to all students. Vending machines will reopen at the end of the school day.

CLASS FEES - Textbooks are purchased by the school and loaned to students. Workbooks and other materials are purchased by the students. Students are expected to provide their own pens, pencils, notebooks, calculators, and daily supplies. A course fee is assessed for many classes to help defray the cost of consumable items. Students will be required to pay for lost or damaged books based on the age and condition of the book. Families unable to pay the entire book fee cost at the time of registration may request a payment plan through the office.

CLASS AND ORGANIZATIONAL FUNDS - All class and organizational funds are to be deposited in the Office. They will be credited to the proper accounts and receipts issued. A class or organization wishing to make a purchase, donation, or contract with any agency for service or merchandise must have approval of its sponsor, who must verify that funds are available in the account, and acquire approval from the principal, and a purchase order. Individual class/organizational treasurers and sponsors are responsible for keeping accurate records of all deposits and purchases. Students are not to handle money. This is the responsibility of the sponsor.

CLASSROOM PARTIES - Classroom parties are not to be held during the time of regularly scheduled classes. Permission to organize such parties after school hours or during lunch must be secured from the principal in advance of the occasion. In addition, soda breaks or class rewards must be scheduled with the principal 3 days in advance or with prior principal approval.

CORRIDOR COURTESY - Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly. Be considerate of others in class areas. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

COURTESY - Courtesy to the teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious, or economic background. Respect and obey the judgment of your teachers. Treat all employees of the school with courtesy. Follow any request or direction given by them. Rudeness or disrespect will result in disciplinary action.

CURRICULUM CONTENT NOTIFICATION - The curriculum may contain certain topics/activities that some parents may find objectionable, and the pupil shall not be required to take that portion of the course if the parent submits written objection. Such as: A) Recognizing and avoiding sexual abuse. B) Certain activities/courses based on religious beliefs. C) Sex education/family life courses.

DEFICIENCY REPORTS - Warning notices are mailed out to parents at mid-quarter when the quality of the student's work is at the failing point or considerably below the level of expectation. Parents are to sign the deficiency report and have the student return it to the respective teacher. Parents are urged to contact their student's teacher if academic problems occur. Please make arrangements through the office. Our goal is to help you and your child succeed. But ultimately, parents and families must collaborate with the school to help struggling students. Learn how to help your child develop the six success attributes that have been targeted through research; self awareness, proactivity, perseverance, goal setting, using support systems, and emotional coping strategies. These attributes were found to be more important than IQ and grades.

DISCIPLINE POINTS - Students who have excess violations of the discipline code may be denied the right to attend or participate at school-sponsored activities. Students will earn points for each infraction/write-up/detention. For example, one discipline point for each class period of time-out classroom, two discipline points for each day of Time-out Classroom and three discipline points for each day of out-of-school suspension.

The following guideline will be used when participation or attendance at activities is denied: 10 points--may be denied assemblies and dances; 15 points--may be denied assemblies, dances, and class trips; 20 points--may be denied assemblies, dances, class trips, and participation in athletics; 25 points--may not attend any extracurricular activities. Value of each infraction may be altered by administrative discretion.

Students accumulating 10 discipline points may not be allowed to attend any overnight school sponsored trips.

DRILLS: Fire, Disaster, Active Shooter – Drills will be held periodically to help insure the safety of all students and in accordance with state regulations. The fire alarm is a steady continuous blast of the alarm system. The storm warning is interrupted blasts of the passing period bells. Instructions are posted in the classroom for students to follow in case of a drill or actual alarm and your teachers will inform you of the appropriate procedures for their classroom. Students will treat each drill as the real thing and to familiarize themselves with the emergency information in each of their classrooms to help insure their safety and the safety of others.

ELECTRONIC READING DEVICES (NOOKS, KINDLES, ETC) – Students will be allowed to use these devices or similar devices during school hours at their teacher's discretion. These devices are viewed as a privilege, and students will need to abide by the teachers' policies when they are being used within the classroom. If the device is used improperly, for example: gaming, surfing the Internet, or anything besides reading, the student may lose this privilege. The administration has the right to revoke this privilege if it is being abused. Please realize that lost or stolen electronic reading devices are not the

responsibility of Marissa District 40. This policy does NOT apply to electronic book readers that can be purchased for cell phones due to our cell phone policy.

E-MAIL ADDRESSES – All teachers at MJSHS have district provided e-mail accounts in order to facilitate communication between parents and teachers. A list of these addresses is available in the main office and on the school website.

EMERGENCY DISMISSAL OF SCHOOL (Snow Days) - School will be closed if the roads are too dangerous for buses to travel. The school has an automated emergency phone system that will notify all students/parents of school closings and/or important school related items. The automated message is sent to the number(s) listed on the student's emergency card. Radio stations KMOX -1120 AM, and T.V. Station KMOV #4 will also carry the announcements between 5:30 a.m. and 7:15 a.m. Please do not call the school to see if school is in session, as the telephone is needed for emergencies.

EPINEPHRINE ACCESS IN SCHOOLS - Under public Act 97-0361 school may maintain a supply of emergency epinephrine auto-injectors (EpiPens) for a students who have forgotten their EpiPen at home or who do not have a known food allergy. A school nurse may administer an EpiPen to any student who he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place.

This Act permits physicians to issue a standing protocol and to prescribe EpiPens to a school district or non-public school be used, as necessary, by a school nurse. Without this emergency supply, dialing 911 is the only option school personnel have if a student forgets their EpiPen and has anaphylactic reaction or has a first time reaction. Any delay in administering epinephrine can be fatal.

Common side effects of using the EpiPen include increased heart rate, sweating, nausea, dizziness, headaches, nervousness, and anxiety. However, these side effects pale in comparison to the potentially life saving benefits of epinephrine in counteracting anaphylaxis until emergency medical help arrives.

The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with know allergies. Physicians should still prescribe epinephrine as appropriate and encourage parents whose children are suffering from a severe allergy to put in place an Emergency Action Plan, and Individual Health Care Plan, or a Section 504 Plan with their child's school.

Under Public Act 97-0361, a physician who provides a standing protocol or prescribes a supply of emergency epinephrine to a school is to incur no liability, except for willful and wanton conduct, for any injury arising out of the use of an epinephrine auto-injector.

Therefore, if a student is injured or harmed due to the administration of epinephrine that physician has prescribed to a school under this Act, the physician will not be held responsible for the injury unless he or she issued the prescription with a conscience disregard of safety.

For parents/guarding of all students, 105 ILCS 5/22-30 (c) requires parents/guardians to be informed that: (1) the district maintains a supply epinephrine, (2) the district and the prescribing physician are protected form liability when the school nurse administers epinephrine form the supply to any student when the school nurse in good faith professionally believes the student is having an anaphylactic reaction.

EQUAL RIGHTS – Marissa Community School District #40, St. Clair County, Illinois provides vocational and educational opportunities for all students who are residents of the district without regard to race, color, religion, sex, national origin, language barrier, ancestry, ethnicity, economic and social conditions, actual or potential marital or parental status, or physical and mental handicap or disability. MCUSD recognizes that students may have special needs that come under the categories of State of Illinois IDEA or United Stats 504 mandate, and MCUSD will address these needs to the limit of the school's

abilities. Students, parents, guardians, employees, or community members should notify the District Superintendent or Complaint Manager, if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. @ 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. @ 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. @ 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint – A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.
2. Investigation – The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.
3. Decision and Appeal – Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

FEE WAIVERS - Free or reduced price meals and loan of textbooks free of charge may be available to those students whose parents are unable to pay. Application forms may be picked up in the High School Office or on our web site.

FIELD TRIPS – Students on school sponsored field trips should be aware of the fact that all such trips are considered merely an extension of the classroom and all normal regulations are in effect. Parents will be made aware of the particulars of the field trip well in advance. No student will be allowed to take part in the field trip without a proper parental permission form and student waiver from. All students who attend a school-sponsored field trip will be required to use district transportation going to and returning from any field trip. Students will not be allowed to use alternative transportation to return from any field trip. The school office will approve field trips and lists of participants in advance. Students with records of chronic absenteeism, discipline problems, or failing grades will not be approved for these trips.

504 – In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Marissa Community School District #40 ensures that individuals with disabilities associated with the district either as students, school staff, or parents of students, are not discriminated against as a result of a disability. The Rehabilitation Act of 1973 assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. MCUSD will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504. For the district policy regarding Section 504 and the ADA, grievance procedures, or to make a referral, contact the school office.

FUNDRAISING - All fund-raising projects must be approved by the principal. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by student or outside organizations. School sponsored organizations will be allowed only one service project and one sales project not to coincide in time with other similar projects. One additional service project may be added for the juniors and/or seniors if approved by the administration.

GANG ACTIVITY PROHIBITED - Students are prohibited from engaging in gang activity. A “gang” is any group of two (2) or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

- A. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
- B. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
- C. 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: soliciting others for membership in any gangs, 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, or inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardians(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

GRADE REPORTS - Grade reports are issued as soon as possible following the end of each quarter. The second semester grade report will include the student's cumulative average and credits earned for the year. Please see the school calendar at the beginning of the handbook for approximate dates for grades to be issued.

HAZING PROHIBITED - 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 one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

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

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

HOMEWORK - Home study is an essential part of each pupil's educational program. A student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due.

I.D. CARDS - Students must carry I.D. cards at all times during the school day. To promote school security all students must be able to produce an identification badges at Marissa Jr/Sr High School when asked by a faculty or staff member. The following guidelines will be observed:

1. The students will carry the ID badges made by Marissa Jr/Sr High School only. They will not be allowed to alter the badges in any way.
2. The ID badges are the student's' responsibility.
3. Lanyards worn with school IDs must be deemed school appropriate. Questions concerning the lanyards should be directed to the office of the principal.
4. If a Marissa Jr/Sr High School student cannot produce a current badge during an ID check, at lunch, or during library, he/she will be issued a replacement badge at that time for a cost of \$3.00-\$5.00. Students with outstanding ID fees will not be permitted to attend school-related extracurricular activities until the fee is paid. (ex: dances, class field trips, etc.) This outstanding fee must be paid by the end of the school day on which the activity is scheduled to take place for the student to attend or participate.

Replacement lanyards are available for \$1.00 and may be purchased in the media center during school hours. – Yarn/string is not a substitute for a lanyard.

ILLNESS IN SCHOOL - Students who become ill at school must report to the Office. Students may not leave the building because of illness without authorization. If it is necessary to go home, the parents will be called by the Office or School Nurse and the student should be signed out. It is recommended that students do NOT use their personal cell phones to call parents during the school day due to illness. Failure to follow this procedure will be considered truancy and result in consequences found in our truancy section of the handbook.

IMMUNIZATIONS - Each student must submit proof of current immunizations as required by the Illinois Department of Public Health to be admitted in school. Students transferring to Marissa Jr./Sr. High

School will be allowed 30 calendar days to submit health records. After the 30-day period, students will not be allowed to attend school until the appropriate health records are submitted to the Office.

