

# **MORRIS COMMUNITY HIGH SCHOOL SCHOOL--PARENT COMPACT**

Morris Community High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school--parent compact is in effect during the 2017-18 school year.

## **SCHOOL RESPONSIBILITIES:**

- Provide high--quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold parent--teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Parent--teacher conferences are held twice annually in the middle of the first and third nine--week terms.
- Provide parents with frequent reports on their children's progress. This information is available through Power--School. Grades will be issued at midterm and end of term.
- Provide parents reasonable access to staff. Parents can contact faculty and staff via e--mail and voice mail (e--mail addresses and voice mail extensions are listed on our web site at [www.morrishs.org](http://www.morrishs.org)).
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities (when appropriate by creating a day of the week or month that is always open to parents.)
- Conduct an open house night the first or second week of the school year to provide an opportunity for parents and teachers to review school schedules and meet each other.
- Offer a variety of learning activities that promote student achievement. This would incorporate differentiation and RTI interventions and strategies.

## **PARENT RESPONSIBILITIES:**

- Weekly monitoring of attendance, grades and other available and relevant student -information through the use of Power--School.
- Ensuring that homework is completed.
- Participating, as appropriate, in decisions relating to our child's education.
- Promoting positive use of our child's extracurricular time.
- Staying informed about our child's education and communicating with the school by promptly reading all notices from the school mail and responding appropriate.
- Work collaboratively with children and teachers to ensure student success.
- Read the student handbook either on the website: [www.morrishs.org](http://www.morrishs.org) or the hard copy issued to our child.

## **STUDENT RESPONSIBILITIES:**

- Applying ourselves to our education not only inside the classroom but also when work is to be brought home.
- Taking ownership of our education and setting attainable goals to help us succeed.
- Collaborating with teachers and asking for assistance when help is needed.
- Using our individual understanding to help others achieve their goals.
- Participating daily in class and showing respect to those around us in order to better our school

and its environment.

- Do our homework every day and ask for help when needed.
- Give our parents or the adult who is responsible for our welfare all notices and information received by us from our school.

## STATEMENT OF UNDERSTANDING

Morris Community High School requires that all students acknowledge, in writing, that they have received a copy of the student handbook containing school policies and procedures.

Please complete the form below and return it to your 1st period teacher. Your cooperation is greatly appreciated.

"I have received the 2017-18 Morris Community High School Student Handbook and have been given the opportunity to review its contents. I acknowledge that if I do not understand any provision of this handbook it is my responsibility to seek out clarification from the Administration."

Student Name (please print) \_\_\_\_\_

Grade (circle one)    9            10            11            12

Student \_\_\_\_\_

Date \_\_\_\_\_

Dear Students and Parents:

We would like to welcome you to the 2017-2018 school year at Morris Community High School. Knowing that change is inevitable, we are committed to making positive changes that will enhance your educational experience while you are at MCHS.

The faculty, staff, and administration have the goal of making Morris Community High School one of the best schools in Illinois. MCHS has an excellent academic reputation and will provide you with a strong foundation for your future endeavors.

There is much valuable information in this handbook. We have tried to limit the number of changes to the handbook this year, however, please take the time to read through the entire book so that you are familiar with the policies and guidelines for MCHS.

Morris Community High School is a community school that has always worked to develop a rich and respected educational reputation. The greater Morris area has been very supportive of its high school and we hope you will strive to continue that pride for Morris Community High School as you experience your high school career.

Best of luck to you this school year as we are all excited about making your years at M.C.H.S. as successful as possible. If you have any questions, please stop by our office or call the high school office for assistance.

Dr. Patrick M. Halloran  
Superintendent

Kelly J. Hussey  
Principal

Jeremiah Farrell  
Assistant Principal

Lori Dite  
Director of Special Populations

Jeff Johnson  
Athletic Director

## **MORRIS COMMUNITY HIGH SCHOOL DISTRICT #101**

### **BOARD OF EDUCATION**

Mrs. Judie Roth  
President

Mr. Tom Anderson  
Vice-President

Mr. Scot Hastings  
Secretary

Mr. Christopher Danek  
Member

Mrs. Kim Puckett  
Member

Mr. G James Ringer  
Member

Mrs. Lynn Vermillion  
Member

This handbook is only a summary of School Board policies governing District #101.  
Board policies are available to the public at the District office (SC 10-20.5).

### **HANDBOOK AMENDMENT**

The Student Handbook may be amended during the year without notice.

#### **\*\*\* ASBESTOS NOTIFICATION \*\*\***

Our district buildings have been inspected for asbestos containing materials as mandated by the USEPA, 40CFR Part 763, Asbestos-Containing Materials in Schools. A management plan has been prepared by Asbestos Consultants of Illinois in order to offer direction and guidance in the management of the asbestos in our buildings.

These reports are available for inspection on acceptance by I.D.P.H. in the district office during normal working hours at no cost.

### **PEST MANAGEMENT NOTIFICATION**

It is the policy of Morris Community High School District to incorporate an Integrated Pest Management plan (IPM) including procedures for the control of structural and landscape pests. Parents and school staff who wish to be informed in advance of pesticide applications should contact Steve Lutz at 815-941-5334 or e-mail him at [sjlutz@morrishs.org](mailto:sjlutz@morrishs.org).

## TOP TEN RULES FOR PARENTS/STUDENTS

1. Attendance = Parents/Guardians must notify the office by no later than 1:00 pm on the day of any absence. Failure to do so will result in an unexcused absence.
2. Cell Phones/Electronic Devices = Cell phones, i-pods(music devices), cameras, hand held game devices, etc. are not to be used during class unless given permission by a teacher. Parents should refrain from texting/calling their child during the school day.
3. Classroom Discipline = When a student gets sent out of class for disciplinary reasons, he/she will be responsible for getting and completing all missed work.
4. Truant = Missing more than 10 minutes of a class intentionally will be considered truant. Repetitive truancy can result in students being dropped from classes. Consequences for truancy can be found on pages 24.
5. Tardies = Students will be disciplined for being late to class. This ranges from teacher detentions to being dropped from class with a recorded grade of "F. Tardy policy can be found on page 19.
6. Dress Code = Student dress should be appropriate and not create disorder or disrupt the educational environment. Clothing must be neat, clean, opaque, and will cover from shoulder to mid-thigh with no undergarments showing. All shirts must include sleeves that cover the shoulder. The dress code can be found on page 28.
7. Detention = All detentions assigned by the administration will be held Monday- Thursday in Room 123 from 3:00-3:45. Failure to serve one after school detention by deadline given will result in a 4-hour Saturday detention.
8. Saturday Detention = Transportation problems, work, or extra-curricular practices/events will not be considered acceptable excuses for missing an assigned Saturday Detention. Failure to serve a 4-hour Saturday detention will result in 2 days of Alternative Learning Opportunity (A.L.O.).
9. Lunch = Only eligible juniors and seniors may leave campus during lunch. Freshman and sophomore students that leave the cafe during lunch without permission will receive detentions and may lose open campus privileges their junior year.
10. Student Illness = If a student is sick or injured, they must report to the school nurse or main office. Students should not call/text parents to pick them up without first checking in with the nurse or main office. Students that leave school without permission will be considered unexcused.

### M.C.H.S. Main Office

942-1294

### Attendance

941-5450

### School Website

[www.morrishs.org](http://www.morrishs.org)

### Safe-School Hotline

941-5401

## GENERAL INFORMATION

### ACCREDITATION

Morris Community High School is a fully accredited, approved and recognized four-year comprehensive high school. Morris Community High School is approved by the Illinois Office of Education

and it is recognized by public and private colleges, universities, and technical training schools. Educational opportunities will be offered by M.C.H.S. without regard to race, color, natural origin, gender, or handicap.

## **ADMISSIONS**

Admission to Morris Community High School will be based upon a student meeting these requirements:

- A. The student legally must reside in District #101 with a parent, legal guardian or as a legally emancipated person.
- B. The student must have successfully completed all of the requirements for elementary school to be promoted to high school.
- C. The student cannot be 21 years old.

## **CURRICULUM**

Morris Community High School offers several curricular programs: a general high school education, a college preparatory education, or a technical education.

Students are strongly urged to consult with their counselors regarding NCAA athletic eligibility requirements for intercollegiate participation. Note: For more detailed information consult the Morris Community High School Curriculum Guide and your guidance counselor.

## **STUDENT RECORDS**

### I. What information is included in the student's permanent record?

A. The Permanent Record shall consist of:

1. Basic identifying information, including student and parent names, addresses, birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and state test scores.
3. Attendance record.
4. Record of release of permanent information.

B. May also consist of:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
3. Accident reports and health record.

### II. What information is classified within temporary student record?

A. The Student Temporary Record consists of all information not required to be in the student permanent record and may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.

9. Disciplinary information.
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies, or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of temporary record information.

B. Temporary Records Disposal.

1. Student temporary records will be disposed of after 5 years. A student's temporary record can be requested prior to disposal by making an appointment.

III. Who may see student records?

A. Inspection and Access.

1. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. A parent's or student's request to inspect and copy records, or to allow a specifically designated representative to inspect and copy records, must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request by the official records custodian. For complete information on the Illinois Students Records Act (105 ILCS 10), please contact the principal.

IV. What are your rights regarding student record information?

A. Challenges.

1. Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades of the child. Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position in any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

V. What is the procedure used when the school deletes or destroys outdated student records?

- A. Parents or eligible students have the right to copy any school record or information therein proposed to be destroyed or deleted. Each school shall maintain student permanent records and the information for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

VI. What directory information can be made public?

A. Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' name and addresses.
2. Academic awards, degrees and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Major field of study.
5. Period of attendance in the school.

- B. "Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child.

VII. What are the steps in withdrawal or transfer from school?

- A. The procedure of withdrawal or transferring is as follows:

1. Obtain appropriate forms from the guidance counselor.
2. All forms completed with appropriate signatures as indicated on withdraw form.
3. Pay any charges accrued to obtain a clear record.

## **NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian written requests that identify the record(s) they wish to inspect. The Records Custodian will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the Records Custodian to whom the request was submitted, the Records Custodian shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- (2) The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent/guardian or eligible student when notified to the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue S.W. Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian in writing before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

## GRADUATION REQUIREMENTS

Unless otherwise exempted, each student must successfully accomplish all graduation requirements as adopted by the M.C.H.S. Board of Education. A copy of the current graduation requirements can be requested through the guidance department.

## STUDENT COURSE LOAD

All students must be enrolled as a full-time student (6 total credits per year).

Students are expected to complete each course for they have enrolled in, unless there is a counselor and/or teacher recommendation.

## TEXTBOOKS/STUDENT FEES

Textbooks are the property of M.C.H.S. They are provided for your use at a reasonable fee. The textbook fee is part of the registration/textbook fee that is set by the Board of Education each year. The first day of student attendance is the deadline for payment of these fees. Students may be eligible for a waiver of fees if the family is receiving Aid To Families With Dependent Children or participating in the Free Lunch Program. Contact the Principal for details.

Textbooks issued to a student remain their responsibility. If a textbook issued to a student is lost or damaged, the student is responsible to pay an appraised price for the replacement or repair of the textbook.

## REPLACEMENT COST FOR LOST/DAMAGED BOOKS

New (first year used @ M.C.H.S.) textbook	- \$100.00
Used textbook	- \$75.00
English Novel	- \$25.00
Library books & Electronics (nook, cameras, etc.)	- current replacement cost

## SENIOR OBLIGATIONS

Senior textbook fees and obligations must be paid by the first Friday in May. Any senior not meeting these obligations will not be allowed to participate in graduation ceremonies, and may not receive their diploma until all obligations are met and fees are paid.