INSURANCE PLAN - The school provides an opportunity for parents to purchase student accident insurance. Information on both the "School Plan" and "24 Hour Plan" will be available to students during registration and on the first day of school. It should be understood that the school does not endorse the insurance plan. Each family must determine its need in relation to other insurance coverage.

INTERNET/ COMPUTER USAGE - All students will be required to sign a computer/internet contract with Marissa Jr.-Sr. High School before access is permitted. The Internet is to be used solely for educational research. Unauthorized usage, downloading, or uploading will result in termination of privileges and possible disciplinary actions that may include suspension or expulsion.

LIBRARY - The library is located in the center of the academic area. Students are urged to utilize its many resources. Books, magazines, etc. are loaned to students without charge. However, materials checked out of the library which are lost or damaged will be assessed a fee. Students will use I.D. Cards to check out materials.

LOCKERS: (Assignment and Care) – A locker will be assigned to each student at the beginning of each school year. These lockers are property of the district and are provided at no cost to the student. Students should have no expectation of privacy in school lockers. The school assumes the right to search lockers and their contents at any time with or without your knowledge or presence. Students may not share lockers with other students and should not be jammed in order to allow other students to access the locker. Lockers that are found to be faulty are to be reported to the office. Students are asked to use care in the upkeep and maintenance of the lockers. No student is to have any food or beverages in the lockers. All lunch items must be in a sealed container if they are to be placed in a locker during the school day.

LOST AND FOUND - Books and other articles that have been found should be turned into the Office as soon as possible. If you have lost something, first check in all your class areas, then the lost and found. Lost books should be returned to the teacher or the lost and found. School is not responsible for lost or stolen personal articles. School books and property, lost or damaged, must be replaced by the student.

MAKE-UP WORK AFTER ABSENCES - Students who have an absence have the opportunity to make up work. It is the responsibility of the student to contact the teacher(s) involved to determine make-up assignments and establish time for daily and test make-up.

In general, a student is given one day for each absence (up to three days) to make up work. For absences longer than three days, the teacher(s) may develop a contract for make-up work with due dates. Students absent due to disciplinary actions may or may not make up work at the discretion of the teacher. Students going on field trips are responsible for arranging makeup work prior to being absent. All work must be turned in the day you return to school.

In the event a student earns an out of school suspension, the parents may request information regarding missed work and tests which will be forwarded to the office for pick-up between 3:00 and 4:00 p.m. at the conclusion of each day of the student's suspension. It is the student's responsibility to complete the assignments and study for any tests. Assignments must be submitted and tests must be taken on the first day of student attendance after the suspension. Students serving out-of-school suspensions are not allowed to participate in extracurricular events, nor are they allowed to attend school functions on the days the suspension is being served. Further information regarding discipline may be found in the section titled STUDENT CODE OF CONDUCT.

MCKINNEY-VENTO ACT INFORMATION - Marissa Jr. Sr. High School considers the school enrollment, attendance and success of homeless children and youth throughout the school district as a high priority. It is the policy of the district that every homeless child and youth be sensitively identified as required by the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), 42 U.S.C. § 11431 *et seq.*, that every such child or youth be enrolled in and attend the appropriate school on every school day, and that school admission for such children and youth be immediate and be handled sensitively and in a child and family-centered manner in accordance with McKinney-Vento and the Illinois Education for Homeless Children Act (IEHCA), 105 ILCS 45/1-1 *et seq.* This policy is promulgated with the intention of minimizing educational disruption for homeless children and youth and promoting stability and continuity in education as well as providing social supports during a period of housing in stability. Further questions regarding homeless children should be directed to the building principal.

MEDICINE AT SCHOOL - The school recognizes that many children are able to attend school because of the effective use of medication in the treatment of disabilities or illnesses. If at all possible, medication should be administered in the home. However, any pupil who is required to take medication during the regular school day must comply with the following school regulations:

1. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
2. Written permission must be received from the parent or guardian detailing the name of the drug, dosage, and time interval medication is to be taken along with any potential side effects. Written permission must be signed and dated by the parent or guardian.
3. Aspirin will only be issued at school if student brings it to school in its original container with a consent form signed by parent. (Consent forms are available from the nurse.)
4. All medicines must be placed in the nurse's office.
5. A pass will be required to leave and return to class.

MESSAGES AND DELIVERIES - Messages and deliveries from home must be left in the office. Students will be called out of class only in an emergency.

NON-SCHOOL STUDENT ORGANIZATIONS - This school cannot give recognition to any fraternity or sorority, nor approve of the sales, pledging, hazing or any activities they may initiate.

PARENT/TEACHER CONFERENCES – Parent conferences are scheduled twice during the school year. One conference will be held early in each semester to allow parents to communicate with the teachers. A parent may at anytime request a conference with a teacher, counselor or the principal concerning their child's progress, by calling the school office and making an appointment.

PARKING LOT - Students driving to school must park in the student parking on the west side of the Jr./Sr. High School building. Parking should be in designated rows parallel with the building. Students are not permitted to park or be on the teacher parking lot at anytime. Starting in the 2017-2018 school year, students will be required to purchase a parking pass and will be assigned a parking spot. Parking passes can be purchased during Registration Day and in the office. Parking spots will be assigned based upon attendance and GPA.

PASSES - Students are not permitted outside their class area during class periods unless they have a pass from an authorized staff member. If you wish to see a teacher during his/her conference period, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of the study hall period. Passes cannot be given by the study hall teacher to leave study hall. Only a teacher may give passes out of a class or study hall. Passes are defined as an individual note written by a teacher or the passport found in the student parent handbook. Each pass should include the date, time, destination, and teacher issuing the pass.

PHONE CALLS - Students may only use the office phone with prior permission from the office. On rare occasions students may receive permission from the Principal to use personal cell phones during the school day.

PHYSICAL EDUCATION - Students must participate in physical education unless exempted as per Board of Education policy.

POSTERS - All posters or announcements to be displayed anywhere in the building must be approved by the office. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape, or thumbtacks and do not attach to painted walls. All signs and posters must be taken down after a reasonable amount of time.

PROHIBITED ARTICLES - Problems arise each year because students bring articles which are hazardous to the health, safety and welfare of the student and interfere with normal school routine. Items such as toy guns, water pistols, bean shooters, slingshots, hard balls, firecrackers, toys, etc., if brought to school as playthings will be confiscated. Violations of this rule may result in suspension and/or expulsion.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS - Illinois School Code Section 27-8 requires a physical and dental examination of all transfer students who were not required to have one for their school. All boys and girls participating in athletics must have an ANNUAL examination before beginning practice. In addition to the physical examinations, every child prior to or upon entering kindergarten or first grade, sixth and ninth grades, and every pupil entering Illinois schools for the first time shall be immunized. The Department of Public Health shall promulgate rules and regulations requiring immunizations and booster immunizations of children against preventable communicable diseases.

RADIOS, TAPE PLAYERS, & ELECTRONIC DEVICES – IPOD's, Radios, Cameras, Tape/CD players, MP3 players, other similar devices, and/or pagers are not permitted during school hours. Not only do they disturb classes, they are often lost or stolen. Items that are stolen will not be the responsibility of District 40. Radios and other items that interfere with the classroom will be confiscated by the teacher and turned in to the office

SCHOOL BUS RULES AND REGULATIONS -To achieve safe and efficient transportation, these regulations have been provided by the Superintendent of Public Instruction of the State of Illinois.

Conduct guidelines for school buses, vans, cars, etc.

1. The driver is in full charge of the bus and students. Obey the driver promptly
2. The students must not get into the bus or off the bus while it is moving
3. Students must not crowd to get on or off the bus
4. No moving about in the bus while it is moving
5. No fussing or scuffling for seats
6. Students must be on time
7. No sticking head or arms out the windows and no yelling at people along the road side
8. Students must refrain from unnecessary conversation with the bus driver
9. Students are to sit facing the front of the bus and not put your feet in the aisle or on seats
10. Loading – when students must cross to be picked up, the driver, after looking for approaching cars, will beckon them to cross. Wait for the proper signal and then cross promptly.
11. Unloading – at the discharge points, where it is necessary for the student to cross the highway they should stand on the shoulder of the highway until the bus driver motions them to cross.
12. No profanity
13. No “over-friendliness” between students
14. No use of tobacco in any form
15. Students must not throw waste paper, gum or rubbish anywhere in the bus
16. No soda on the bus anytime

17. Students should report any damage to the bus at once to the driver
18. Students are not to use the emergency door except in emergency situations
19. Bus drivers are authorized to assign seats to one or all students
20. Students may not change buses or change their place of loading and unloading from the bus without permission from the administration
21. ***Board Policy 1:1909 Student Discipline, Policy 7:220 – Bus Conduct, and all school rules contained in the school’s handbook are to be followed while waiting and/or riding on a school bus, van, car or other transportation provided by the district.***

SCHOOL BUS REMOVAL - The riding of the school bus is a privilege granted to District #40 students by the Board of Education. Any serious violation of bus rules will result in the removal of individual riding privileges.

SCHOOL SPONSORED ACTIVITIES/DANCES - Students attending school-sponsored activities must realize that they will not be permitted to leave and return. A student who leaves any activity is excluded from that activity for the remainder of the evening; furthermore, they must vacate the premises. Guest students at school dances will be subject to the same rules as students. Marissa students who bring a guest to school dances are required to complete a Guest Registry form three days before the event. Failure to complete the form may result in denial of attendance for guests. Guests over the age of 20 will not be permitted to attend Marissa Jr./Sr. High School dances. Junior High School students are not to attend high school dances as guests but may work as members of the organization or as servers, i.e. homecoming dance, and prom.

SCHOOL VISITATION RIGHTS - The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child’s school. If you need a copy of the Act, contact your building principal at (618) 295-2393.

SENIOR TRIP - Senior trips must be reviewed and approved prior to the scheduling by the district administration and board of education.

SIGN IN/SIGN OUT - A sign-in/sign-out register is maintained in the office. Students arriving after 8:00 a.m. must sign in. Students leaving before the dismissal bell must sign out. If a student returns to school after signing out, they must sign in.

SPORTSMANSHIP - Students should always back their team with true school spirit and show respect for their school’s reputation. Students strive to maintain favorable relations with opposing teams and schools. Students should cooperate with the cheerleaders in pep sessions and at games.

STUDENT SEARCHES – MCUSD has adopted this policy for the safety and supervision of students, to maintain discipline and order in school, and to provide for the health, safety and welfare of students and staff. To maintain order and security in the school, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectations of privacy in these places and areas or in their personal effects left in these places and areas.

- a. Student Searches – Student or student property may be searched based on reasonable suspicion that a student may have drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or items evidencing of a violation of school policy, local, state or federal. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are

available. Students may be asked to empty pockets, bags, wallets, purses, remove jackets, coats, shoes and other articles for examination if reasonable under the circumstances.