## LOCKERS

School lockers assigned to the students for their use remain the property of M.C.H.S. The courts have held that a school official may search a student's locker. These lockers are owned and controlled by the school for the use and benefit of the students. Thus, school officials may conduct a search without violating the Fourth Amendment in order to control and supervise student conduct and maintain a safe educational environment. Police canine searches of lockers and automobiles may be conducted in order to maintain a safe and secure school environment.

Students are responsible to keep their lockers clean and damage free. Lockers should be kept in the original condition they were issued. Use of paint, contact paper, etc. inside or outside of lockers is not allowed.

Lockers are not to be "rigged" or left unsecured. If a student is found to alter the function of the locker, disciplinary consequences may ensue. It is the students' responsibility to report any locker problems to the Main Office for corrective maintenance action.

Lockers are issued to individual students. The sharing of lockers by two or more students is prohibited, unless assigned by the Main Office.

The District is not responsible for lost or stolen personal articles. Therefore, locker combinations should be carefully guarded and should not be given to any other student.

P.E. locks, if necessary, are purchased by the student. Lockers are assigned by the physical education teachers. M.C.H.S. is not liable for stolen items. Students are urged to use their own lockers and to keep them locked at all times.



## **COLLEGE DAYS - VISITATION DAYS**

Seniors who find it necessary to visit a college may be granted three days for this purpose. Juniors are allowed two college days for visiting an accredited college. A written request from a parent/guardian should be submitted to their guidance counselor for approval at least one day in advance. The student must also submit proof that he/she is meeting that particular college's entrance requirements. Student's that have excessive absences may be denied college days and their absences will be recorded as unexcused.

Students will be given a visitation form, which must be signed by a college official and returned to their guidance counselor following the visit. Failure to return the form to their guidance counselor will result in an unexcused absence.

## **SCHOOL EMERGENCIES**

Student safety and welfare are major concerns. The following emergency procedures will be adhered to:

### Fire Drill / Tornado Drill

Fire drill information and evacuation routes are posted in each room. You will be responsible for knowing what to do and for obeying these procedures. In the event of an actual fire or tornado, the teacher in each classroom will give the specific directions to follow.

### Severe Weather

If extremely severe weather is imminent, an announcement will be made for the teacher to move their classes to a pre-determined area according to our Tornado Alert Drill. Students are to follow the specific instructions of their teachers.

### Inclement Weather or Mechanical Breakdown

In the event of severely inclement weather or a mechanical breakdown in the school's physical plant, school may be closed or the starting time delayed. The same conditions also may necessitate early dismissal. These announcements will be made over radio station WCSJ, posted on the M.C.H.S. Bulletin Board, and the M.C.H.S. Web page at:

[www.morrishs.org](http://www.morrishs.org)

## **DAILY ANNOUNCEMENTS**

It is the responsibility of all students to listen to the daily announcements. For those who do not hear the announcements, a copy of the daily announcements is posted across from the Main Office and every teacher has a copy. Every day there is very important information dispensed through the announcements.

# **STUDENT PERSONNEL SERVICES**

## **GUIDANCE AND COUNSELING SERVICES**

Guidance services are available for every student in the school. These services include registration, assistance with educational planning, vocational planning, interpretation of test scores, study skills, assistance with school, home, or social concerns or any questions the students may have and would like to discuss with a counselor.

Students will be assigned a guidance counselor when they enroll at M.C.H.S. as a freshman or as a transfer student. Guidance counselors are available before school, after school, and during lunch. Students may also visit the Guidance Office during the school day with a signed pass or phone call from one of their classroom teacher's.

M.C.H.S. also has a social worker available to students and families over a wide range of personal issues that impact school performance. Please contact the social worker directly at 941-5333 for more information.

## **SCHEDULE CHANGE POLICY**

The student registration process is an important decision that a student makes each year. Registration determines the courses the school will offer, development of student scheduling, and how the school will utilize staff. When a student completes the registration process, he/she enters into a contract with the school. Morris Community High School asks its students to be most careful and accurate in selecting their courses each year. Please read these guidelines carefully BEFORE approaching your counselor and asking that your schedule be changed.

Schedule changes CANNOT be made for the following reasons:

- You have changed your mind regarding the elective class(es) you have chosen.
- You would like to switch your lunch period.
- You would like to change the order of your classes.
- You would like to change the teachers you have been assigned.
- You are concerned that taking the class will negatively affect your GPA.
- You would like to drop because credit is no longer needed.

Schedule changes may be made for the following reasons:

- Schedule has a clerical error such as incorrect level or incorrect course sequence.
- There is a schedule conflict.
- School personnel initiate the change.
- Student has to change due to medical reasons.
- Student does not have the prerequisite for a class.
- A course is needed for graduation.

**NO CHANGE WILL BE ALLOWED AFTER THE THIRD DAY OF SCHOOL UNLESS APPROVED BY THE SCHOOL PRINCIPAL UNDER THE SPECIFIC GUIDELINES.**

## **LIBRARY/LEARNING RESOURCE CENTER SERVICES**

The Library/Learning Resource Center is open from 7:00 a.m. until 4:00 p.m. daily.

Both individual students and entire classes are encouraged to use the facility. The Library/Learning Resource Center provides supplemental materials in all subject areas for use by students and faculty. It plays an important role in the educational process by providing: information in multiple formats; connections to resources outside the school; connections between students and active learning; facilities and resources for locating and communicating information; access to multiple technologies. Media collection materials are listed in the online card catalog that can be accessed from any computer in the school. A variety of online databases are provided, many of which are accessible by students from outside the school building. Learning Resource Center web pages (linked from the MCHS website at <http://www.morrishs.org>) are available and updated regularly with links to quality resources for school projects. Staff works with teachers and students to acquaint them with services offered and improving information fluency skills.

## **COMPUTER / INTERNET USAGE**

All students will be required to sign a statement agreeing to abide by the acceptable-use practices that govern the use of technology at MCHS. In addition, students will not be allowed to utilize or establish Internet electronic mail accounts or enter chat rooms. The violation of accepted practices and/or policies will result in the loss of computer/Internet privileges.

## **HEALTH SERVICES**

The Morris Community High School health service provides emergency care and referral services through the Nurse's Office.

Injury or serious illness is to be reported immediately to the Nurse's office. Student referrals for treatment should be handled as follows:

- A. The student reports to his class and requests a pass to the Nurse's office.
- B. If the student is too ill or too seriously injured to remain in school, the Nurse will make the necessary arrangements with the parents or guardian.
- C. The Nurse will notify the teacher of her actions with the injured/ill student.

Health Service Requirements:

- A. Each student is required to have an emergency card on file in the Nurse's office.
- B. Each freshman upon entering Morris Community High School must have a physical examination as specified by law. An accurate and current immunization record also must be on file for each freshman.
- C. All new or out-of-state transfer students are required to have a physical examination and a current immunization record on file as specified by law.
- D. Students who cannot participate in physical education classes are required to have written notification from their physician on file in the Nurse's office.
- E. Students participating in interscholastic activities must have a physical examination and be adequately insured prior to participation in the activity.

**ADMINISTRATION OF MEDICATION:**

The school nurse should ascertain from the parent and physician the necessity for administering medication during school hours. If it is determined that the student should receive the medication at school, the procedures should be as follows:

- A. Written orders are to be provided to the school from the physician detailing the name of student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached. Forms are available in the Nurse's office.
- B. The parent/guardian should provide the school a written request authorizing the administration of the prescribed medication at school. Medication brought to school must be in the original container with a note from the parent or guardian indicating the number of pills sent to school. Parental Request for the Administration of Medication Forms can be obtained in the nurse's office.
- C. The school district maintains a supply of epinephrine for administration to any student that the school nurse in good faith professionally believed is having an anaphylactic reaction. The district and the prescribing physician are protected from liability when the school nurse administers epinephrine from the supply.

**VISITORS / GUESTS**

Except in cases of emergencies, visitors are required to make appointments to minimize disruptions of the educational program. All visitors must register in the Main Office. No student visitors will be allowed during regular school hours as this causes a significant disruption to the educational environment.

**ENTRANCE**

Due to safety and security precautions, all outer doors to the school will remain locked until 7:00 am. At 7:00 am, the Main Office and Gym Lobby entrance doors will be opened for students to transit to the Cafeteria or to remain in the Gym Lobby. Students will be allowed into the main hallways at 7:20 am. Students that attend early morning athletic/extra-curricular practices should either remain in the field house lobby or transit to the gym lobby or cafeteria. Students will not be allowed to go to their lockers until 7:20 am.

**LUNCH**

Lunch will be held daily. All students must go directly to the cafeteria. Eligible upper-classmen that choose to leave campus for lunch may only re-enter the building through, and must remain in,

the main gym lobby until released into the hallways by the passing bell tone. No student shall be allowed in the hallway without permission until the appropriate passing tone rings. Students who violate this policy will be referred to the school administrators for appropriate consequences.

## **CAFETERIA SERVICES**

The Cafeteria is located on the basement floor of the main building. Hot plate lunches consisting of a balanced menu are served daily. Students may also purchase ala carte items; such as, sandwiches, soup, salads, ice cream, desserts, candy, milk and soft drinks.

M.C.H.S. Staff will only allow student consumption of food or drink in the classrooms for the purpose of an educational enrichment activity or with prior approval from the administration. STUDENTS WILL NOT BE PERMITTED TO BRING FOOD OR DRINK TO ANY CLASS FOR ANY REASON OUTSIDE OF THE ABOVE-MENTIONED REASON. OPENED BOTTLES OR CONTAINERS OF POP OR OTHER DRINKS MAY NOT BE BROUGHT INTO THE BUILDING.

You may not carry books in the lunch lines. You must carry your own tray in line. You may not save a place in the Cafeteria line for other students. These simple rules insure fairness to all students. Lunches may also be purchased on a daily basis with cash. No charging will be allowed. Students who may be eligible for free or reduced price lunches must see the Athletic Director for application forms.

## **STUDENT ACTIVITIES**

M.C.H.S.' student activities program is an important dimension of our total education program. The activities are diverse and generally conducted after school hours.

The students who involve themselves in the activities have opportunities to participate in the democratic process; to assist in improving relationships among the student body and the faculty; to be directly involved in building school spirit and pride; and to increase one's own abilities in citizenship and leadership.

## **CLASS ORGANIZATION**

Sophomore, junior and senior class officers are elected at a general election held in the late spring. The elections are conducted by the Student Council. Each class also elects four Student Council representatives. Freshmen class officers and representatives are elected in the fall.

## **DELTA PHI ART CLUB**

Delta Phi Art Club is an honorary art society. Membership is limited to students who have completed at least one semester of art or ceramics with not less than a final grade of B in any semester and whose total academic grade average is not less than C.

Delta Phi is dedicated to the promotion of artistic appreciation in the school, the community and the home. The society sponsors a formal initiation of new members. The major activity is the Annual Art Show with exhibits of the art and ceramics work of students in all classes. Awards are presented to outstanding exhibitions in all media. The Best-of-Show Award is presented annually on Honors Day. In other annual projects, Delta Phi decorates the Morris Hospital and the Morris Public Library for the Christmas season and it participates in the local Town and Country Art Show.

Each year Delta Phi purchases famous reproductions for exhibit in classrooms to stimulate an interest in the arts. Recently Delta Phi started a permanent collection of original works of art done by alumni in the fields of art and ceramics.

## **DRAMA CLUB**

Students who enjoy acting or working backstage are encouraged to participate in the activities of the M.C.H.S. Drama Club. Members who actively take part in the school plays and earn a required number of points are eligible for membership in the International Thespian Society. Participation in educational theater is a worthwhile way to use your leisure time.

## **FCCLA**

(Family, Career, Community Leaders of America)

FCCLA Association of Illinois serves the objective to promote personal growth, and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation.

## **INTERACT CLUB**

Interact Club is a Rotary-sponsored service club for young people. It provides 14-18 year olds with the opportunity to enhance leadership skills, serve their community, and expand international understanding. The goal of Interact Club is to encourage and foster the advancement of fellowship and goodwill through the various projects and events they organize and implement throughout the year. It is an excellent way to meet people and to see all of the great things we are capable of doing, once we work together.

## **“M” CLUB**

The “M” Club was first organized in 1947. The following was adopted by unanimous vote of the “M” Club at their regular September meeting in 1948:

<u>NAME</u> -	“M” Club
<u>PURPOSE</u> -	To promote and further athletics in Morris Community High School, to promote and maintain the highest standards of sportsmanship and loyalty at all times, to organize M.C.H.S. athletic banquets at which new members can be recognized.
<u>MEMBERSHIP</u> -	Membership in the club shall be limited to varsity athletic award winners.
<u>OFFICERS</u> -	There shall be a president, a vice-president, a secretary, and a treasurer elected annually at the first meeting of the school year.
<u>AWARDING THE “M”</u> -	The “M” will be awarded at the time designated for that purpose by the coach.
<u>SEVERING RELATIONS</u> -	Any “M” Club member who quits any of the athletic squads without permission of the coach or who is dropped from the squad because of breach of training rules or for disciplinary reasons, automatically forfeits their membership in the club.

## **MATHLETES**

Mathletes is a group of students from all four grade levels who compete against other schools by taking tests on various mathematical topics. Competitions include conference, regional, invitational, and state contests, and students compete as individuals and in teams of various sizes. Topics covered may be very specific, such as factoring, or very broad, such as geometry.

## **MEDIA CLUB**

Media club students assist teachers and students in capturing activities in classrooms through digital pictures and video. Guest speakers, along with classroom and school productions are taped. Students then edit these images and create presentations to show in classrooms. Some pictures are created in PowerPoint and displayed on the school wide bulletin board system. Others are imported into an Adobe Photoshop, an iMovie or Final Cut Pro video. Finished products are used in the classroom or presented during announcements or during lunchtime, giving students recognition for accomplishments, as well as exposing a greater number of students to the educational opportunities beyond their own classroom.

Media club students are often available to assist other students in creating individual class projects and to help teachers and clubs advertise special scholastic events. By using multimedia, students have the opportunity to demonstrate the concepts learned within an engaged environment. This

format develops critical and analytical thinking skills, while allowing students to expand their creativity.

## **NATIONAL HONOR SOCIETY**

This organization, sponsored by the National Association of Secondary School Principals, is widely recognized and respected. Selection into the National Honor Society is a singular honor because each nominee is evaluated on qualities of leadership, service and good character. The National Honor Society is a member of the Character Counts! Coalition that supports the "Six Pillars of Character": respect, responsibility, trustworthiness, fairness, caring and citizenship. Juniors and seniors with a cumulative grade point average of 4.875 or above are eligible for consideration. In the past several years, since receiving its charter in 1963, the Morris Chapter has inducted over 700 members who have maintained the high standards to which they pledge themselves in our April induction service each year. Students interested in becoming a member of the National Honor Society may gain further information and detail relative to qualifying for membership from the Principal and/or the NHS Advisor.

## **POM-PONS**

The pom-pons program at Morris Community High School is designed to give students the opportunity to take an active role in leading school spirit.

The pom-pons perform dance routines during football, basketball games and other activities include participation in pep assemblies, fundraising campaigns, visits to university football games, and summer camp.

Tryouts are usually held in the spring of the previous school year and are open to any student who will be attending M.C.H.S. in the forthcoming year.

## **SKI CLUB**

The purpose of the Ski Club is an organized extra-curricular activity for those students at M.C.H.S. interested in skiing. Each member shall participate in meetings and fund raising activities in order to go on the field trips.

## **SPANISH CLUB**

The Spanish Club gives M.C.H.S. students the opportunity to supplement their class work by participating in a variety of cultural and social activities. Membership is open to all students enrolled in Spanish or who have completed one unit of language. Meetings are scheduled throughout the year.

## **SPEECH TEAM**

The M.C.H.S. Speech Team competes on Saturdays during the winter months in a variety of individual events that include duet acting, interpretation, and public speaking. At each meet, consisting of ten to twenty schools, team members compete for individual, as well as team awards.

Any student who has a talent and interest in speaking or acting is urged to try out in September for a spot on the varsity or junior varsity teams.

## **STUDENT COUNCIL**

Through the student council, students have an opportunity to participate in the study, recommendations, and carrying out of policies of the school.

The council is composed of four members from each of the classes, the four class presidents, and a president, vice-president, secretary and treasurer. The student body elects these officers and members. Four council members are elected in the spring by each of the three classes that will be in school the following year. The student council officers and senior, junior and sophomore class presidents are also chosen in the spring election. Candidates for all of these positions, filled in the spring, must circulate petitions in compliance with regulations stated in the council constitution and present campaign speeches at a student assembly conducted by the council. In the fall, freshmen elect four members and their class president to represent them in the council. The

student council president serves as student body president.

The M.C.H.S. Student Council is a member of the Prairie 8 District of Student Councils, the Illinois Association of Student Councils, and the National Association of Student Councils.

## **COLORGUARD & WINTERGUARD**

The Morris Guard program is a year-long program at MCHS. Students audition for the fall color-guard team in April/May and for the winterguard team in October/November. The color-guard performs in the fall with the Marching Maroon & White at football games, parades and marching band competitions. In the winter, the winterguard competes through the Midwest Colorguard Circuit and Winterguard International. If you enjoy performing, competing and being a part of an award-winning program, the MCHS Guard program is for you!

## **T.R.O.U.P.E.**

(Teens Resisting Our Universe's Problems Effectively)

TROUPE is a group of students who want to live a drug free lifestyle and be a teen leader/role model both to fellow students and to younger students. TROUPE is committed to creating fun drug free activities for students of all ages. Anyone is welcome to be in TROUPE, but only drug free students will be used as role models for younger students. TROUPE does clowning for first and third graders, drug free dances for junior high students, and drug free awareness activities at Morris High School.

## **LITERARY FESTIVAL**

Literary Festival is a conference-wide activity/competition open to all MCHS students interested in creative writing in the following categories: poetry, essay, short fiction, drama, descriptive sketch (open to grades 9 and 10 only), and personal narrative (open to grades 9 and 10 only). Manuscripts must be entered by mid January to be considered for inclusion in the festival itself, which is held in April. The school is allowed to submit a total of 110 manuscripts, 25 in poetry, 15 in essay, 15 in short fiction, 15 in drama, 25 in descriptive sketch and 25 in personal narrative. Students whose manuscripts have been chosen will attend the Literary Festival at a conference school, where judges conduct sessions on writing and awards are given.

## **INTERSCHOLASTIC SPORTS**

<u>Girls</u>	<u>Boys</u>
Basketball	Baseball
Bowling	Basketball
Cheerleading	Cross Country
Cross Country	Football
Golf	Golf
Poms	Soccer
Soccer	Swimming
Softball	Tennis
Swimming	Track
Tennis	Wrestling
Track	
Volleyball	

## **YEARLY STUDENT ACTIVITIES**

Pep Assemblies	Spring Musical
Honors Day Assembly	Fall Play
Bass Fishing Team	Homecoming Activities

Band/Chorus Concerts

Spring Week Activities

Junior-Senior Prom

Madrigal Dinners

Post-game Dances

Delta Phi Art Show

## STUDENT ACTIVITIES - CANDY SALES

Student organizations with approved candy sales are to sell before and after school in the concession stand or gym lobby area only. Sales will be limited to one week per month.

# STUDENT REGULATIONS

## ABSENCE FROM SCHOOL

Any student who is absent from school must have their parent/guardian call M.C.H.S. in order for their absence to be excused. Calls must be received by 1:00 P.M. on the day of the absence. Calls before 7:30 AM may be placed on the M.C.H.S. Attendance Hotline at 941-5450. Calls made after 7:30 AM should be made to the Main Office at 942-1294. If parent/guardian fails to call the student in by 1:00 P.M., the absence is unexcused for the day. Notes will not be accepted the day of an absence. Exceptions to this will only be allowed in emergency situations. A medical appointment requires a parental note or phone call turned into either the Main Office or Nurse's Office in order to be an excused absence. The note or phone call is requested to be completed at least one day prior to the scheduled appointment. In the case of a note, the doctor's name and the time of the appointment must be listed on the note. If a student becomes ill or suffers an accident while in school, they are to immediately report to the Main Office or to the Nurse's Office before taking further action.

Except during an upperclassman's lunch period, under no circumstances should students leave school during school hours, unless they have permission from the Administration or Nurse. Failure to notify the school that you were absent will result in an unexcused absence.

Students who are tardy more than 10 minutes to school or to a class are to report to the High School Office before going to class. If that student is returning from a pre-arranged absence, they should report to the Main Office before reporting to class. This procedure applies to all periods of the day.

## TARDIES TO SCHOOL

Students arriving to school more than 10 minutes after the bell rings must report to the Main Office BEFORE reporting to class. Missing the bus, car problems, and or oversleeping are reasons, but are not considered an excused absence.

Students are reminded that they are expected to be back on time if they leave campus during lunch. Car trouble, slow service at local restaurants, etc., will not be accepted as an excused tardy.

## TARDIES TO CLASS

Students are responsible for regular attendance and arriving on time. Quality education is enhanced and positive work habits reinforced by punctuality. Since the teacher and student are the primary elements in the learning process, it is to their mutual benefit that punctuality be enforced. Tardies are considered cumulative throughout the length of a class up to a maximum of 18 weeks.

- |             |                                                               |
|-------------|---------------------------------------------------------------|
| 1st Tardy - | Warning                                                       |
| 2nd Tardy - | Warning                                                       |
| 3rd Tardy - | Teacher Consequence                                           |
| 4th Tardy - | Teacher Consequence and parent contact by teacher.            |
| 5th Tardy - | Referral to Administration – Two after school detention's.    |
| 6th Tardy - | 2 hour Saturday Detention (Freshman/Sophomore student's)      |
|             | 1 week of Café Restriction @ lunch. (Junior/Senior student's) |



- 7th Tardy - 4 hour Saturday Detention (Freshman/Sophomore student's)  
2 week's of Café Restriction @ lunch (Junior/Senior student's)
- 8th Tardy – Student may be dropped from course and a failing grade recorded.
- \* All tardies will go back to zero in each class at the end of the semester.

## ATTENDANCE POLICY

Morris Community High School's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. The student who is frequently absent misses social interaction, class instruction and discussions, even though written work may be made up if the absence is excused.

MCCHS expects the parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Morris High School will monitor each student's attendance and inform parents or guardians of any attendance problems.

## EXCESSIVE ABSENCES

Students with excessive absences may be required to acquire a doctor's note for each day absent.

Excessively absent students often have people around them who help or enable their absences to continue. Enabling is the process through which a parent or guardian fails to take some action or series of actions that could help a student with an attendance problem experience the consequences of his/her absenteeism.

Parent enabling is often an aspect of the larger issue of effective discipline, or gaining some control over a student's behavior and obtaining some student cooperation in the matter of regular school attendance.

Excessively absent students will continue to miss school until it becomes too uncomfortable to continue to do so. Consequences are a beginning. Consequences can create the discomfort necessary to set the stage for behavioral changes that will result in improved attendance.