- b. Lockers – Lockers are owned and controlled by the school for use and benefit of the students. Lockers are subject to periodic inspection by school officials without notice, therefore students should have no expectation of privacy when using school lockers. Inspections can be held without notice, without student consent, and without a search warrant. At the discretion of the Administration, students may or may not be present during locker searches.
- c. Automobiles – Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if a search produces drugs, look-alike drugs, controlled substances, drug paraphernalia, weapons, stolen items, or evidence of a crime, in any case involving a violation of law when a student refused to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

STUDENTS IN BUILDING - No student should be in the building before 7:35 a.m. unless requested by a teacher, or his/her bus came in early, or he/she has been issued a pass at the request of his/her parents. After arriving on school grounds, students are not allowed to leave unless permission is granted from the Office. No student except those attending detention hall should be in the building after 3:30 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment clean and in proper condition to resume school the next day. MJSHS student entrance and commons area will be open until 4:00 p.m. each evening in the event students need to retrieve an item from their locker. During this time, the commons will be under electronic camera surveillance.

STUDENT VALUABLES - Students are cautioned not to bring large amounts of money, electronics, baseball cards, magazines to school, and if they wear glasses, watches, or jewelry, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, you may leave it at the office for safekeeping. Do not leave money/valuables in your locker.

STUDENT ATTENDANCE AND TARDY POLICY - Your attendance is important because students are more likely to succeed in academics when they attend school consistently. Research indicates that poor attendance leads to low academic scores.

Attendance is considered to be a student's punctuality and presence at school or class and his/her participation in school work and activities. State law requires mandatory school attendance. Parents are expected to make every effort to ensure their students are at school every day and that their students are on time.

When a student is absent from school his/her parents are requested to call the Office (618) 295-2393 by 9:00 a.m. on the morning of the absence to inform the school of the reason for the absence. When the use of a phone is not possible, a note from the parent on the morning following the absence will be accepted. Failure to provide the school with notification of an absence, on the morning following the absence, will result in an unexcused absence and the absence will be considered truancy.

Chronic truancy is defined as one who is absent from school for 5% or more of the previous 180 regular attendance days. The district will make available all possible support services to students who are determined to be chronic truants. The district will also hold a truancy hearing to determine if the student and their parents should be referred to the regional office for further actions.

When a student misses any part of the school day that student must obtain an admit slip from the office before he/she will be allowed to attend class. A tardy will be given each time a student must leave class to go to the office to obtain an admit slip.

After 10 days of absences all admit slips will require a doctor's note or written verification from any other agency that can verify the reason for the absence. Deviations from this procedure are approved only by the principal. Extended medical absences will be evaluated on an individual basis.

Permission to Leave School - After arriving at school, a student is not permitted to leave without permission. Students are considered to be at school when they step onto a school bus or school property. Leaving school without authorization, and/or without signing out in the office will result in disciplinary action being taken with the student. Students should follow the following procedure if they must leave school.

1. Students should provide a written note, from a parent, stating the reason, date, and time their student should be allowed to leave school. Students should bring this note to the office before school starts. Parents may also call the office to notify the school of their child's need to leave school.
2. Students will be called to the office when it is time for them to leave and to sign out.

The principal will determine whether absences are considered excused or unexcused. Make-up privileges will be allowed at the discretion of the teacher and his/her classroom management plan. Unexcused absences are those which the school finds impossible to approve even though parents may give consent and approval. Examples of unexcused absences include, but are not limited to, oversleeping, hunting, fishing, shopping, getting a driver's license, missing the bus, car trouble, working, babysitting, driving parents somewhere, or extending a weekend or holiday. These absences will be considered truancy.

Valid reasons for excused absences include personal illness, serious illness of a family member, death in the family, observance of a religious holiday and family emergencies. For excused absences, it is the responsibility of the student to contact teachers when returning to school in order to arrange the makeup of work that was missed.

Students who are not in their rooms and prepared to begin class when the tardy bell rings are considered tardy for that period. Students are allowed one unexcused tardy per class in each quarter. One detention will be issued for each additional tardy during that nine-week grading period.

Students who are late to school in the morning by less than five minutes should report directly to class. The teacher will record the tardy and report it to the office. Students who are late by five minutes or more should report directly to the high school office and obtain an admit slip to class.

Excessive tardies or students who are chronically tardy may result in an In School or Out of School Suspension.

Student Attendance at School for Participation in ExtraCurricular Activities - In order for a student to participate or attend a scheduled extra-curricular practice or activity on a school afternoon or night, he/she must arrive at school no later than the end of first hour in order to be considered present. The only exceptions will be at the discretion of the principal.

Attendance Incentives – High school students who meet the following attendance requirements along with parent permission will not have to take semester exams. The student's semester grade will be based on the student's quarterly grades prior to the exam being given.

<u>Quarterly Avg.</u>	<u># of Days Absent</u>	<u>Permission</u>	<u>Exam</u>
A	Up to 3	required	option
B	Up to 2	required	option
C	Up to 1	required	option

Any absences except for intra-curricular field trips, college visitations, and PSAE student reward days will apply to the attendance semester exam incentives. Only one reward day may be taken the week prior to semester exams.

Perfect Attendance Pass - Perfect attendance for a full year will entitle the student to a perfect attendance pass which will allow him/her free admission to any sporting event, with the exception of IHSA tournaments, held at Marissa Junior/Senior High School during the following school year.

Planned Absences Students may take one (1) Planned Absence per school year. All planned absences requested after the first has been taken will be evaluated on an individual basis by the administration to determine if it will be approved or denied. Approved Planned absences WILL count against a student's final exam incentive policy. A teacher's signature is required for approval to miss assignments for that class. A teacher may not sign the sheet if the assignment cannot be made up and the student's academic progress will be affected by the missed assignment or if the student has circumstances that have happened in the classroom. Ex: Tardies to class, missed assignments, poor classroom behavior, poor attendance, lack of effort, etc. If a teacher chooses not to sign the sheet, then the work may not be made up for that class. Students are to retrieve a form from the school office to gain permission for the Planned Absence. The form is to be filled out by the parent/student and then signed by the indicated people at school. Students will not be granted approval for a Planned Absence request if they have been excessively absent during the school year or if they do not turn the completed form into the office a minimum of three (3) school days prior to being gone from school. Being absent after being denied permission for a Planned Absence will result in unexcused absences being assigned and may result in disciplinary consequences for truancy. Acceptable reasons for planned absences are: family out of town trips, deer hunting, senior pictures, etc.

Truancy - (the act of unauthorized absence from classes or school for any period of time) Students in grades 7 - 12 who are classified as a chronic truant using the Illinois School Code may be denied school sponsored events (Homecoming, Prom, Graduation/Promotion).

All students must sign-out in the Office after permission has been granted to leave.

STUDENT RESPONSIBILITIES AND RIGHTS - The Marissa Community Unit #40 Board of Education in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education believes also that, while education is a right of American youth, it is not an absolute right, it is qualified by eligibility requirements. Our courts speak of education as a limited right or privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

Citizenship and moral responsibilities:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.

4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

STUDENT TEACHER NOTIFICATION - Illinois now requires a performance assessment to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment (edTPA), pre-service teachers must video their performances and the impact their instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. **Parents, who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually.**

STUDENT SECURITY/SAFETY - Students will be required to comply with a security checkpoint during the course of the school year. This may include but not limited to bag checks, walk through metal detectors, hand held metal detectors and random searches of vehicles. These checkpoints will be used randomly or could be put in place in the event of a safety concern to the building or district.

STUDENT TRANSPORTATION FOR SCHOOL ACTIVITIES - The school district provides transportation for all participants who are representing the school district at interscholastic events and other school sanctioned trips. The following rules apply:

1. Students who represent the school in any activity are required to use the transportation provided by the school to and from the activity with the following exceptions:
 - a. Parents may request that their son/daughter ride home with them by a note to the coach, sponsor, or administrator in charge.
 - b. Parents may also request that their son/daughter ride home with a close relative by a written note to the coach, sponsor, or administrator in charge. Present this note prior to departure time.
 - c. In certain instances, where it may be impossible for the student to use school transportation, special arrangements must be made in advance.
2. Participants who violate this policy will be dealt with by the coach and the administration on an individual basis.

STUDENT VISITORS - Student visitors are to be approved by the office and faculty three days in advance of the visit. Absolutely no student visitors will be allowed to visit Marissa Jr./Sr. High School unless prior permission and a pass have been granted through the office.

STUDY HINTS

1. While in class be alert and attentive at all times. Keep daily notes about important matters.
2. Be sure you clearly understand each lesson assignment and due date.
3. While in class, ask questions about the assignment or discussion of some topic. Good, intelligent questions are welcomed by the teacher.
4. When beginning to study at school or at home, be sure to have all the necessary materials on hand.
5. Establish a daily study time and study in a quiet, well-lighted and ventilated room.
6. Keep up with each day's work and review frequently.
7. Don't put off getting started on long-term or major assignments.

SUBSTITUTE TEACHERS - Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried through to the community. Let us be certain that these are good impressions by being as polite, helpful, and considerate as you would be to your regular teacher. A substitute teacher has the same authority as your regular classroom teacher.

SUPPLIES - All students are required to furnish a pencil and/or pen and paper for each of their classes. Failure to bring supplies to class may result in a disciplinary action, a conference with parents, or a lower grade.

TESTING SERVICES - Testing covers all grades. Pupils are tested for scholastic ability and achievement. Tests help the teachers to know more about each student in their classes, and in turn the tests help the student to realize his/her strengths and weaknesses. In addition to standard testing services, provisions are made for students to take all college admission and achievement examinations at the appropriate grade levels. A schedule of these tests is available from the Guidance Office. Each student will also be notified of those tests that pertain to him/her will in advance of the testing date.

VEHICLE POLICY - Students may drive vehicles to school under conditions set by the Board of Education. All vehicles will be parked in areas designated as student parking areas. Sitting in vehicles or careless driving on school property is not permitted and is punishable by suspension and revoking of vehicle privileges. Any use of the vehicle during the school day must be through the consent of the principal or his designee. Students are not to linger or congregate in the student parking lot before school, after school, or at any student activity for the health, safety and welfare of the student. All students that drive to school must have a vehicle registration form filled out in the office. After the student has filled out the registration form, a vehicle parking permit will be issued at a fee. .

VISITORS - The school policy is to accept only those visitors who have legitimate business and who have registered in the office at the time of their visit. Parents who are interested in setting up a classroom visit must contact the office of the principal 24 hours in advance. Lunch visits will be reserved for parents or immediate family members. All other visitors must have prior approval 1 day in advance granted by the principal.

GUIDANCE INFORMATION

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, faculty services regarding individual students, and individual counseling (education, occupational, and personal). Students or parents wishing to visit the counselor must contact the guidance counselor to arrange for an appointment.

ENROLLMENT

Policy

1. The parent/guardian of any student wishing to enroll in the district must prove residency of that student, within the district.
2. All students under the age of 18 must have a parent/guardian or foster parent present in order to enroll in school.
3. All necessary Health Requirements must be satisfied prior to the beginning of the school year. Details of these requirements are provided to all students and their parents at the MJSHS office.
4. Where appropriate, the family must provide proof of court appointed custody and/or guardianship.
5. The family must provide proof of legal residency within the boundaries of the school district.
6. The district's policy regarding students who have gone into a treatment facility states that re-enrollment in Marissa C.U.S.D. #40 following entry into a residential treatment facility, requires the following:
 - The student and parent/guardian must attend a staffing regarding reentry.
 - The staffing must be arranged a minimum of two days prior to the anticipated reentry date. The staffing must include a minimum of the principal and the school counselor. A representative of the residential facility should be in attendance, along with any social agencies (TASC, Probation, etc.) involved with the individual. If these representatives are absent, then written communication from the facility stating recommendations for further staffing requirements must

be presented. A copy of the discharge summary would fulfill the written communiqué requirement. The recommendations should include both educational and treatment needs of the individual.