When it is determined that a student has been excessively absent from school, the following steps shall be initiated to promote better attendance. If absences have not been the result of hospitalization, chronic medical condition or injury verified by a physician, the following procedures will be followed:

1. Whenever it is determined that a student has been absent (excused and unexcused,) for more than 5% of the current possible days of attendance, or when any student reaches 10 cumulative absences during the school year, a letter will be mailed notifying the parents/guardians of excessive absences.
2. After 15 cumulative days of absence in a school year, a letter will be sent to the student's parent/guardian requiring them to secure specific medical documentation in the form of a doctor's note for any future absence. This note should indicate the specific reason(s) for the absence, along with all dates that demonstrate the timing of the illness, the doctor's appointment, and time recommended for the student's return to school. Fulfilling this requirement will be entirely at the expense of the parent/guardian, and will only be accepted on the day the student returns to school. Any further absences after this notification may result in additional discipline, loss of grade, and possible drop from class(es) with the loss of credit(s). **Students under the age of 17 may be referred to the Regional Office of Education.**
3. Teachers concerned about the problems these absences may have created may initiate a conference in which the Principal or his designee may determine:
  - Whether the student wants and/or should be allowed to continue in that course based on the agreement that he or she could make up the work in order to receive a grade and credit.
  - Whether the student and/or the teacher feels that the student has missed too much work,

making it impossible for the school to issue a grade and credit. This may present two options; first, the student remains for no grade/credit. Second, the student drops or is administratively dropped from the class.

Note: Parents can check student attendance, grades, and other information on Powerschool using their log in and password. Powerschool can be accessed through the school website: [www.morrishs.org](http://www.morrishs.org)

## EXCUSED - UNEXCUSED ABSENCES

Absences will fall in either excused or unexcused categories. If an absence is excused, a teacher is obligated to allow the student to make up any work or tests that was missed. Generally, students will have as many days as they were absent to make up missed work. It is the responsibility of the student to make up the work. If an absence is unexcused, students will still be allowed to make-up missed daily work and assessments. However, missed assessments will be made up at an upcoming Saturday detention for full credit after prior arrangement has been made with the teacher.

All requests for make-up work will be accepted on the 2nd day of absence or after. You must call between 7:30 a.m. and 9:00 a.m. in order to get assignments by the end of the day. A family member or friend may pick up assignments in the main office between 3:00 p.m. and 3:30 p.m.

The main office, administration or nurse must receive a phone call from a parent or guardian to excuse a student's absence. The phone call must be received no later than 1:00 pm on the day of the absence or the absence will be recorded as unexcused.

The following is a list of various absences. Section I-A. should be prearranged, if possible. Circumstances may be such that this would not be possible. The absence would still be excused. Section I-B. are types of absences that require prearranging at least one day before the absence occurs.

### I-A Excused absences

1. Events, deemed appropriate by school administration, that prevent the student from coming to school. (Floods, snowstorms, etc.)
2. Illness of student.
3. Illness in family.
4. Funerals.

### I-B Excused absences that should be prearranged

Prearranging a student absence allows teachers to prepare their lesson plans accordingly. If an absence is anticipated, all consideration into letting the teacher(s) and support staff know at least a day in advance is appreciated. A prearranged absence made on the day of the absence is excused as long as proper notification is made prior to 1 p.m.

1. School-related activities.
2. Junior and senior college visitation days.
3. Educationally relevant activities
  - a. Church
  - b. Community
  - c. Political
4. Vacations with parents or guardians are allowable for five days cumulatively over the course of the school year. Vacations with parents or guardians that exceed five days are unexcused absences from school. Vacations with other relatives or friends will not be excused. If a student has missed more than 15 school days, request for vacation days will be denied. It will be recorded as unexcused absences.
5. Court appearances: Court appearances will be considered excused as long as:

- proper notification is made prior to 1 p.m. on the date the student is to be gone. (Notification prior to the date is requested.)
  - Time spent in court is verified in writing by an officer of the court, and returned to the main office upon return.
6. Medical and dental appointments: Medical and dental appointments should be limited to times when school is not in session. If it becomes necessary for a student to be absent for a medical or dental appointment, the absence should be pre-arranged. In such situations, the parent should contact the school nurse at least one day prior to the absence. However, due to circumstances beyond parent/student control, early notification is not always an option. In such cases, notification will be accepted until 1 p.m. the day of the actual absence. A student will not be excused to provide transportation for another student. All-day doctor/dentist appointments will be unexcused unless verified as necessary by the doctor or dentist.

## II Unexcused absences

- A. Skipping school. (In this case, parent is not aware that student is not in school.)
- B. Working. (It is possible that a student could receive an excused absence to work in a family situation in case of extreme emergency.)
- C. Leaving school without administrative permission.
- D. Out of School Suspension
- E. Oversleeping or transportation issues

## III Student Disciplinary Referrals

- A. Students sent out of class for disciplinary reasons are responsible for making up any missed work. Failure to submit the assignment(s) when required by the teacher will result in a zero grade.

## STUDENT HANDBOOK / PLANNER

The handbook/planner has been designed to help students manage their time and plan their day so that they can take an active part in controlling their academic achievement. The planner is an integral part of the instructional program at MCHS. The handbook/planner should be cared for and utilized in the same manner as a school textbook. Students will have to replace damaged or lost planners as they would textbooks.

### MCHS requires every student to:

- Have and utilize the planner every day in each class.
- Maintain the planner in its entirety, including total pages and content.
- Replace lost, stolen, or damaged planners. Planners may be purchased in the Main Office for \$5.
- Students are to carry their own planners. Using another student's planner will result in a warning and discipline referral documenting the incident. Future offenses will be followed by detention(s).
- Cover decoration of planners must be tasteful with a substantial amount of the original cover visible.

### Teachers will expect students to:

- Bring the planner to class daily.
- Record assignments and due dates in the planners.

In an effort to make the best of school opportunities, teachers will also help with time management and academic progress by providing advice about handbook use.

In addition, the planner may be used to:

- Relay messages from the school to home about routine matters.
- Communicate directly (by parents and teachers) through the daily section in the planner.

## **CLOSED CAMPUS POLICY**

Any student that has completed two full years of high school instruction, and has accumulated at least 13 class credits, will be considered to have junior class status and will be eligible to leave campus during the lunch period. Students that do not meet these academic standards will not be permitted to leave campus during lunch until these standards are met. Any student not meeting these standards that chooses to leave campus will receive the same disciplinary consequences issued to any underclassman that leaves campus during the lunch period.

All freshman and sophomores are restricted to campus for lunch and should report to the cafeteria at the beginning of their lunch period. All students should remain in the cafeteria until the dismissal bell rings. Any freshman or sophomore leaving campus during lunch will be subject to the following discipline:

1st incident:	2 detentions
2nd incident:	2 hour Saturday detention.
3rd incident:	4 Hour Saturday Detention, and continued cafeteria restriction. Length to be determined by administration.

Further incidents will result in successive 9 week loss of open campus privileges beginning with the junior year, and additional discipline as deemed necessary by administration.

Those students on cafeteria restriction must report at the beginning of lunch to the administrator supervising lunch. Any student that fails to serve cafeteria restriction will receive two days of A.L.O. (Alternative Learning Opportunity).

All freshman and sophomores must stay on school grounds from the time they arrive, even if school has not yet started, until dismissal, or until they are picked up by a parent or bus. Any underclassman leaving the school grounds must check out through the Main Office.

All juniors and seniors may choose to go out to lunch unless they abuse that privilege through misconduct or truancy violations. In this case they will be restricted to the Cafeteria for a period to be determined by an administrator. Any junior or senior violating cafeteria restriction will be subject to the above discipline as well.

Any junior or senior that takes an underclassman off-campus during lunch will have their driving/parking privileges suspended for one week for the first offense. Subsequent offenses will incur a driving/parking privilege suspension for a length determined by the Administration.

Parents of juniors and seniors may request that their son/daughter be restricted to campus during lunch. Appropriate school discipline will occur if these students do not comply to this restriction.

## **GAVC STUDENTS**

Students returning from the Grundy Area Vocational Center (GAVC) facility shall enter MCHS at the Main Office/Auditorium doors and proceed directly to the Cafeteria. They shall remain there until the bell rings to signal transit to their next class. GAVC Students will not be permitted to transit through the hallways while classes are in session as this presents a distraction to the education environment. GAVC students returning from off-campus lunch must remain in the Gym Lobby until the bell rings for their next class.

## **BUS DISCIPLINE – PROCEDURES AND GUIDELINES**

The school administration has the responsibility for maintaining appropriate school and bus discipline. Unacceptable student conduct on buses may result in the loss of transportation privileges. Any one serious incident may result in temporary or permanent loss of transportation. Students may be required to show a current school ID in order to board school buses. A student should present their ID upon request to the bus driver. Failure to comply will result in disciplinary action.

Safe transportation is directly dependent on maintaining good on-board passenger discipline in

moving vehicles. The bus driver has initial responsibility for discipline and shall report infractions to the school administration.

The following are the rules and regulations for school bus riders in Illinois:

- Be on time at the designated school bus stop; help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops; do not move toward the bus until the bus has been brought to a complete stop and the door has been opened.
- Stay in your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Keep hands, head, and feet inside the bus at all times. Do not throw anything out of the bus windows.
- Remember that excessive noise and commotion diverts the driver's attention and could result in a serious accident. Any type of rowdy conduct is prohibited.
- Be quiet when approaching a railroad crossing.
- Assist in keeping the bus safe and clean at all times.
- No animals are allowed on bus.
- Keep books, packages, coats, and other objects out of the aisles.
- Leave no books, lunches or other articles on the bus.
- Be courteous to fellow students and the bus driver.
- Do not ask the driver to stop at places other than the regular bus stop.
- Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
- The rear door is for emergencies only.
- Observe classroom conduct while on the bus. No smoking, eating, drinking, or card playing will be tolerated.
- Do not deliberately cause damage to the bus as you will be responsible for the cost of restitution and will forfeit the privilege of riding the school bus.
- No electronic equipment or radios are allowed on the bus.

The following are disciplinary procedures:

In the event of student misconduct or insubordination, the bus driver will complete a student discipline referral and forward it to a school administrator. A conference will be scheduled with the student, and if necessary, a parent. Administration may suspend students guilty of gross disobedience and/or insubordination from riding the school bus. Parents are responsible for transporting any student suspended from riding the school bus.

## **TRUANCY**

Morris High School considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code.

Morris High School considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

Morris High School will refer chronic truants to the Grundy-Kendall Educational Service Region in accordance with current procedures established by the Grundy-Kendall County Casework Manager.

The policy below applies to students that are truant from school. A single period truancy or a full day truancy will be treated under the same following policy:

- 1st Offense** - 4-hour Saturday Detention
- 2nd Offense** - 2 - 4-hour Saturday Detentions
- 3rd Offense** - 3 - 4 hour Saturday Detentions.

Cafeteria restriction at lunch may also be assigned to upperclassmen. Note: Students that continue to be truant may be placed on an Administrative Probation contract. Students under the age of 17 will also be reported to the Regional Office of Education.

Students that deceive or attempt to deceive staff or an administrator in securing an absence from school by use of a forged note or phone call from other than their parent or guardian will receive additional disciplinary consequences.

There may be some unusual situations that have caused the truancy. Being truant from school may only be a small part of a much more serious problem. The Administration will determine if there are any unusual circumstances that may cause this policy to be modified.

## **SUSPENSION POLICIES**

Realizing it is impossible to put into writing all of the situations that a student could be suspended, it is nevertheless to your benefit to know some of the situations that do involve suspension. These policies have been approved by the Board of Education and in most cases indicate the minimum suspension that would be given. The maximum number of days a student can be suspended at one time is 10 days. Note: Any disciplinary policies that another department of the school may have also would be applied.

1. **Fighting:** Physical altercations between students in the school, on the school grounds, at a school activity, or to and from school may result in a suspension for all of the students involved in the altercation. The Administration will determine the type and severity of the discipline for each student.

If a police referral is made and arrest of the student warranted, reasonable attempts to contact a parent or guardian will be made before that student is removed from school.

Consequences may be modified if an aggressor is identified. A student acting in self-defense of him or herself may be exempt from suspension at the discretion of the Administration. Self-defense is considered to be protection of one's self and not physical retaliation towards another individual.

Students involved in more than one fight during the school year, may be suspended out-of-school for a maximum of 10 days. A recommendation for expulsion may be made for any and all students involved in more than one fight.

2. **Theft:** Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
3. **Insubordination:** Student refusal to administrators, teachers, or staff, which may or may not include abusive language, vulgar statements or threats. This includes incidents that occur outside the school environment encompassing but not limited to social networking sites and other electronic media.

At the discretion of the Administration, a repeat offense by a student of such behavior may result in an administrative recommendation to the Board of Education for expulsion.

4. **Threats/Abusive Language:** 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:
  - A). Be a threat or an attempted intimidation of a student
  - B). Endanger the health or safety of students
5. **Vandalism:** This includes school property and extends to the personal property of other stu-

dents, faculty, staff and administration. A police referral for damage to property may also be made with the School Resource Officer.

6. All other suspensions are to be determined by the incident at the discretion of the Administration.

Students who are involved in interscholastic or extra-curricular activities and violate M.C.H.S. rules will be punished in accordance with M.C.H.S. disciplinary procedures in conjunction with the M.C.H.S. Extra-Curricular Code of Conduct.

## **STUDENT GRIEVANCE PROCEDURE**

M.C.H.S. does not discriminate against anyone based on sex, ethnicity, religion, creed, ancestry, national origin, physical or mental ability, sexual orientation, or other protected status.

The grievance procedure, along with explanations, due process and directions, are available for inspection in the following offices: Superintendent, Principal, and other build- ing administrators.

It is the policy of this district that all grievances be resolved quickly at the lowest step possible. All issues can be directed to the following complaint managers:

Traci Voitik  
MCHS  
1000 Union Street  
Morris, IL  
815-942-1294

Kelly Hussey  
MCHS  
1000 Union Street  
Morris, IL  
815-942-1294

## **HARASSMENT / BULLYING OF STUDENTS PROHIBITED**

No person, including a District #101 employee or agent, shall harass or intimidate another student based on sex, ethnicity, religion, creed, ancestry, national origin, physical or mental ability, sexual orientation, or other protected group status. District #101 will not tolerate harassing or intimidating conduct, whether verbal, physical, visual, via the internet, or through cell phones (texting), that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. If you are aware of a student(s) being bullied or harassed, please report it to the administration immediately.

### Disciplinary Action:

School policy dictates disciplinary action, which may include, depending on the nature of the conduct, any of the following: Verbal warning, parent contact, detention(s), Saturday detention, Alternative Learning Opportunity, Out-of-School Suspension, police referral, and/or expulsion proceedings.

## **TEEN DATING VIOLENCE POLICY**

Violence Prevention: Teen violence, conflict resolution, and the consequences of violent and abusive behaviors are all incorporated into the school curriculum as it relates to discussion in Health Education. It is also strongly encouraged as a topic for research and presentation by students in a variety of courses throughout their 9-12 experience. (Board Policy 6:60)

## **SEXUAL HARASSMENT POLICY**

District #101 does not condone and will not tolerate any student or employee being subjected to sexual harassment. Students or employees who engage in conduct which is sexually harassing or who contribute to a hostile or intimidating educational environment will be dealt with strictly and promptly.

It is illegal and against Board of Education policy for any student or employee, male or female, to sexually harass another employee or student by:

- (a) Making unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct

of a sexual nature a condition of an employee's continued employment, or a student's academic status;

- (b) Making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
- (c) Creating an intimidating, hostile or offensive working or education environment by such conduct.

#### Disciplinary Action

School policy dictates disciplinary action which may include, depending on the nature of the conduct, any of the following: Saturday Detentions, Alternative Learning Opportunity, Out-of-School-Suspension, Police referral, expulsion, and/or expulsion proceedings, in accordance with Ill. Rev. Stat. 1991, Ch.

122 Section 31-33.

An employee engaging in sexual harassment will be subject to discipline, up to and including, termination.

The superintendent is authorized to promulgate rules and regulations implementing this policy.

Legal Reference: Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.; 29 CFR 1604.11

(a)

Title IX/Section 504 Coordinator

Complaint Manager

Dr. Patrick M. Halloran, Superintendent

Traci Voitik, Counselor

1000 Union St. Morris, IL 60450

1000 Union St. Morris, IL 60450

815-941-5326

815-942-1294

#### HAZING

Hazing is forbidden. Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, branding, beating, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects a student or other person to extreme stress, including extended deprivation of sleep or rest or extended isolation. Hazing can include exaggerated or excessive teasing in some instances. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does change or lighten the responsibility of one who is doing the hazing. It may even be that the person who does the hazing or teasing may say or feel that they "didn't mean to harm anyone." Hazing is still wrong. The following would be considered participants in hazing: Any person or persons doing the hazing; Any person or persons being hazed; or Any person or persons who witnessed or knew about the hazing. Unauthorized initiation or hazing of students is prohibited by an act of the State Legislature (Chapter 720, Act 120, Section 5 of Illinois Compiled Statute) and is punishable in the Courts of Illinois with a fine of \$500, or imprisonment in the county jail not exceeding six months, or both.

#### RULES AND REGULATIONS IMPLEMENTING BOARD POLICY NO. 3.41, SEXUAL HARASSMENT

##### A. Reporting

- (1) If an employee or student believes that he or she has been sexually harassed, the employee, student (or parent of the student) should report the alleged act immediately to the Superintendent.
- (2) In the event that the superintendent is the employee against whom the complaint is filed, the complainant should report the alleged act to the president of the Board of Education.

##### B. Investigation

- (1) The Superintendent or the Board President shall undertake an investigation of all such



complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant.

- (2) The investigator shall file a written report as to his/her findings with the Superintendent or the Board of Education within twenty-eight (28) days after the complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. The complainant shall be notified of the findings of the investigation.

### C. Dissemination of Policy

- (1) Any employee or student (or parent of a student) is encouraged to raise questions he or she may have regarding sexual harassment with the guidance counselor, Principal or Superintendent.
- (2) A copy of this Board policy and implementing regulations shall be distributed to each employee or student annually.
- (3) The Principal shall discuss this policy and implementing regulations with the district's students and employees each year.
- (4) The guidance counselor shall discuss this policy and implementing regulations with the district's students at the appropriate intervals during their enrollment in the district.

## **DRUG, ALCOHOL AND RELATED OFFENSES**

Any person who possesses, distributes, sells, uses or is under the influence of alcoholic beverages or any type of controlled substance (including inhalants and aerosols) while under school authority; OR any person who possesses or uses any drug paraphernalia while under school authority; OR any person who possesses any "look-a-like" drugs while under school authority; OR any person who violates the school's policy regarding possession or use of prescription or non-prescription drugs; will be subject to the following:

- 1st Offense – Student will be suspended from all classes and school sponsored activities for 5 days. The first 3 days will be assigned as out of school suspension. The student will serve the remaining 2 days in the Alternative Learning Opportunity (A.L.O.) room. The student must also agree to complete a drug/alcohol assessment through an approved provider at family expense. Failure to complete this assessment may result in additional consequences. Student may also be referred to local law enforcement.
- 2nd Offense – All additional offenses beyond a first offense will result in an administrative review and possible disciplinary action that may include, but is not limited to, the following: any non-exclusionary discipline, out of school suspension up to 10 days, and/or possible recommendation to the Board of Education for expulsion and referral to the local law enforcement agency.

M.C.H.S. may use a breathalyzer, or Passive Alcohol Sensor on a student if a student is believed to be under the influence of alcohol. The student has the option of proving that they have not consumed alcohol by taking and passing one of these tests. Refusal to submit to one of these tests may result in disciplinary action. If a student shows any signs and/or symptoms of any type of drug use, the student will be assessed by M.C.H.S. Administration. Under certain circumstances, administrative review of applied discipline may warrant modification.

## **GANGS AND GANG ACTIVITIES**

The District 101 Board of Education finds that the presence of gangs and gang activities causes a substantial disruption of school activities. It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good."

"Gangs" as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school district's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in the school setting. This Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, or hate group while attending school or school-sponsored events.

By this policy the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of school district policies;
  - d. Inciting other students to act with physical violence upon any other person.
4. Penalties for Violation:
  - a. Any student suspected of violating paragraphs 1 or 2 of this policy will be required to surrender any material or object (alleged to violate the policy) to school officials and attend a parent conference. The police will also be notified. Subsequent violations of the policy will subject the student to a suspension and/or expulsion as described in sub-paragraph b.
  - b. Any student alleged to have violated paragraph 3 of the policy upon a finding of a violation in accordance with the hearing requirements of Section 10-22.6 of "The School Code" will be subject to a suspension or expulsion for a period not to exceed one full year. Recommendations to alternative school may be made in lieu of suspension or expulsion.

## **WEAPONS/THREATS**

No student shall go onto school property or attend any school function including school-sponsored trips with a firearm, explosive, weapon, knife, ammunition, and any other dangerous or illegal instrument. No student shall interfere with normal activities, occupancy, or use any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive, weapon, knife, or other dangerous or illegal instrument. This would also include look-alike artifacts of these same items, and any such item found in vehicles and lockers.

Penalties for Violation:

Any student violating this policy will receive OSS for a maximum of 10 days at the discretion of the administration and may result in a referral to the Board of Education for expulsion.

## **TOBACCO/TOBACCO-RELATED OFFENSES**

Possession of tobacco, tobacco products, lighters, electronic cigarettes or smoking materials is a violation of M.C.H.S. policy. Use of tobacco or possession of stated items in any form while on the school grounds, or at a school-sponsored activity, will result in the following discipline being assigned:

**First Offense:** One 4-Hour Saturday detention assignment and referral to School Re-

source Officer or MPD designee for citation.

**Second Offense:** 1 day A.L.O. and referral to School Resource Officer or MPD designee for citation.

In all cases, materials will be confiscated and in compliance with a city ordinance, violators under the age of 18 will be reported to the School Resource Officer or Morris Police Department designee for citation.

Parents, guardians, siblings, and other visitors over the age of 18 are prohibited from smoking on school grounds. This policy also applies to extra-curricular activities and athletic events.

## **CLASSROOM / HALLWAY CONDUCT**

Students are expected to conduct themselves in a respectful manner at all times. Each teacher will establish classroom rules and consequences and review them with students at the beginning of each term. Failure to serve a teacher assigned consequence will result in the student being referred to the administration for his/her disciplinary consequences.

Student conduct in the halls, stairwells, etc. should conform to all school rules and regulations. Noise levels should be kept to a minimum. Students should use the passing period to go to lockers, use the restroom, get water, etc. Students must not congregate to the point of blocking passage on the stairs, in the halls, or doorways. If/when students are asked to move on to class full cooperation is expected. Acceptable behavior in the halls before school, during lunch and between classes is as follows:

- Speak softly - No shouting, yelling, or horseplay in the halls.
- Do not block the halls, stairs, doorways, or entry/exit points.
- Avoid standing in groups and blocking other students and staff from proceeding to class.

## **STUDENT DRESS CODE**

The purpose of the student dress code is to allow students to show their personal style while wearing attire that is conducive for participating in the educational process.

The Board authorizes the Administration to enforce school regulations prohibiting student dress or grooming practice that:

- present a hazard to the health or safety of the student or to others.
- materially interfere with schoolwork, create disorder, or disrupt the educational program.
- prevent the student from achieving his/her educational objectives.