Policy for Transfer Students - Transfer Students are admitted to Marissa C.U.S.D. #40 on a conditional basis for 30 days. Conditions for permanent admission are as follows:

1. Complete transcripts must be sent from previous school.
2. Documentation of residency must be presented.
3. Copy of birth certificate must be presented.
4. All health records including immunization records must be sent from previous school.
5. A student that has been expelled from a previous school will not be considered for admission to Marissa C.U.S.D. #40 until the length of the previous expulsion has expired. After the expiration date of the expulsion, a hearing may be held to consider the admission.
6. Students that have been suspended from previous schools must complete the suspension time before admission to Marissa C.U.S.D. #40.

Withdrawal from School - Parents/guardians of a student withdrawing from Marissa Jr. - Sr. High School are required to accompany the student to the office to authorize the withdrawal.

Expelled or Suspended Students – A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Health Requirements – Students entering Marissa Community School District for the first time are required to provide the following health information:

1. Proof of physical examination performed by a licensed medical doctor
2. Medical history completed by a parent or guardian
3. Proof of inoculation against diphtheria, tetanus, polio, measles, mumps, and rubella
4. Proof of a dental examination performed by a licensed dentist
5. Emergency information completed by a parent or guardian

All students are required to provide this information prior to attending class. Students who transfer to MJSHS from another school must provide the above listed information within thirty (30) calendar days of enrollment in class. Students with an out-of-state medical examination and/or dental examination may be considered in compliance provided the examination(s) meets the requirements in Illinois, including the immunization requirements and the date of the examination(s) is within the guidelines. Students who fail to comply with these requirements will be excluded from attendance of MJSHS. Unexcused absences will be recorded in these instances. Parents who object to immunizations because of religious beliefs are expected to discuss the situation with the Principal.

STUDENT CLASSIFICATION

High School - High school students are classified based on the number of credits earned, not on the amount of time spent at each level. The Board of Education's policy of student classification is as follows:

Freshman (9 th grade):	0.0—4.75 credits
Sophomore (10 th grade):	5.0—9.75 credits
Junior (11 th grade):	10.0—14.75 credits
Senior (12 th grade):	15.0 + credits

Junior High School - Junior high students will receive one unit of credit per quarter for each subject that is completed successfully. Of the 28 possible credits, a student must earn a minimum of 20 credits in order to be promoted to the next grade level. Students may NOT fail more than one academic core subject and must receive a passing grade in two quarterly terms of each of the remaining core classes for the school year. Four credits are available through the course of the school year in each of the academic areas. Core academics are reading, math, science, social studies, and language arts. ***Final placement for the upcoming school year will be determined by the administration.**

ACADEMICS

Grading Scale - Grades are an appraisal of student achievement based on the objectives of the course in which he or she is enrolled. Each student is encouraged to enroll in classes at his or her appropriate level of challenge. The following grading scale will be used to evaluate student coursework:

Quality of Work	Grade	%	GPA
Highest	A	100-92	4.0
Above Average	B	91-83	3.0
Average	C	82-74	2.0
Below Average	D	73-65	1.0
Failing	F	64-00	0.0

Driver Education - Students must pass four academic classes in each of their last two semesters to qualify for driver education instruction.

Dual Enrollment - A high school student may take college level classes only with the prior consent of the principal. Approval shall be granted for only one semester at a time. Enrollment shall be limited to seniors who have a 3.0 cumulative grade point average or a justifiable need for dual enrollment. An approved schedule of college classes shall be placed in the student's personal file. Grade cards from college must be presented to the high school principal before enrollment for a subsequent semester is approved.

Honor Roll - The honor roll recognizes academic excellence. To be eligible for the honor roll, a student must obtain at least a 3.00 GPA for the quarter with no D's or F's. There are three levels of honor roll:

Straight A's Honor Roll	4.00 GPA
High Honors	3.50—3.99 GPA
Honors	3.00—3.49 GPA

Students achieving Honor Roll for two out of the first three quarters will be recognized at the spring awards night for their academic achievement.

Semester Exams - Semester examinations are given during the last week of the semester; the dates and times are set by the administration. MHS is on a semester basis with each of the two nine-week grades counting as 40% of the final semester-grade, and the semester exam counting as 20% of the final semester-grade. In determining semester grades, it is required that the student passes two of the three grades given during each semester in order to receive a passing grade. Those passing only one of the three grades will receive an F for the semester regardless of the numerical result. Passing two of the three does not assure that a student will pass the semester. Marissa is on a semester basis; passing the second semester of a yearlong course does not equal one-full credit.

SCHEDULING

Course Load - A student must carry a minimum of four academic subjects a year. Students planning to attend college, refer to post-high school planning. Students will not be allowed multiple study halls or physical education classes.

Course Offerings and Descriptions - Copies of course offerings and course descriptions are available in the guidance office.

Physical Education Exemption Policy - Any student who presents a doctor's statement (with reason) excusing him or her from physical education may be exempted from physical education class for the specific time indicated on the written statement.

Students may request exemption from physical education on constitutional grounds due to religious reasons. A statement listing specific reasons for exemption from the student's reverend, priest, or rabbi is required.

Illinois School Code Section 27-6 and Marissa School Board Policy 6:320 provide that individual students may be excused from daily physical education (to enroll in a class) for the following reasons:

- **Grades 9-12**
 1. Ongoing participation in a marching band program for credit
 2. Enrollment in a ROTC program
- **Grades 11-12**
 1. Ongoing participation in interscholastic, competitive sports (excused from semester of athletic season)
 2. To complete a specific academic class not included in existing state or local graduation standards in order to be granted admission to a specific institution of higher learning (would not include honor or college prep courses)
 3. Students who lack sufficient course credit or lack one or more specific courses in order to meet graduation requirements provided that failure to take such courses would result in the students being unable to graduate

To be exempted from physical education for any of the above stated reasons, the student must enroll in a credited course in lieu of the physical education class. A physical education exemption form is available in the guidance office, and must be submitted during the regular scheduling process.

Schedule Changes - Applications for schedule changes are available in the guidance office. Schedule changes will be considered during the first week of the semester if:

- A written request from a parent/guardian has been submitted.
- The change is possible, considering the student's existing schedule, and the change will not overload a particular class.
- The change results in a reasonable program of studies in the established curriculum.
- The change is approved by the parent/guardian, school counselor, and principal.

No schedule changes will be made after the first full week of school. After the first two weeks, a course dropped will be recorded as a failure, unless the change is based on teacher recommendation.

CAREER CENTER OF SOUTHERN IL (CCSI)

Vocational Education - We offer vocational education in agriculture, business, and family consumer sciences. Students may attend the Beck Career Center to take various courses offered during their junior and/or senior years.

Enrollment (and Attendance Policy) for Vocational Classes

As a prerequisite for our students to attend Vocational Center, they must meet the following criteria:

1. The student must be a Southwestern Illinois Partnership for College and Career Success (SIPCCS) student with a designated educational plan that would include no more than two years of college following high school and have a signed and dated form on file corresponding to the desired course.
2. Ten high school credits must be earned prior to enrollment at Beck Center.
3. Enrollment in a vocational area at Beck will take place only after completion of corresponding courses offered at Marissa High School.
4. Enrollment in certain courses, when only one year is offered at Beck, may require senior status.
5. The applying student may have no serious discipline concerns (administrative discretion).
6. The student should not have been absent more than 10 school days without medical verification the previous school year.
7. After enrollment at the Beck Center, students who miss ten days at Beck without medical verification will be evaluated in order to continue the program and will forfeit the potential credit, if dropped.

GRADUATION

Requirements - Required to complete 22 credits of coursework.

English	4.0 credits
Math	3.0 credits
Science	2.0 credits
Social Science	2.0 credits
American Government	0.5 credit
Resource Management *	0.5 credit
Health	0.5 credit
Computer Concepts	0.5 credit
Voc., Fine, or Practical Arts	1.5 credits
Physical Education	1.5 credits (6 semesters)
Electives	6.0 credits

*A student may meet this requirement by successfully passing the IL State Consumer Education Proficiency Test.

Non-graduating seniors will not be permitted to participate in the class trip, baccalaureate ceremony, or graduation exercise.

Early Graduation - It is advisable for the majority of students to complete a normal four-year high school sequence. Certain students may be able to complete graduation requirements in less than four years and profit from an early graduation. Approval by the Board of Education may be granted to graduate early if students can show good cause for such a request. The following procedures have been established to request early graduation.

1. All requests will be considered on an individual basis. Decisions will be made on what is best for the student and the school district.
2. Written requests will be made to the principal no later than the first Monday in December.
3. All requests for early graduation will be considered at the December board meeting.

4. Students requesting early graduation are asked to attend the December board meeting with their parents to answer questions and discuss the reasons for the request.
5. Requests made after the December deadline will be denied.
6. A student's total record will be taken into consideration. This includes grades, attendance, disciplinary problems, etc.
7. Graduation only for the purpose of seeking employment will not be considered unless extenuating circumstances exist.

Valedictorian and Salutatorian - Candidates for valedictorian and salutatorian must have carried a minimum of four academic credits per year. Selection is based on cumulative grade point average after 8 semesters and consideration of courses taken.

STUDENT RECORDS

Maintenance - The records of students registering for grades 3, 7, and 9 will be reviewed in order to verify entries and to eliminate or correct outdated, misleading, inaccurate, or irrelevant information. Information deemed inaccurate or irrelevant will be deleted. Parents have the right to examine and request copies of information scheduled for deletion and may do so in the appropriate attendance center prior to October 1 of the current school year.

Access - Marissa C.U.S.D. #40 shall grant access to or release information from the school's student records without parental consent or notification to the following persons:

1. A school district employee or official, provided such employee or official has a demonstrable education or administrative interest in the student, and the records are in furtherance of such interest.
2. Any person for the purpose of research, statistical reporting, or statistical planning, provided that
 - a. The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and the rules pertaining to student records.
 - b. No student or parent can be identified from the information released.
3. A court official with court order or requirement by state or federal law.

Emergency release of information may occur without parental consent to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. Parents will be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release. Student directory information is considered to include the student's name, address, home phone number, and grade level. This information will be released upon request to colleges, universities, and the Armed Forces. If you wish to prohibit the release of your child's directory information, you must make such a written request prior to September 1 of the current school year.

Information - Marissa C.U.S.D. #40 student records are maintained in the offices of each attendance center. These records include student permanent and temporary records. All academic and personal records pertaining to individual students are confidential.

- Student permanent record information maintained includes:
 1. Basic identifying information, including student and parent names, addresses, birth date and place, and gender
 2. Academic transcript, with grades, class rank, and grade level
 3. Attendance records, accident reports, health records, record of release of permanent information
- Student temporary record information maintained includes:
 1. Family background information
 2. Intelligence test scores, aptitude test scores, and achievement test results
 3. Reports of psychological evaluations
 4. Participation in extracurricular activities

5. Honors and awards received
6. Teacher anecdotal records
7. Disciplinary information
8. Special education files
9. Other verified information of clear relevance to the education of the student
10. Any verified reports or information for non-educational persons, agencies, or organizations

Parents/Guardians have the following rights regarding Student Permanent and Temporary Records. They are as follows:

1. Inspect records. Parents may examine their child's records by making such a request to the building principal and signing a Records Request Release form.
2. Control access and release of your child's records and the right to request a copy of the information released.
3. Challenge the contents of your child's school student record.
 - a. You have the right to request a hearing to challenge any entry, exclusive of grades, on the basis of accuracy, relevance, or propriety.
 - b. The request for a hearing shall be submitted in writing to the school and shall contain notice of specific entry or entries to be challenged and the basis of the challenge.
 - c. An initial informal conference will be scheduled with you within 15 days of receipt of the request for a hearing.
 - d. If the matter is not resolved at the informal conference, formal procedures, as prescribed by state law, will be initiated.
4. Inspect and challenge the information contained in a school student record prior to the transfer of the record to another school district.
5. Copy any school student record or information contained therein proposed to be destroyed or deleted.

Transcripts - Transcripts may be requested from the guidance office. A student may request three copies of his/her transcript at no charge. Each subsequent copy will be sent at a charge of \$1.00.

RUNNING START

Running Start is a dual credit program for qualified high school students to attend SWIC as a full time student their junior and senior years of high school.

The Running Start Program meets the requirements for both a high school diploma from Marissa High School and an Associate of Arts and/or Associate of Science Degree from Southwestern Illinois College. If you qualify for the program, you will be able to earn both a high school diploma and associate's degree simultaneously.

The program is designed for high school sophomores who are on-track to graduate on-time, have a 3.0 or better GPA, have completed one year of high school algebra and one year of high school geometry, take COMPASS assessment and score into college level English and math courses, and have approval from the high school principal or his/her designee.

Due to the nature of the program, each student will pay a set fee per year to participate. This cost is for the price of tuition at SWIC. Along with this the student will be responsible for purchasing or renting his or her own textbooks. The participation fee will be due to Marissa High School paid in full by August 1st. (Fee set for SWIC tuition)

High school students who participate in the Running Start Program will be able to choose to take their classes at the Belleville, Red Bud, or Granite City Campuses. However, these students will not be able

to take classes at Marissa High school and will not be allowed on the high school campus until school is dismissed.

Running Start participants may only participate in activities and clubs that take place outside of the school day. These students for example will not be allowed to participate in such items as FFA, Band, homecoming/prom court, election of student officers, and etc. Running start students will be allowed to participate in such activities as musical, attend dances, belong to an organization that meets outside of the school day.

Running Start students will be able to participate in athletics. Because Running Start students are high school students, they will need to maintain athletic eligibility while in the program. However, students will not be dismissed from SWIC classes for athletic events and all college attendance policies will apply. Coaches and sponsors will need to meet with the principal if athletic events will cause students to arrive at MJSHS prior to dismissal.

Running Start students will be responsible for lunch and transportation throughout the course of the program. Free parking stickers are required; there is no charge to park on campus. Students will receive a St. Clair County bus and Metro-Link pass when they enroll at SWIC.

Running Start students will follow the same high school graduation recognition guidelines as all other students at Marissa High School. However, students participating in the Running Start program will not be eligible for valedictorian and salutatorian honors. Students will be required to sign a release that will the college to release their grades to the high school and to their parents. These students will be required to return to the high school during the Prairie State Examination and the ACT testing during the month of April.

While attending SWIC, The *Student Rights and Conduct Code* and all college rules and regulations apply to Running Start students. Students removed from the Running Start program directed to returned to the Marissa High School will be subject to any consequences found in the Marissa Jr/Sr High School Student Parent Handbook.

POST-HIGH SCHOOL PLANNING

College Catalogs - College catalogs and information packets are available to students interested in attending college after graduation. The catalogs are updated yearly, and students are encouraged to utilize these resources. These materials can be taken home to review with parents, but students are asked to return the materials taken so that other students have access to the information as well.

College/Job Search Day - Students will be granted a total of two college/job search days to be used during the junior/senior years of school, with approval by the principal. A student may take one college/job search day in the 11th and 12th grade each, two college/job search days in the 11th grade, or two college/job search days in the 12th grade. Students are responsible for all schoolwork missed because of college/job search day. Application forms for a college/job search day are available in the guidance office. All requests must be done in advance, three (3) days prior to the college/job search day.

College days are designed for students to visit colleges for the purpose of meeting with admissions counselors, and must be arranged through the guidance office. At least one parent/guardian must accompany the student on the college visit. – Please review the Attendance Incentives for students attending a college visitation day.

Job search days are designed for students to have opportunities to job shadow or interview for a job during regular business hours.

College Prep Scheduling - Students who are considering college should plan their high school courses early. College information and requirements are available in the college catalogs, housed outside of the library. Assistance with college registration is available in the guidance office.

The Illinois Board of Higher Education adopted the following requirements for admission to public universities, wishing to seek admission to a bachelor's program:

- 4 years of English, emphasis in written communications, oral communications, and literature
- 3 years of social studies, emphasis in history and government
- 3 years of mathematics, including introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming
- 3 years of lab science
- 2 years of electives in foreign languages, music, or art

Scholarships & Financial Assistance - Information on applying for scholarships and other types of financial assistance for post high school education is available in the guidance office.

STUDENT CODE OF CONDUCT

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

When the teacher's effectiveness is reduced by a student's conduct in class, it becomes his/her duty to eliminate that situation so that others may learn. Examples of the misconduct are: sleeping in class, disruptive behavior, not completing work, cutting class, excessive tardiness, annoying to classmates, destructive to school property, littering, rude/discourteous conduct, excessive talking, unacceptable language, horseplay, fighting, disruptive, uncooperative, and insubordinate, etc.

5. Return of property or restitution for lost, stolen or damaged property.
6. After-school Detention

Detentions are held on Tuesdays and Thursdays (other days as needed) of each week after school until 4:00 p.m.

Students are expected to be in the detention classroom, seated, and with enough study material to keep them busy for the entire detention. Failure to do so will result in the student being removed from the detention and credit will not be given for serving the detention. Students will be given one opportunity to reschedule a detention during each semester.

Students who have assigned detentions may not attend after school activities until the detentions are served. Students who fail to serve detention hours during the school year must serve them in the office over the summer months before they return to school in the fall. Detentions are assigned for excessive tardiness to class and for minor discipline problems. In case of an emergency, the principal may re-assign the detention. Working, going shopping, getting a haircut, etc. are not considered emergencies and the student will be expected to serve the detention on assigned date. Students will be given a twenty-four hour notice to make arrangements to serve the detention. Classroom detention rules are:

- The student is to be in the classroom and seated by 3:17 p.m., with ample study materials and supplies to keep them busy for the length of the detention period.
- The student is not to talk or communicate in any way with other students serving a detention without permission from the supervisor.
- Students who fail to follow any of these rules will be removed from the detention room and will not receive credit for serving the detention.

7. In-school suspension/Time Out

The Timeout classroom will be used as a supplemental consequence for offenses that can result in out-of-school suspension. Students assigned to the Time-out classroom will be required to comply with all rules posted in the timeout classroom. During Time-out, students will be provided with their classroom work for the day while they are in time-out. Upon completion of their daily work they will be expected to work on any missing homework assignment. The Timeout supervisor will confirm the completion of the students work by collecting homework or missing assignments and deliver them directly to the classroom teacher. Additional components of Time-out are, but not limited to, severely restricted social interaction with other students, solitary lunch, no sleeping, and being required to be working on assignments the entire time. Students will be allowed to receive full credit for work completed in the Timeout classroom. Students choosing not to follow the time out rules are subject to additional consequences. Students will be warned by the supervisor with regard to not following time-out rules. If students continue behaviors in the time-out room they will be referred to the principal for additional consequences. Consequences are not meant to be all-inclusive, however the administration reserves the right to alter or add additional consequences based on the type of infraction during the in-school suspension.

Students covered by Public Law 94-142 - Students receiving special education services (having an I.E.P.) are required by law to have a staffing before they can be suspended for over 10 days or expelled. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Due to Public Law 94-142, students receiving special education services may be treated differently than the consequences listed on the following pages.

8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

9. Suspension of bus riding privileges.

10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

The term "suspension" means any disciplinary action whereby a student is separated from attending school for a period of 10 days or less and is commonly referred to as an Out-of-School Suspension. Students may be suspended for gross disobedience or misconduct. Students who are suspended out-of-school may not attend evening activities at school or practice with athletic teams or other school groups and cannot be on school property without special permission from the principal. A parent conference will be held in person before the student is allowed to return to school.

11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

The term "expulsion" means disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period in excess of 10 consecutive school days. This is usually understood to mean the rest of the semester and/or the remainder of the school year depending on the time of the infraction. However, the expulsion may be for a calendar year or longer for some infractions. Expulsions require a hearing with the school board and will be arranged as soon as possible. Students have the right to counsel to represent their due process interests at the parent's expense. Expelled students are forbidden to be on school property at all times. MJSHS is not obligated to provide educational services for any expelled student.

12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

With respect to matters relative to the reciprocal reporting agreement between schools and the police as required by Illinois School Law, local authorities may be called in some cases, but not limited to battery, theft, drugs, vandalism, alcohol abuse, reckless driving, insubordination, disrespect, weapons, arson, etc. When police are called and arrive at MJSHS, jurisdiction in the matter is completely turned over to the police and all constitutional due process rights apply. While MJSHS may relinquish control of the incident, we will still take appropriate disciplinary actions. We will make every effort to contact the parent/guardian when the police interview students at MJSHS.

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

RE-ENGAGEMENT OF RETURNING STUDENTS - The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

ACADEMIC AREA – No food or beverages are allowed in the academic area. This includes but is not limited to candy, soda, AND etc. Gum and school purchased water will be allowed during the school year. However, the administration reserves the right to revoke this privilege if it is being abused. Students with a pass from a teacher will only be allowed in the academic area before the first bell.

ALCOHOL - The use of alcoholic beverages just prior to coming to school and school activities; the use of or possession of alcoholic beverages on school property or at school activities. Students maybe required to submit to a breathalyzer exam in some instances. Breathalyzer exams may be used during the school day or during extracurricular events as needed. Police may be asked to assist in this process as needed.

*See Breathalyzer Policy after Code of Conduct

ARSON - The willful and malicious burning of, or attempt to burn any part of any building or property of Marissa Jr./Sr. High School.

ASSEMBLY DISRUPTION – Unacceptable conduct which may embar-rass the participants or detract from the performance, such as inappropri-ate comments, throwing coins, whistling, rowdiness, and uncalled for clapping.