The guidelines below should be followed to appropriately dress for school each day or to attend a school-sanctioned event, unless otherwise determined by school Administration:

- Clothing must be neat, clean, opaque, and will cover from shoulder to mid-thigh with no undergarments showing. All shirts must include sleeves that cover the shoulder. Pants must properly fit and be worn at the waistline. Distressed clothing must also following these guidelines.
- All clothing must be in good taste, be of non-disruptive nature, not be offensive to sex, creed, or race, and include only school appropriate language. Therefore, clothing must not include reference to illegal substances, alcohol, or tobacco products.
- Shoes must be worn at all time. Students must wear shoes that are safe and appropriate for the learning environment. Footwear requirements may change depending on the safety requirements stated by the individual classroom teacher.
- Outerwear (including but not limited to coats, jackets, gloves, sunglasses, hats, bandanas, and other headwear) is not to be worn in the building. These items must remain in one's locker unless the student is entering or exiting the building.
- Accessories that could jeopardize the safety of students (including but not limited to wallet chains, studded belts, collars, and wristbands) are not allowed.

### Disciplinary Action:

If the student's dress is in violation of these policies for a first offense, the Principal, Assistant Principal or designee will ask the student to make the appropriate correction and file a discipline referral documenting the incident. Future offenses will be followed by detention(s). A parent/guardian will be contacted to provide corrective clothing and if not available, the student may be required to wear his/her PE uniform for the remainder of the school day. If a student refuses to correct a dress code violation, disciplinary consequences for insubordination will be assigned and a parent/guardian will be notified.

Note: Any class time missed due to a correction of inappropriate attire will be considered unexcused.

### **PUBLIC DISPLAY OF AFFECTION**

Physical displays of affection, except for holding hands and/or casual hugging, are not acceptable at school. Discipline shall follow on a case by case basis, but only if a persistent issue exists after prior warnings.

### **PROHIBITED ITEMS**

In the interest of protecting the health and safety of all district students, the following

Prohibited Items list has been adopted:

- Laptop computers may be used with the approval of the administration and classroom teacher. The Administration may request that the software installed be viewed prior to the computer being used.
- Students are not to carry large bags, book bags/duffel bags, large brief cases, and anything that could be construed as a book bag on school property unless student is directly entering or leaving the building. Back packs in class are only allowed at the discretion of the teacher.
- Gambling devices/materials: dice, playing cards, etc.
- Weapons or look-alike weapons. (refer to specific policy)
- Drugs, alcoholic beverages, narcotics, cigarettes, cigarette lighters, matches, and look-alikes. (refer to specific policies)
- Gang identification paraphernalia. (refer to specific policy)

### **CELL PHONES/ELECTRONIC DEVICES**

The use of technology including cell phones, tablets, laptops, etc. may be used at the discretion of the supervising faculty/staff member or administrator. Inappropriate use of technology, use that disrupts the educational environment or violates the rights of others is prohibited. Students may bring their own electronic device to school knowing that MCHS is not responsible for such items being lost, stolen or damaged. If these items are seen being used during class without permission, they will be confiscated by the teacher and turned over to administration. Failure to comply will result in student being disciplined for insubordination.

### **DISCIPLINARY ACTION:**

Students that use their cell phone during class to make a call, send/receive text messages, access social media accounts, take pictures, play games or any other use that is disruptive to the educational environment, will be assigned the following consequences:

- 1st Offense:                   9th/10th grade students = 4 hour Saturday detention  
                                          11th/12th grade students = 1 week of café restriction during lunch
- 2nd Offense:                   9th/10th grade students = 2 – 4 hour Saturday detentions  
                                          11th/12th grade students = 2 weeks of café restriction during lunch
- 3rd Offense:                   1 day of A.L.O. (Alternative Learning Opportunity)

**Students that use a cell phone, camera or other device to take picture in restrooms or locker room may be subject to suspension for up to ten days and may result in a recommenda-**

tion for expulsion.

## **STUDENT CHEATING**

Cheating is defined as the act of using or attempting to use material, information, study aids, or unauthorized assistance from others in completing academic work.

Students cheating or exhibiting academic dishonesty on their assignments or tests will receive a zero grade. A disciplinary referral form will be filed with the Assistant Principal, and sent to the parent/guardian. An attempt to contact the parent will be made by either the teacher or the administrator involved. A student that exhibits academic dishonesty or cheating in the same class a second time will be officially dropped from the class and receive an "F" grade for the class.

## **PLAGIARISM**

Plagiarism is defined as representing another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another's work and the incorporation of a substantial or essential portion thereof without appropriate citation. Other examples of plagiarism are the acts of appropriating the creative works in such fields as art, music, and technology, or portions thereof, and presenting them as one's own.

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements which are paraphrased, summarizations of the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most teachers require certain forms of acknowledgement or references and may evaluate a paper or project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.

Some rules to follow when writing:

1. Acknowledge borrowed material by introducing the quotation or paraphrase with the name of the authority. This practice serves to indicate where the borrowed materials begin.
2. Enclose within quotation marks all quoted material.
3. Make certain that paraphrased material is rewritten into your own style and language. The simple rearrangement of sentence patterns is unacceptable. Do not alter the essential idea of the source.
4. Provide specific in-text documentation for each borrowed item.
5. Provide a reference entry for every source cited in the paper.
6. Omit sources consulted but not used.

Lester, J.D. (1993), *Writing Research Papers: A Complete Guide*. New York: Harper Collins College Publishers, p. 130.

## **TEACHER DETENTIONS**

Teachers may assign before or after school detentions for infractions of a minor nature that do not require intervention by the Administration.

The classroom teacher will complete a teacher detention form that notes the infraction and the date, time, and place the detention is to be served. The student will then sign the teacher detention form and receive a copy of the form as a compliance reminder.

Failure to serve teacher detention: teacher will forward the original copy of the teacher detention to the Administration. Failure to serve the assigned teacher detention will result in 2 after school detentions from the Administration.

## **DETENTION**

Detention is held after school for assigned infractions. Students are given detentions with a completion deadline assigned. Work and school events/practices do not constitute acceptable

excuses for missing assigned detentions by the assigned deadline.

All tardy and disciplinary detention will be held Monday through Thursday after school from 3:00-3:45 p.m. On special schedule days, detention will begin 5 minutes after the last class, and will run for 45 minutes unless otherwise announced.

Any one detention not served will be assigned to one 4 hour Saturday Detention. Failure to serve a Saturday Detention will result in 2 days of A.L.O.

## **SUMMER DETENTION**

Summer detention hours will be assigned to students that have outstanding unserved detentions and/or disciplinary consequences that would no longer fit into the current school year. Students that are assigned summer detention hours will be notified via mail the first week of summer break. Students that do not serve summer detention hours will be assigned A.L.O. (Alternative Learning Opportunity) to begin the new school year.

## **SATURDAY DETENTION**

Saturday Detention is designed as a suspension alternative with the idea of providing a firm consequence to the student without them missing valuable classroom instruction time in the process.

Saturday Detention is held on Saturday's from 8 a.m.– 10 a.m. (2 hr.) or 8 a.m. – noon (4 hr.) in the designated location. The duration of the assignment will be based upon the rules infraction. Transportation problems, work, or extra-curricular practice/events will not be considered acceptable excuses for missing an assigned Saturday Detention. If the student is sick the morning of the Saturday Detention, a parent call will only be accepted the first time with a doctor's note being required on any future dates. Failure to meet the Saturday Detention obligation will result in the following disciplinary action to be taken by the Administration:

Tardy to Saturday Detention (over 10 minutes): Student will be refused admittance to

Saturday Detention by supervisor. Absence will be treated as a "failure to serve" (see below).

Failure to serve 2-hour Saturday Detention: 4-hour Saturday Detention.

Failure to serve a 4-hour Saturday Detention: 2 days of A.L.O.

2nd offense – Failure to serve a 4-hour Saturday Detention: 3 days of A.L.O. with no further assignments to Saturday Detention. Student may be placed on disciplinary probation to help ensure compliance with all school rules and regulations. NOTE: Any future school infractions which would normally earn a Saturday Detention will be issued 2 days of A.L.O. for each offense.

## **ALTERNATIVE LEARNING OPPORTUNITY (A.L.O.)**

Students may be assigned A.L.O. for violating school discipline policies and/or in lieu of Out of School Suspension (OSS). The length of assigned ALO will be determined by the administration. Students must report to the ALO designated area during the school day and complete all assigned class work, quizzes, tests, etc. Students must return all completed work to their teachers once they complete their assigned ALO in order to receive full academic credit. Study hall rules and expectations apply during A.L.O. Failure to comply with ALO rules may result in additional day(s) of ALO and may result in OSS.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students serving an out-of-school suspension are not to be on school grounds during their suspension. Participation and/or attendance at extra-curricular activities are not allowed during an out-of-school suspension. This applies to both home and away activities. Failure to abide by these rules will result in additional days of out-of-school suspension being assigned. Students may complete and turn-in homework while on OSS, however credit will not be given if completed work is not turned in by deadline given by their teachers.

There are several alternatives to suspension available to the student at the discretion of the Administration. It is both the student and parent responsibility to contact the Administration to query whether or not a suspension alternative would be authorized in their case.

## ADMINISTRATIVE PROBATION

After a student has received numerous disciplinary consequences without any change in their behavior, additional measures may be taken to ensure compliance with all the rules and regulations required of students at MCHS. Additional measure may include, but not limited to loss of driving privileges, off-campus privileges, and student not being allowed to attend dances or other school activities.

## EXPULSION FROM SCHOOL

Through the recommendation of the Administration, expulsion from school for the rest of the school term can be done by the Board of Education. Expulsion would be considered only after extreme misconduct or repeated actions by a student that are disruptive to the school and which do not seem solvable to the extent that this student be allowed to remain in school.

## WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from school must present written approval from a parent/guardian to their counselor. After the student has been counseled, a withdrawal form will be issued. All financial obligations must be met, textbooks returned, and lockers cleaned. The completed withdrawal form then is returned to the guidance office.

## STUDENT DRIVING REGULATIONS

Students driving to school and parking on campus must register their vehicles in the main office. A student parking tag must be purchased after each student completes the parent/guardian permission form. The price of the tag will be determined by the Board of Education each year. Vehicles properly displaying a parking tag on the rear-view mirror are authorized to park on campus. Any auto entering a school-owned parking area is subject to search with or without cause by school officials and/or police. Students illegally parked or parked on high school property without a valid parking tag visible are subject to towing and/or ticketing at all times and at the expense of the owner. On some occasions, it may be necessary for a student to drive a different car to school than their normal car of record. They must ensure that they place their parking tag inside that vehicle or risk towing at their own expense. If the parking tag is not transferred, the student must not park on campus that day.

### Student Driving and Parking Regulations

- A. Student drivers may leave the parking lot only during their lunch period unless pre-arranged. This applies only to upperclassmen as underclassmen are restricted to campus during lunch.
- B. Student parking is only permitted in the student parking lot located directly off Union Street.
- C. Students are prohibited from driving through or parking in the M.C.H.S./G.A.V.C. faculty, staff, or visitors' parking lots at all times. This includes after school hours when athletic/club practices may be in session and parking in this area may be a tempting convenience to students.
- D. All students must maintain and keep current auto insurance. Failure to comply may result in parking privileges being revoked.
- E. GAVC students are not permitted to park their vehicles in the GAVC/Rec. Center/MCHS parking areas while they are attending classes, unless authorized by both GAVC and MCHS.
- F. Parking or driving violations will be administered by the following penalties:  
**(Students who forget their tag must report the make/model/license of the car they are driving to the main office before attending their first class of the day.)**

1st violation for parking without a tag: 2 Hour Saturday Detention.