BANNED ITEMS – Possession of radios, CD players, tape recorders, Ipods, beepers/pagers, hand held game devices, or any other electronic device which can distract from the educational process is not allowed to be used while school is in session. On occasion, teachers may give permission for class projects that involve the use of such items. If these items cause distractions or problems, they will be confiscated and turned over to the police or the parent. The student's parents or legal guardians must retrieve these items from the police station or school when applicable. If there is reasonable ground that the student may have violated school rules, school officials have the right to search a student's book bag, coat, purse, locker, wallet, car, etc. Marissa School District 40 is not responsible for any lost or stolen items that fall into this category.

BATTERY - The act of involving hostile bodily contact where blows are received at school, on school property, or going to and from school. (This includes all school-sponsored activities here and at other locations where MJSHS is a participant.) Failure to stop fighting when directed by staff will double the consequences. Due to the difficulty often involved in determining who started a fight, both parties may

be considered equally guilty. Injuries requiring medical attention may result in a call to the police according to the reciprocal reporting agreement in Illinois School Law.

- a. Instigator - the one who clearly swings, slaps or pushes first
- b. Participation - to actively participate in a fight
- c. **Self-defense - the use of limited aggression to avoid further bodily harm as evidenced by witnesses, usually preceded by comments of non-participation.**
- d. Aggressive Behavior – verbal or physical aggression that could lead to a possible fight. Examples are: face-to-face arguing, pushing, verbal statements intending to provoke another student, students that get involved verbally to encourage a fight, etc.

BECK (CCSI) OEP – Students attending the all day occupational education program at Beck Career Center will be subject to the rules and consequences found the MJSHS handbook. Students who are removed from the Beck center for disciplinary issues may face additional consequences from the MJSHS and Board of Education.

BULLYING – to use one’s size or perceived status to coerce others to do what they would not do voluntarily. A bully may use violence, noise, coercion, threats, intimidation, fear, or other comparable conduct. Students who demonstrate behaviors that may put them at risk for aggressive behavior, such as those defined in this policy, may be referred to the appropriate district personnel for intervention steps to prevent any such activity. Students who are guilty of bullying will be required to meet with the school social worker. Parents will also be contacted by school administration.

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

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

Cyber-Bullying means *bullying* through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

BRING YOUR OWN DEVICE (BYOD) - MJSHS uses the Bring Your Own Device policy for students in their academic classes. Students are expected to use the technology for educational purposes during the school day. Students who choose to use their device for non-educational purposes (games, messages/pictures, and/or non-classroom related items) will have the device confiscated and turned into the principal’s office. It will be the parent or guardian’s responsibility to pick up the device from the principal’s office. Students may have additional consequences due to the nature of the offense.

PLEASE SEE THE BYOD POLICY ON AND THE INTERNET/COMPUTER ACCEPTABLE USE POLICY.

CAFETERIA - Any activity that creates a disturbance in the cafeteria, such as throwing food, leaving trays, cutting line, or inappropriate table manners.

CHEATING - Academic misconduct including the use of unauthorized material, plagiarism or assistance on tests or assignments. No credit will be given for this work.

CHRONIC MISBEHAVIOR - When a student has been given several referrals by several teachers for chronic disruption of class. **STUDENTS WHO ARE CHRONICALLY DISRUPTIVE OR GUILTY OF GROSS MISCONDUCT MAY BE RECEIVE CONSEQUENCES BASED ON THE DISCIPLINARY LIST NOTED ABOVE.**

COMMUNITY COURTESY - Any behavior that reflects negatively on MJSHS, such as swearing at people from the bus or being rude or disrespectful to people visiting MJSHS.

DISRUPTING SCHOOL ENVIRONMENT - Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DRESS CODE - A student's attire and grooming shall be in the best interest of the school with respect to health, welfare, and safety of the individual and student body and must not interrupt the orderly process of education. Shoes, sandals, or equivalent shall be worn to prevent the spread of disease. Protective attire shall be worn in those classes that require protection for the safety and well being of the student. **Schools are to be proper models of society, and as such must maintain higher standards than exist in many communities. We, therefore, expect our students to dress in an appropriate manner at school.** Clothing that is distracting, indecent, or has obscene or improper insignia on it should not be worn at school. Specifically:

- A. Students shall be covered from shoulder to mid-thigh (Mid-thigh will be defined as finger tip length as described below).
- B. Shorts worn to school must be long enough to reach the student's fingertips while standing with their hands to their sides and hands open. *This guide will be used to determine if a student's skirts or shorts need to be changed. (Running shorts will not be allowed during school hours if they do not meet the requirement.)
- C. Leggings, running tights, yoga pants or spandex shorts will NOT be allowed to be worn during school hours. Students must wear shorts or a long upper garment that reaches the student's fingertips while standing with their hands to their sides and open. School hours are defined as the first bell until the last bell of the day.
- D. Pants or shorts with holes or frayed holes above the appropriate length described in section B will not be allowed to worn at school.
- E. Shirts worn to school should not expose cleavage or a student's undergarment. All shirts should have sleeves that extend past the student's shoulders.
- F. No pajama or pajama pants are allowed to be worn to school.
- G. Students shall not wear halter, tube, or midriff shirts unless worn under a proper shirt, blouse or other attire. All tops shall gather under the arm. No underwear or bra straps shall be exposed at any time. All shirts must be long enough to be tucked into pants. All shirts must have sleeves - No sleeveless shirts will be allowed to be worn by male or female students.
- H. Mesh or net shirts may be worn only over another shirt.
- I. Students are expected to wear shoes of some type to school - appropriate shoes include tennis shoes, boots, flip-flops, and etc.

- J. Hats, caps, hoods or sunglasses shall not be worn in the building on any regular school day during school hours. School hours are defined as the first bell until the last bell of the day.
- K. Bandanas, scarves or other material that cover a significant portion of a student's head are not to be worn in the building.
- L. Clothing that advertises or promotes drugs, alcohol, tobacco or inappropriate advertisements shall not be worn at school.
- M. Clothing or bracelets having slogans of a vulgar or obscene nature, or which advocates disruptive behavior, racial or ethnic intimidation, or other criminal behavior is improper and shall not be worn at school. (ie: Hooters, Showmes, Hustler, Larry Flynn, I love boobies, Cheech and Chong etc. are examples.)
- N. Wallet chains (or any other decorative chains, ropes, or cables) of any length or style that may pose a safety hazard are inappropriate and may not be worn at school.
- O. Coats, coveralls or any outdoor "second layered" clothing items that disrupt class will be prohibited. Students must store these items in their locker during classroom instructional time. (Pull over and zipper style sweatshirts/hoodies and athletic style windbreakers will be allowed in the classroom.)
- P. Students will not be allowed to carry or bring blankets to the classroom.

Teachers during first hour will be expected to send students with questionable attire to the main for the school administration to make the final judgments of what is considered inappropriate. If a student is determined to be wearing clothing or attire of an unacceptable nature (either by its form, message, or general appearance), the student will be asked to change into other acceptable clothing or attire. If alternative clothing or attire is unavailable, the student will be asked to call home and arrange for a parent to bring alternative clothing or the student will be provided alternative clothing to wear while at school if possible. Students will receive a written warning for their first dress code violation. On their second violation student will be issued disciplinary measures appropriate to the offense.

Students who have physical education class will be informed of the appropriate dress that is expected for the different activities in the classroom.

Athletes are constantly representing Marissa Jr/Sr High School on and off of the playing field. Due to the visible nature of the athlete's attire, students maybe asked to change if their attire is inappropriate for practice. This decision will be made by the coaches or administration on a case-by-case basis.

DRIVING VIOLATIONS - Improper operation of motor vehicle and/or improper parking on school property, to and from school, or at any school activity. (Verbal Warning and/or notification of police and/or loss of driving privileges.)

DRONES - Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

DRUGS – Using, possessing, distributing, purchasing, selling or offering for sale:

- Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

Students found responsible for committing these above described acts of misconduct will be suspended from school and the police will be notified. In some cases a student will be offered the opportunity to participate in a drug dependency assessment and required treatment in a facility/program approved by the school district administration. This option will be extended at the discretion of school administration. Factors influencing this decision will include but not be limited to the severity of the drug related misconduct and the student's previous disciplinary record prior to the drug related misconduct. Participation in this option will be optional on the part of the student and his/her parent(s)/guardian(s). Any and all costs related to the assessment and/or treatment will be paid by the parent(s)/guardian(s).

If a student exhibits behaviors that indicate he/she may be under the influence of alcohol or other drugs, he/she will be referred to the nurses' office, social worker or principal. A nurse with a social worker and principal will conduct a physical assessment including a standard field sobriety test. If this multidisciplinary team determines that there is strong suspicion the student is under the influence an attempt to notify the parents or legal guardian will be made. A professional drug test is necessary to prove/disprove the presence of other illegal drugs. Parents may have their student tested at a lab designated by Marissa Jr./Sr. High School. The names of the approved facility can be obtained from school administration. This test must be done prior to the end of the day that the parent is notified that the student may be under the influence. If any test or assessment is positive for alcohol or other drugs, or the parent and student refuse the tests, there will be consequences recommended by the administration. If the test results are negative the school will expunge the suspension from the student's record.

ELECTRONIC COMMUNICATION DEVICES - Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day.

Students may bring cell phones to school under the following guidelines:

- a. All cell phones must be left in the student's locker during the course of the school day.
- b. All cell phones must be turned off while at school.
- c. Cell phones may be used during the student's lunch. Cell phones are not to be checked or used between or during classes.
- d. A student needing to make phone calls during school hours must follow the regular procedures for using a school phone. Students may not use cell phones without office permission during school hours.
- e. Any student found to be carrying a cell phone will have that cell phone confiscated and assigned disciplinary consequences.
- f. Any student found to be using a cell phone during school hours, without permission from the office, will have the cell phone confiscated and returned at the end of the day. The student will not be allowed to bring it back to school.
- g. Students may carry cell phones to extra-curricular activities in order to communicate with parents or guardians. Students are expected to follow the coach/sponsor's directions on cell phone use during extra-curricular activities.
- h. Students may not take, or use, cell phones on school-sponsored field trip activities during regular school hours.
- i. Lost or stolen cell phones are not the responsibility of Marissa Dist. 40.
- j. The supervising teacher grants permission.
- k. Use of the device is provided in a student's individualized education program (IEP)
- l. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

EXTORTION - Forcing other students to give you things of value, service, or money, unless both parties enter into the agreement freely and without the presence of an implied threat or expressed threat.

EXTRA-CURRICULAR OFFENSES - Rules violations at school sponsored activities will result in the loss of attendance at these activities for 30 calendar days, or the rest of the year. This includes poor sportsmanship such as yelling excessively at the officials. (Regular school rules may also apply.)

FIREWORKS - Possession or use of any exploding or smoke device on school property.

FORGERY - To falsify information. This includes changing grades, having someone other than your legal guardian sign a note or call the school to excuse you from school, and misrepresenting other data.

GAMBLING - To gamble for money or other valuables on school property.

GANG ACTIVITY - Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

HALL COURTESY - Excessive noise, running, pushing, blocking traffic.