2nd violation for parking without a tag: Student automatically billed for the purchase price of a current tag plus a \$10 late fee.

Note: Illegal parking, wreckless driving, and other student driving issues may result in detentions, Saturday Detentions, and/or a recommendation for expulsion.

Parents/guardians are to use the circle drive when dropping-off or picking up their son/daughter. The faculty/staff parking area is closed to the general public as a "student- drop-off" point.

## **METAL DETECTORS**

Students and visitors to Morris Community High School may be subject to search with metal detectors.

## **DOG SEARCHES**

MCHS has a yearly contract with Interquest Detection Canines. The goal is to deter students from bringing and using illegal substances on school grounds. Random searches will be conducted throughout the school year. Searched areas include lockers, locker rooms and the student parking lot as well as the two parking lots located in upper Gould Park.

## **VIDEO SURVEILLANCE**

In the interest of the safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of the MCHS campus. It will be understood that there is no reasonable expectation of privacy in these areas.

## **STUDENT FACILITIES USE**

All persons must obtain permission to use facilities of the high school building after school hours. A student is considered a party to "breaking and entering" if found unauthorized in the school buildings on Saturdays and Sundays or after school hours.

## **RAFFLES – UNAUTHORIZED SALES**

No student may sell any unauthorized or conduct drawings, pools or sell tickets of chance in regard to athletic events and other contests or outcomes. Students are not permitted to sell or distribute any materials on school premises without permission from the Administration.

## **POSTERS**

All posters, artwork, club-meeting advertisements, etc. to be hung in the school must be initialized by the Principal. Unauthorized posters will be removed immediately.

## **STUDENT HEALTH REQUIREMENTS**

A ninth grade student or a student transferring to M.C.H.S. from another state or country who is enrolling on the first day of school must have on file a record of his/her physical examination and a current immunization record.

Failure to comply by the first day of school will result in the student being excluded from M.C.H.S. until the health requirement is fulfilled. Appointment dates are not acceptable. All requirements must be complete by the first day of school.

Any student transferring to M.C.H.S. from another state or country during the school year must have on file within 20 days, a record of his/her physical examination and an updated (current) immunization record. Failure to comply within this time period will result in the student being excluded from school until the health requirement is fulfilled. Appointment dates are not acceptable. All requirements must be completed within 20 days.

## **ATTENDANCE-PARTICIPATION M.C.H.S. ACTIVITIES**

In order for a student to participate in any school-sponsored activity, he/she must be in attendance a minimum of a half school day, the day the activity is scheduled. Students must attend periods 5-7 in order to be considered half-day attendance. Exceptions to this policy will be made by the administration. Inappropriate behavior at M.C.H.S. activities may result in the student being restricted from those activities.

## **STUDENT ELIGIBILITY**

A student shall be declared ineligible to compete or perform in extra-curricular activities during the school year for up to one week at a time when they are not passing at least 5 – ½ credit classes during the current grading period. A student shall be declared ineligible for the next semester (1/2



school year) if they do not pass at least 5 – ½ credit classes (minimum 2 ½ total credits) at the completion of the previous semester. Furthermore, a student who is failing his/her 7th period class may not be dismissed early to travel with their team.

## **OUR NATIONAL ANTHEM, NATIONAL FLAG, AND SCHOOL EMBLEM**

It is traditional for Morris High students to stand at attention when the National Anthem is played or when the Colors are presented. At games and other appropriate occasions all M.C.H.S. students stand erect, face the flag, and place the right hand over the heart.

The M.C.H.S. Student Council has a school flag, designed by one of its former school members, as an emblem of the high ideals in learning, leadership and loyalty of our own student body. The respect to this flag indicates the extreme loyalty to the rich traditional background and the cherished future hopes of our M.C.H.S.

## **STUDENT CODE OF MORRIS COMMUNITY HIGH SCHOOL**

The Student Code of M.C.H.S. was prepared by students.

I believe in Morris Community High School, and therefore will strive to uphold its worthy traditions and to improve its good reputation; therefore, I do earnestly and willingly accept these principles, and promise to uphold them by the following actions:

1. Striving to obtain the best high school education possible by applying myself to my work to the best of my ability.
2. Being considerate of others at all times, and showing proper respect to teachers, school employees, guests and other students.
3. Being a good sport and practicing good sportsmanship in all my activities.
4. Being a good representative of M.C.H.S. at athletic events, on field trips, in the class- room, and other school sponsored activities, and at all other times.
5. Being helpful in preserving the beauty of the campus and building of our school.
6. Protecting my personal property and that of others from loss and/or destruction.
7. Treating and using all school property carefully and with respect in order to keep replacement and maintenance expense at a minimum.
8. Being active in school organizations where I can make a useful contribution, and help- ing to make school enterprises successful.
9. Being careful to operate motor vehicles quietly and without recklessness, and comply- ing with administration regulations concerning lunch hour operation of motor vehicles.
10. Refraining from smoking on school premises and from eating food in any room other than those designated.
11. Taking care of library obligations, observing cafeteria regulations and proper assem- bly procedures.
12. Encouraging and practicing the high qualities of citizenship regard for law and order, coopera- tion, honesty, courtesy and school spirit that will make the above principles work.

## **DIRECTORY OF STUDENT SERVICES**

942-1294

### Subject:

Absenteeism

Athletics

Auto Registration

Change of Address

College Catalogs and Information

### Contact:

Assistant Principal

Athletic Director

Main Office

Guidance Office

Guidance Office

Discipline	Assistant Principal
Dropping School	Guidance Office
Employment	Guidance Office
Illness, Injury	Nurse's Office
Locker Problems	Main Office
Lost and Found	Main Office
Personal Problems	Guidance Office
Registration	Guidance Office
Schedule Change	Guidance Office
Scholarships	Guidance Office
Study Problems	Guidance Office
Tardiness	Assistant Principal
Textbook Payment	District Office
Transcripts	Guidance Office
Work Permits	Main Office

## FREQUENTLY ASKED QUESTIONS

### 1. What procedure am I to follow when my son/daughter is absent from school?

On everyday of absence, a parent or guardian must call the main office between 7:30 – 1:00 pm. The phone number is 942-1294 or 941-5450. Please refer to the attendance policy found on pages 17-20 for more detailed information regarding school attendance.

### 2. What happens if I forget to call my son/daughter in absent?

All students who report to school that have not been called in will automatical- ly be listed as unexcused. Refer to the policy for excused/unexcused absences.

### 3. What are Academic Deficiency Reports?

During the period between Report Cards, notices are sent to the parents of stu- dents who are earning D's or F's. These grade reports encourage parents to contact the teacher about the student's progress. Parents may at this time or any time contact their son/daughter's guidance counselor.

### 4. When are Student Grade Deficiency Reports handed out?

Students are graded on a nine-week basis.

Fall Session:           1st Term - After the 4th week of school  
                                   2nd Term - After the 13th week of school

Spring Session:       3rd Term - After the 4th week of Spring Session  
                                   4th Term - After the 13th week of Spring Session

## SCHOOL-WIDE GRADING SCALE

All teachers at MCHS will utilize the following grading scale for all classes:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
100 A+	91 B+	82 C+	73 D+	64 F
99 A+	90 B+	81 C+	72 D+	
98 A	89 B	80 C	71 D	

97 A	88 B	79 C	70 D
96 A	87 B	78 C	69 D
95 A	86 B	77 C	68 D
94 A	85 B	76 C	67 D
93 A-	84 B-	75 C-	66 D-
92 A-	83 B-	74 C-	65 D-

## **STUDENT DISCIPLINE POLICY**

### **I. GENERAL**

- A. Students committing acts of disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school, suspended out- of-school, suspended from riding the school bus, expelled from school, or other- wise disciplined.
- B. At the discretion of the Superintendent, or the Board of Education upon review, a student may be permitted to make up schoolwork and examinations missed as a result of a suspension or an expulsion.
- C. Authorized personnel may place on probation, detail after school, suspend in school or otherwise discipline a student. The Superintendent, Principal, Associate Principal, or Assistant Principal are authorized to suspend a student from school or riding the school bus. Only the Board of Education can expel a student. Teachers may remove disruptive students from the classroom.
- D. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus.

### **II. DEFINITIONS**

- A. **DETENTION** is the keeping of a student before or after regular school hours for a reasonable period of time.
- B. **PROBATION** is a conditioned enrollment in school, or a particular school activity or class, for a restricted period of time.
- C. **IN-SCHOOL SUSPENSION (ISS)** is a temporary exclusion of a student from a class or classes, with an opportunity to make up missed classwork for credit.
- D. **OUT-OF-SCHOOL SUSPENSION (OSS)** is a temporary exclusion of a student from school, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. Out-of-school suspensions are unexcused. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.
- E. **EXPULSION** is the exclusion of a student from school for a period of time greater than ten (10) school days.
- F. **SCHOOL PERSONNEL** includes teachers, administrators, school board members, school bus drivers and all other school district employees.
- G. **GROSS DISOBEDIENCE OR MISCONDUCT** is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably lead

school authorities to forecast, substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function.

- H. SPECIAL EDUCATION STUDENT is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of THE SCHOOL CODE.
  - I. SPECIAL EDUCATION RULES AND REGULATIONS are the State of Illinois' RULES AND REGULATIONS TO GOVERN THE ADMINISTRATION AND OPERATION OF SPECIAL EDUCATION.
  - J. THE SCHOOL CODE refers to the Illinois statutes governing boards of education as found in Chapter 122, par. 1 et seq., of the ILLINOIS REVISED STATUTES.
  - K. GROSS INSUBORDINATION is the act of defying authority in any manner such that a supervisor, staff member, teacher, or administrator cannot elicit appropriate behavior from a student.
- III. SUSPENSION PROCEDURES
- A. Pre-Suspension Conference
    - 1. The authorized administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
    - 2. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized administrator must also follow the procedures set forth in Section VII.
    - 3. The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.
    - 4. The authorized administrator conferring with the student shall make a written record of the conference.
    - 5. The authorized administrator, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.
    - 6. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference as set forth above. In such event, written notice, sent by mail, shall be given to the parents. The notice shall request the student to attend a post-suspension conference as soon as practicable after the notice is received. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.
  - B. Suspension Notification
    - 1. If the pre-suspension or post-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by mail.
    - 2. The notice to the parents shall include:
      - a. A statement of the reasons for the suspension, including any school rule which has been violated;

- b. The dates and duration of the suspension;
  - c. A statement of the parents' right to request a review of the suspension.
  - d. A statement that the failure to request such review within five (5) days after receipt of the notice, or eight (8) days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to review.
3. A request to review the suspension may be oral or in writing, directed to the Superintendent's office. Oral notification shall be confirmed in writing by a letter to the parents. If a request for review of the suspension is timely made, the parents of the suspended student shall be given written notification of the time and place at least one (1) week prior to the review with the Board of Education. If the parents, in requesting a review of the suspension, assert that the student is a special education student, then the authorized administrator shall follow the procedures set forth in Sec. 7.
  4. The Superintendent and the Board of Education shall be notified of student suspensions by the authorized administrator, who shall forward a copy of the parental notice of suspension to the Superintendent or to the Secretary of the Board.

#### IV. EXPULSION PROCEDURES

- A. Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in Section VII must be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in Section III must also be followed and the parents notified that a suspension review hearing will be combined with an expulsion hearing.

##### B. Expulsion Notification

1. The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents of the student notifying them of the expulsion hearing.
2. The expulsion notice to the parents shall include:
  - a. A statement of the reasons for the proposed expulsion, including any school rule which has been violated;
  - b. The potential maximum duration of the expulsion;
  - c. The time and place of the expulsion hearing;
  - d. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative; and
  - e. A copy of the expulsion hearing procedures.