HARASSMENT - By word or act provoking a student to the point of being emotionally upset or leading to a possible fight. This includes making threats or intimidating other students, and is discussed in greater detail in the health classes. Harassment of any nature should be brought to the attention of the teacher in charge or to any other staff person. Feel free to use the (1-800-477-0024) Violence Tip Hotline Number.

- a. Sexual harassment - inappropriate comments, gestures, advances, or touching that is unwanted by the victim that could be interpreted as sexual in nature. This is a serious offense, and should be reported immediately.
- b. Cultural harassment - inappropriate comments or actions, such as hand signals or symbols that demean a particular culture, religion, race, or group.
- c. Slander-libel - to spread rumors or gossip verbally, or in writing to purposely defame the character of another student.

- d. Name-calling - to call other students degrading or disrespectful names.
- e. Hazing - demeaning behavior towards other students.
- f. Threatening – to threaten or intimidate another student with physical harm.

HORSEPLAY - Undue pushing, shoving, hitting, etc. done in jest that may cause an accident or a fight to result. Should an injury occur the person(s) responsible might add additional consequences.

INTERNET/COMPUTER ACCEPTABLE USE POLICY - All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Network will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

- 1. **Acceptable use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
- 2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School Administration will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- 3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network.

Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- c. Saving copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space.
- f. Hacking or gaining unauthorized access to files, resources or entities.
- g. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her consent.
- j. Using the network for commercial or private advertising.
- k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- l. Using the network while access privileges are suspended or revoked
- m. Students are not to bring food, drinks, gum, or candy of any kind into the computer lab.
- n. **NO games** will be allowed except Educational games that are integrated into the lesson plans.
- o. **NO e-mail** will be allowed of any sort.
- p. **NO instant messaging** will be allowed.
- q. **NO posting on message boards** will be allowed.
- r. **This list is not all-inclusive. Any other misuse of the Internet deemed inappropriate by school personnel, may result in disciplinary action.**

CONSEQUENCES: The use of the Internet is a privilege, not a right. Should any of the unacceptable use rules be violated, school administration will make the decision whether to deny, revoke, or suspend access at any time; his/her decision is final, along with handbook policy rules.

4. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delay, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or Quality of information obtained through its services.
5. **Compensation** - The user agrees to compensate the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Authorization.
6. **Security** - Network security is a high priority. If students can identify a security problem on the Internet, they must notify the system administrator or school administrator. Students should not demonstrate the problems to others. Students should keep their accounts and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
7. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This included, but is not limited to, the uploading or creation of computer viruses, unplugging or tapering with wires.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
2. Students should be supervised by staff members at all times when they are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. If a student accidentally access inappropriate material, the following steps must be followed: (a) the student must **IMMEDIATELY** turn off the computer monitor (b) The student must **IMMEDIATELY** notify the adult supervisor, who will then take steps to remove the material from view. If the student follows these two steps, no computer privileges will be lost.

CONSEQUENCES: The use of the Internet is a privilege, not a right. Should any of the internet safety rules be violated, the school will assume that the student is not mature enough to use the computer network and privileges will be revoked for the remainder of the school year. These consequences will occur on the first offense – **there will be no second chance!**

STUDENTS MAY NOT USE OR GO TO THE FOLLOWING:

- | | |
|-------------------------|--|
| ▶ E-Mail | ▶ Message Boards |
| ▶ Log-In on any account | ▶ Instant Messaging |
| ▶ Game Sites | ▶ MySpace, Facebook, Twitter or Other Social Media |

IF A STUDENT DOES NOT COMPLY WITH THE ABOVE COMPUTER CONTRACT RULES, LOSS OF COMPUTER PRIVILEGES WILL OCCUR.

*** Students MUST have a contract signed & on file before using a computer.**

LAST DAY(S) OFFENSES - Students violating the discipline code on the last day(s) will serve the appropriate suspension at school during the summer.

LITTERING - To willfully throw trash items on school property or on private property to and from school. Purposely trashing the school, classroom or the hallways.

LOITERING - Standing around in the rest rooms, parking lot, or in other areas deemed off limits.

MULTIPLE OFFENSES - A student may be guilty of several offenses during one incident. A student may show gross disrespect, insubordination, and obscenity when arguing with a teacher. Each offense carries a separate punishment which may be added together.

NON-EMERGENCY ACTIONS - In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

NOTES - Students are not allowed to write, read or pass notes during the school day. Notes will be confiscated and turned into the office. The nature of the note may cause additional consequences.

OBSCENITY - Using obscene, profane, vulgar or otherwise language contrary to the language stated elsewhere in this handbook, verbally, in writing, in drawings, or in gestures. This includes any act that offends commonly recognized standards of sexual conduct, such as possession of obscene pictures or "mooning".

OBSTRUCTING JUSTICE - To withhold information, lie to protect yourself or another student, or to act as a look out to keep friends from being caught for a rule violation. False Report – making false accusations, falsely reporting incidents, or telling a lie that would affect the welfare of others.

OUTSIDE BEVERAGES - Outside beverages are allowed before and after school and during the lunch hour. Students are allowed to have water bottles in the classroom. Original water bottle containers are preferred, however, students may have water in clear water bottles while at school. It should also be noted, students who appear under the influence of alcohol might be required to take a breathalyzer exam while at school. The principal may administer this, or the police may be asked to conduct the breathalyzer exam.

PLAGIARISM – To falsely submit or use another's material or work and present it as your own for academic credit. This would include copying work from another person, books, the Internet, or any source, and turning the work in as if you had written it. No credit will be given for this work.

PUBLIC DISPLAY OF AFFECTION (PDA) – The rule of conduct having to do with displays of affection between students is clearly defined as follows: One student should not touch the other; kissing, holding hands, and an arm or arms around the other are not allowed. While this may be appropriate conduct elsewhere, it is **NOT** acceptable in school.

RESPECT FOR AUTHORITY APPLIES TO ALL SCHOOL PERSONNEL

- a. Insubordination - the willful failure to respond to, or carry out a reasonable request by school personnel. Example: Failure to sit down when requested or failure to report to the office when sent by a staff member.
- b. Disrespect - to insult, call derogatory names, question the authority of, or in other manner abuse verbally or in writing any member of the school staff on or off school property.
- c. Physically assaulting a staff member.

SCHOOL BUS VIOLATIONS - Students are subject to all school rules while on the bus. The driver is in charge and has the same authority as a teacher and requires the same respect.

Bus Rules and Regulations - - Misconduct Point System: School bus riders, while on the school bus, are under the jurisdiction of the school bus driver and any other adult designated by the Unit #40 Board of Education to supervise the students riding the bus.

Parents and students must understand that the bus driver is in full charge of the discipline of students and operation of the bus. His/her relationship with students should be on the same plane as that expected of a teacher. Students must obey the driver carefully and promptly. **The right of all students to ride on the bus is conditioned on their continued good behavior and observance of the rules and regulations.** The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding the bus. Safety demands complete cooperation. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the principal. Appropriate disciplinary action will be taken for violation of bus regulations.

The bus misconduct point system was approved by the Board of Education as a program designed to insure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in Kindergarten-Grade 12. Points serve as a notice of some type of misconduct and/or violation of a school rule. The three main components of the misconduct point system are as follows:

1. Points are issued upon violations of transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL result in time off the bus and/or removal from the bus for the remainder of the school year.

When in the opinion of the principal a student has been given sufficient opportunity to correct behavior including, but not limited to, gross disobedience or misconduct, the principal will notify the student in person and present a written report to the Superintendent of Schools. The ensuing conferences may include the bus driver and the parents, but the minimal response to the initial report will be a principal-student conference and a copy of each misconduct notice will be mailed to the parent(s)/guardian(s) of the student. The letter will state the cause of the referral and the points assessed with accumulative points to date.

**ACCUMULATED
POINTS**

**DISCIPLINE AND
CONSEQUENCES**

5	Warning/conf with parent
10	Loss of privileges/detention
20	Off bus – 1 to 3 days
30	Off bus – 5 days
40	Off bus – 10 days
50	Off bus – 20 days, IL Sch Code 5/10-22.6
60	Removal from bus for remainder of school year

*Bus suspensions days are only counted when a student is in regular attendance at MJSHS.

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and their conduct and to assure the cohesive and consistent application of punishment for certain acts of misconduct. ***While points are used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose MORE severe***

disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose **LESS** severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

Note: In addition to the penalties mentioned above, the administration reserves the right to file charges against a student for any criminal act or to otherwise include law enforcement personnel in situations which warrant their involvement.

TARDINESS – Tardiness is an unauthorized and/or unexcused late arrival to school or class. Students are required to be at school on time, and they are required to be in class at their assigned seat and prepared to participate in class activities when the bell rings. Students who are not in the class or not prepared to participate will be issued a tardy. Tardiness is considered to be a very serious offense due to the class disruption it causes. Disciplinary actions for tardiness may include, but are not limited to, detention, in-school, or out-of-school suspensions.

Students will be allowed one (1) unexcused tardy per class period in each quarter. **One (1) detention** will be issued for each additional tardy during the nine-week grading period.

Students that receive seven (7) tardy referrals in all classes combined within the nine-week grading period will get 1 day of in-school or out-of-school suspension.

THEFT - The act of taking or acquiring the property of others without their consent.

THREATS - The administration shall investigate all threats and take appropriate measures for students using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone including school personnel or urging other students to engage in such conduct.

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

The administration will also report any incidents of threats towards any district staff member to the police department for further investigation and possible recommendation for criminal prosecution.

TOBACCO

- a. Distributing, selling, purchasing, or the possession of tobacco on school property or at any school activity away from MJSHS.
- b. Use of tobacco on school property or at any school activity away from MJSHS.
- c. Distributing, selling, purchasing, or the possession of e-cigarettes on school property or any school activity away from MJSHS.
- d. Use of e-cigarettes on school property or at any school activity away from MJSHS.

TRUANCY - Unauthorized absence from school, classes, assemblies, etc.

- a. Skipping school - 2-5 class periods (1,2,5), more than 5 class periods
- b. Closed campus violation or leaving school without permission
- c. Skipping a period or leaving class without teacher's permission

UNAUTHORIZED ACTIVITIES WOULD INCLUDE THE FOLLOWING:

- a. Unauthorized petition - to circulate or distribute petitions that contain libelous statements or comments that are not within the bounds of reasonable conduct, such as, but not limited to, advocating violence, disobedience or libelous statements.
- b. Unauthorized student protest - the act of protesting or demonstrating which results in the disruption of the normal educational process.
- c. Inciting others to violence or disobedience - by word, act, or deed giving encouragement to demonstrations or protests which disrupt the normal educational process of the school.
- d. Unauthorized sales - to sell or attempt to sell, or distribute items not approved by the principal to any person on school property.
- e. Unauthorized video and pictures - to capture video or still images of individuals without obtaining permission during the course of the school day, during school activities, or while riding a school bus.
- f. Unauthorized School Access - Entering school property or a school facility without proper authorization.

UNAUTHORIZED ITEMS – Possession of noisemakers, chains, cigarette lighters, water shooting devices, laser pointers, or any other items that divert attention from the education process are not to be on school property. These items will be confiscated and turned in to the office. Students may retrieve these items in the office after school. These items will be destroyed after 30 days if they are not retrieved. If there is reasonable ground that the student may have violated school rules, school officials have the right to search a student's book bag, coat, purse, locker, wallet, car, etc. Marissa School District 40 is not responsible for any lost or stolen items that fall into this category.

VANDALISM - The willful destruction of property belonging to others. This includes writing on desks or walls, tearing up bus seats, tampering with fire safety equipment, tampering with sprinkler systems or tampering with computer software or hardware systems.

- a. Accidental damage - such as window breakage, will not result in disciplinary measures if reported to the office immediately, but the student(s) will be charged for the repairs.

VENDING MACHINES – High School students may use the vending machines only after school hours. Junior High students are NOT allowed to purchase sodas at school at ANY time as per Illinois School Law. Junior High students may purchase other drink items other than sodas before school and after school. Use at other times will result in a detention being assigned unless approved by the principal. All vending machines will be turned off during the school day.

WEAPONS – A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife or other bladed instrument, or any other object that can reasonably be considered a weapon on any school grounds, in any school bus, or at any school-sponsored activity will be expelled for at least one year but not more than two years.

For purposes of this rule, "weapon" shall include, but not limited to:

- Any type of "firearm", as defined in 430 ILCS 65/0.01, whether loaded or unloaded.
- Any type of "ammunition", as defined in 430 ILCS 65/1.1
- Any type of "explosive material", as defined in 225 ILCS 201/1003(b)
- Any type of knife or pocketknife
- Any type of billy club, brass knuckles, metal stars, or metal pipes
- Any object which substantially resembles any of the objects listed above
- Any object, which is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person

Breathalyzer Policy

In the interest of protecting the health and safety of students and fulfilling the district's custodial responsibility for its students, additional efforts appear necessary to prevent students from attending school and school sponsored activities after having consumed alcoholic beverages. The administration

of Marissa Jr. Sr. High School intends to administer a breathalyzer test during the school day to any student who for whom reasonable suspicion exists of being under the influence of alcohol. The administration will also administer breathalyzer tests to students (and their guests) who attend extra-curricular functions and school-sponsored events. The following sections describe how the breathalyzer will be used at Marissa Jr. Sr. High School.

During the School Day:

A Marissa district administrator may require any student for whom reasonable suspicion exists of being under the influence of alcohol (or for whom reasonable suspicion exists of having consumed alcohol) to submit to a breathalyzer test. The breathalyzer test will be administered by an administrator or trained designee in the presence of an administrator. Administrators and/or school staff may determine reasonable suspicion of student alcohol use by observing one or more of the following indicators: slurred speech, unsteady gait, impaired motor control, unruly or erratic conduct, and/or smell of alcohol on breath, clothing or person.

1. Any student for whom reasonable suspicion exists of being under the influence of alcohol will be directed to a private screening area for the breathalyzer test. A student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
2. If the second test is also positive, the school official will detain the student until the parent/guardian arrives. The student will be sent home. All other rules and procedures related to MJSHS alcohol policy of the handbook also apply.
3. If the student has tested positive and the parent or guardian cannot be reached, a district administrator will detain the student in the high school office until arrangements can be made to get the student home safely. This may include calling the law enforcement officials.
4. If a student refuses to take any breathalyzer test as provided by this policy, the student's parent or guardian will be contacted and asked to meet with school administration. Parents may be asked to take the student home. Refusal to submit to the breathalyzer test is a form of insubordination. The administration may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol, and impose the same sanctions as if the student tested positive.
5. If the breathalyzer test is negative: the student will be returned to class and resume regular activity if the administrator does not suspect the use of other drugs. If the administrator has reasonable suspicion regarding the use of other drugs a thorough investigation will be conducted.
6. If any student for which reasonable suspicion exists for intoxication or use of alcohol leaves the scene against an administrator's request: (1) law enforcement officials will be contacted immediately, (2) the parent or guardian will be notified, (3) disciplinary action will be taken based on the unique circumstances of the situation.

School Sponsored Events:

The administration will determine at which school –sponsored events and extracurricular activities the Breathalyzer test will be used. These events will include, but are not limited to, dances, concerts, athletic events, etc. Students attending school-sponsored events may be required to take a breathalyzer test prior to entering the event. The administration will determine the manner by which students will be selected for testing: entire group (e.g. all students attending), random selection (lottery style, suspicion less), or based on individualized reasonable suspicion. MJSHS Administration reserves the right to test a student based on individualized reasonable suspicion even if the student may have had a negative test result at said event.

1. Any student who tests positive (which will hereafter be defined as any reading above 0.00) will be given a second test after a waiting period of five (5) minutes. Students initially testing positive will be directed to a private screening area for the second breathalyzer test.
2. If the second test is also positive: (1) the student will be denied entrance to the event, (2) detained by school officials until parents/guardians arrive to take the student home, (3) will receive additional disciplinary measures for the school day and will not be allowed to attend any school sponsored extracurricular event for one calendar year from the date of the positive testing. Consequences will be assigned in accordance with the District's general disciplinary policies.

3. If the student has tested positive and the parent or guardian cannot be reached, a district administrator will keep the student in a private location at the event until arrangements can be made to get the student home safely. This may include calling law enforcement officials.
4. If a student refuses to take any breathalyzer test as provided by this policy, he or she will not be admitted to the event and student's parent or guardian will be contacted and requested to take the student home. Refusal to submit to the breathalyzer test is a form of insubordination. MJSHS administration may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol, and impose the same sanctions as if the student tested positive.
5. If any student for which reasonable suspicion exists of intoxication or use of alcohol leaves the scene against an administrator's request: (1) law enforcement will be contacted immediately, (2) the parent or guardian will be notified, (3) disciplinary action will be taken based on the unique circumstances of the situation.
6. If the breathalyzer test is negative: the student will be admitted to the event and resume activity if the administrator does not have reasonable suspicion regarding the use of other drugs. If the administrator has reasonable suspicion regarding the use of other drugs a thorough investigation will be conducted before the student is admitted.
7. The term "student" also includes all guests of students enrolled at Marissa Jr. Sr. High School. The same testing procedures apply to guests of students. Guests of students testing positive on a breathalyzer test will be denied admittance to the event, and a parent/guardian and/or law enforcement officials will be contacted to transport the guest home safely. If the guest is of school-age, the administrator listed on their guest permission slip will be contacted and notified of the positive test result. The guest will be banned from any future attendance at MJSHS sponsored events. Marissa Jr. Sr. High School students found to have knowingly brought a guest under the influence of alcohol may be subject to disciplinary action.

CLUBS AND ACTIVITIES

Any student who desires to participate in any clubs or activities must abide by all school rules and policies as well as the individual policies of the organization. Students and parents must realize that each individual club or organization will have certain rules and policies that are particular to the club or organization and must be followed as set forth by that organization or face the consequences of that organization's rules and policies. *Students must attend at least fifty-percent of the school day at Marissa High School to hold a leadership position in any of the clubs or athletic activities found in this category. Students attending less than fifty-percent may still participate but cannot hold an elected office or be captain of an athletic team. Students participating in the SWIC running start program may participate in activities that do not take place during the school day (See page 45 for more information).*

ART CLUB (HS)

This club is made up of students with a special interest in art. Students must be taking or have taken an art class to be in the club.

BETA CLUB (JH & HS)

The purpose of Beta Club is to encourage effort, reward accomplishments among students, and promote those qualities of character that build good citizenship in the school community. Students who are on high honor roll or above, who have demonstrated leadership skills, service to others, and good character will be eligible for selection. Beta Club is open to grades 7-12.

FOREIGN LANGUAGE CLUB (HS)

This club is made of up students that have a special interest in foreign languages. Students from the Spanish classes are eligible for this club.

STUDENT COUNCIL (JH & HS)

The Student Council is made up of four representatives from each class (7th to 12th). The student council's mission is to represent student interest in all school affairs. The student council is responsible for the planning of homecoming week and the dance. Student Council meets monthly before school during the school year.

M-CLUB (HS)

This club is open to any athlete that has lettered in a varsity sport. The M-Club takes care of concessions at home athletic events.

NATIONAL HONOR SOCIETY – NHS (HS)

Sophomore, Junior and Senior level students with a GPA of 3.5 or above are eligible for the National Honor Society. A faculty committee reviews applications that the students submit along with information from all faculty members regarding the students' character, leadership and service. The NHS is traditionally a service oriented group whose members are expected to maintain good grades, exhibit leadership, and provide positive role models for the school body.

MATH TEAM (HS)

This group is open to any student who would like to participate in math competitions. Math team competes against other schools in the county, state, and region in three different series of competitions. The meets are designed to let students who are mathematically talented show off their skills to the whole state of Illinois and see how they compare with the best from other schools. The math team practices start in October and end in April.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) (HS & JH)

This club is open to all high school students, not just athletes, and our meetings are athletically focused and Bible-based.

FFA (HS)

FFA Mission - The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Students must be enrolled in an agricultural course to be a FFA member.

WYSE TEAM (HS)

This team participates in academic challenges. Each member will take two tests of various subjects and will be scored individually and as a team. Qualifying scores allow the participants to travel to regional and then state competitions.

SCHOLAR BOWL (HS)

This team is open to any student that has an interest in trivia and academics. You will participate in a "jeopardy" like competition with other schools in the conference. There is a Freshman, Junior Varsity and Varsity teams.

TRAPSHOOTING (JH & HS)

This team participates at the trapshooting complex outside of town. All interested students in junior high and high school are eligible to participate. A FOID card is not required but preferred. This is a club sport and participants must be a member of the ATA. Practices are on Thursday evenings throughout the school year.

ATHLETICS (JH & HS)

The athletic program is administered by the Athletic Director. Marissa is represented in interscholastic competition in volleyball, cross country, golf, basketball, cheerleading, softball, baseball, and scholastic bowl. A regular schedule has been made in each of the sports for the school year. A person may become a candidate for any of these teams by complying with the eligibility rules of the state and the school. Coaches select the teams based on ability. To letter in any sport, a player must complete the season.

METEOR YEARBOOK (HS)

Students must be enrolled in creative writing to participate on the yearbook staff. Students are responsible for photographing all events at the Junior/Senior High, as well as helping coordinate picture days. Students use a web based computer program to create and format pages for publication in the yearbook. Students who enjoy creating, writing and working with others will enjoy being a part of the yearbook staff. Available to sophomores through seniors.

METEOR EXPRESS NEWSPAPER (HS)

Students must be enrolled in creative writing to participate on the newspaper staff. Students are responsible for all aspects of the publication process from article research and writing, photography, editing, formatting and finalizing the final print copy. The newspaper is looking for people who love to write, create, and question world around them. Familiarity with Microsoft Publisher is recommended, but not required. Available to sophomores through seniors.

SPRING MUSICAL (HS)

The Spring Musical is offered to senior high students through audition with the director. The musical is for the student who wants to learn theater skills through music, choreography and acting. Auditions and information are communicated to students through daily announcements. There are approximately 20 evening rehearsals required.