#### V. GENERAL PROCEDURES FOR SUSPENSION REVIEW AND EXPULSION HEARINGS

##### A. Hearing Structure

1. A suspension review or expulsion hearing shall be conducted by a hearing officer, a committee of the Board, or by the entire Board of Education. (If a hearing officer or committee of the Board conducts the hearing, a written summary of the evidence heard shall be submitted to the Board.)
2. A review of the evidence, as contained in the summary of the expulsion hearing conducted by a hearing officer or Board committee, shall be made by the Board
3. of Education in executive session within thirty (30) days of such hearing. The Board may take such action after the hearing as it deems appropriate,
4. including affirming or overruling the suspension or proposed expulsion, or conditioning reentry of the student to school. If the Board finds that a suspension or expulsion was unjustified, the student's records may be expunged of all notations regarding the suspension or proposed expulsion and any related student absence for disciplinary reasons shall be marked "excused." The student may be afforded an opportunity to make up all lost educational

opportunities including, but not limited to, tests and other class work.

5. The decision of the Board shall be final.
6. Written notification of the Board's decision with respect to the suspension review or expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or as specified by the Board.

#### B. Hearing Procedures

1. All student discipline hearings shall be held in executive session.
2. The student may attend the hearing with his parents and may be represented by an attorney or other representative. If the parents or student do not attend, but the authorized administrator has proof of notice given and received, the Board may choose to proceed with or reschedule the hearing.
3. The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
4. The Board shall determine and make findings on the following two (2) issues at the hearing.
  - a. The validity of the charges of gross disobedience or misconduct; and
  - b. The appropriate disciplinary measure, if the charges are to be upheld.
5. If the student is a special education student, or asserts during a hearing that he may be a special education student, the Board must also follow the procedures set forth in Section V
6. The hearing shall be conducted as follows:
  - a. At the commencement of the hearing, either party may request the exclusion of witnesses.
  - b. The authorized administrator and the student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
  - c. The authorized administrator shall first present his evidence, including proof of complaint with Section VII of this policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator.
  - d. The student may then present evidence to refuse the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
  - e. The Board may, at any time, direct questions to the parties or their witnesses.
  - f. The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.
7. The Board may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.
  - a. If the authorized administrator determines that any of his witnesses would be subject to physical or mental harassment or that an emergency exists, the authorized administrator need not present his witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his testimony. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written state-

ment in which the witness' identity has been concealed.

- b. The Board shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Board may review a student's records, however, in determining the appropriate discipline.

## **VI. LESSER DISCIPLINARY MEASURES**

Detention, probation, removal from the classroom or other disciplinary measures may be imposed for student disobedience or misconduct warranting lesser penalties.

- A. Students shall be notified of the rules, as established by the School Board, authorized administrator, local school, classroom teacher, which will lead to imposition of lesser disciplinary measures if violated.
- B. Students shall have no right of review by the Board of Education for the imposition of the lesser disciplinary measures of this section.

## **VII. SPECIAL EDUCATION PROCEDURES**

### **A. General**

1. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is, or results from, a behavior or a condition defined as an exceptional characteristic in Article 14 of THE SCHOOL CODE. Any special education student whose gross misconduct or disobedience is unrelated to, or does not result from, his handicapped condition, as defined in Article 14 of THE SCHOOL CODE, may be expelled pursuant to Sections IV and V of this Policy.
2. A special education student may be suspended pursuant to Sections III and V of this Policy regardless of whether the student's gross disobedience or misconduct is related to his handicapped condition. A suspension of a special education student is not a change in educational placement.
3. Notwithstanding Section VII.A.1. above, any special education student may be temporarily excluded from school if exclusion is warranted because of the student's physical danger to himself, other students, faculty, or school property. During the period of temporary exclusion, the School District shall be responsible for developing and providing an appropriate education program for the special education student.
4. If the authorized administrator reasonably concludes that a non-special education student may be eligible for special education services, he shall not discipline the student immediately, but shall refer him for a case study evaluation pursuant to the SPECIAL EDUCATION RULES AND REGULATIONS. If warranted, the authorized administrator may stay disciplinary proceedings until a case study report is completed and reviewed.

### **B. Suspension Procedures**

1. All pre-suspension, notice and suspension review procedures set forth in Sections III and V of this policy must be followed in suspending a special education student.
2. At the time of any pre-suspension conference of a student ascertained as a special education student, the authorized administrator shall determine whether the student's gross disobedience or misconduct is related to, or results from, his handicapping condition. Such determination shall be made only after consultation with the appropriate special education personnel.
  - a. If the authorized administrator reasonably concludes that the special education student's behavior is not related to, or results from, his handicapping condition, the school district shall provide appropriate services to the student during any period of suspension.
  - b. If the authorized administrator reasonably concludes that the special education

student's behavior is related to, or does not result from, his handicapping condition, the school district need not provide services during any period of suspension.

- c. If the parents of a suspended student object to the suspension for special education reasons, whether prior to or at a review hearing before the Board, the parents shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the SPECIAL EDUCATION RULES AND REGULATIONS.

### **C. Expulsion Procedures**

1. Prior to making a recommendation to expel a special education student, the authorized administrator shall convene a multi-disciplinary conference to determine whether the student's act of gross disobedience or misconduct is related to, or results from, his handicapping condition.
2. If at the multi-disciplinary conference it is reasonably concluded that the special education student's act of gross disobedience or misconduct is related to, or results from, the student's handicapping condition, the authorized administrator shall not recommend expulsion. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the SPECIAL EDUCATION RULES AND REGULATIONS.
3. If at the multi-disciplinary conference it is reasonably concluded that the special education student's act of gross disobedience or misconduct is not related to, or does not result from, the student's handicapping condition, the authorized administrator may recommend expulsion to the Board. The expulsion notice to the parents sent pursuant to Section IV.B. shall also include two (2) additional statements that:
  - a. Any Board decision to expel the student will constitute a change in placement; and
  - b. The parents are entitled to all rights set forth in the SPECIAL EDUCATION RULES AND REGULATIONS, as available to the parents from the school district.
4. The expulsion procedures set forth in Sections IV and V of this policy shall be followed when expelling a special education student.
5. In addition to the two (2) issues regularly determined at an expulsion hearing (see Section V.B.4.), the authorized administrator must present evidence and the Board must make a finding on a third issue: whether the special education student's gross disobedience or misconduct is unrelated to, and does not result from, his handicapping condition.
6. If the Board finds that the special education student's particular act of gross disobedience or misconduct was related to, or resulted from, his handicapping condition, then the Board shall not expel the student, but may request a review of the student's special education placement or may temporarily exclude the student, as provided in Section VII.A.3., pending a review of the student's placement.

### **D. Parental Objections to an Expulsion**

#### **1. Parents of Special Education Students**

- a. If the parents of a special education student, either prior to or at the expulsion hearing, object for special education reasons to the recommendation for expulsion, the Board shall:
  - 1) Proceed with the expulsion hearing and determine the three-(3) issues as set forth in Sections VII.C.5. and V.B.4.;
  - 2) If the board determines that expulsion of the special education student is appropriate, the Board will stay the expulsion pending results of the parents' request for proceedings under the SPECIAL EDUCATION RULES AND



#### REGULATIONS;

- 3) Temporarily exclude the special education student, if warranted, pursuant to Section VII.A.3.; and
  - 4) Commence appropriate proceedings pursuant to the SPECIAL EDUCATION RULES AND REGULATIONS.
- b. If the parents of an expelled special education student, after the expulsion hearing, object for special education reasons to the expulsion, the Board shall:
- 1) Stay the expulsion and return the student to his current special education placement, unless temporary exclusion is warranted pursuant to Section VII.A.3.; and
  - 2) Commence appropriate proceedings pursuant to the SPECIAL EDUCATION REGULATIONS;

## 2. Parents of Non-Special Education Students

- a. If the parents of a non-special education student, either prior to or at the expulsion hearing, object for the special education reasons to the recommendations for expulsion, the Board shall:
- 1) Proceed with the expulsion hearing and determine all three (3) issues as set forth in Sections VII.C.5. and V.B.4.;
  - 2) If the Board determines that expulsion is appropriate, the expulsion will not be stayed by the parents' objection, but shall go into effect, as provided in Section V; and
  - 3) Commence appropriate proceedings under the SPECIAL EDUCATION RULES AND REGULATIONS.
- b. If the parents of a non-special education student, after the expulsion hearing, object for special education reasons to the expulsion, the Board shall:
- 1) Continue in effect the student's expulsion pending the final results of appropriate special education proceedings;
  - 2) Commence appropriate proceedings pursuant to the SPECIAL EDUCATION RULES AND REGULATIONS;
  - 3) If the final result of special education proceedings is a determination that the expelled student is eligible for special education and that his gross disobedience or misconduct was related to, or resulted from, his handicapping condition, the Board shall:
    - a. Order placement of the student in the appropriate special education placement; and
    - b. Comply with the rules set forth in Section V.A.4.

## VIII. PUBLICATION AND DISSEMINATION OF POLICY

Copies of the Student Disciplinary Policy shall be furnished to the parents or guardians of each student within fifteen (15) days after the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the district. The students in each school in the district shall be informed of the contents of the policy.

## DISCIPLINE CODE

Prohibited gross disobedience or misconduct shall include any behavior that is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. It shall also include, BUT IS NOT LIMITED TO, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education.

1. Insubordination to school personnel, including failure to follow directions or to produce student identification or passes.

2. Possession, use, or distribution of, or any attempt to use or distribute, any illegal or controlled substance, including alcohol and drugs.
3. Intimidation of, or any attempt to intimidate, school personnel or other students.
4. Fighting with, or any assault of, school personnel or other students.
5. Intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students.
6. Verbal abuse of school personnel or other students, or use of profane words or gestures.
7. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:
  - a. Improper release of a school fire alarm or tampering with fire extinguishers;
  - b. Starting, or any attempt to start, a fire on school property;
  - c. Setting off, or any attempt to set off, explosive devices on school property, or;
  - d. Possession, use or display of a dangerous weapon or any reasonable fac simile.
8. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
9. Any other acts which directly or indirectly jeopardize the health, safety and well-being of school personnel or other students.
10. Truancy, i.e., absence from school or class without valid cause during a school day or portion thereof.
11. Disruptive behavior.
12. Use of tobacco products.

## **MORRIS COMMUNITY HIGH SCHOOL EXTRA-CURRICULAR CODE OF CONDUCT**

Morris Community High School encourages all students to take advantage of the school sponsored extra-curricular activities. Morris Community High School and the community take great pride in these programs designed to enhance the well-balanced educational programs offered.

Intent: Participation in extra-curricular activities at Morris Community High School is not a right but an honor and a privilege. Participants make a commitment to their peers and coaches/sponsors to follow rules and to be able to perform at their best at all times. One of the primary goals of the extra-curricular programs at MCHS is to provide students with the lessons and skills necessary for success not only on the athletic field, stage, etc., but also in all areas of their lives. In addition, they have a responsibility to serve as role models for other students in the school, as well as for others in the community. Participants, whether in or out of uniform, carry with them not only their own reputations, but that of their families, their team/activity and their school.

The following limits defined by the Extra-Curricular Code of Conduct represent the minimum standards and expectations of any student involved in any activity while representing Morris Community High School. Participants are encouraged to refer to the specific rules and regulations outlined both here, and by their coaches and/or advisors. Extra-curricular activities are listed in the MCHS Student Handbook and are defined as:

1. Athletic activities as defined by the IHSA and Morris Community High School.
2. Extra-curricular activities: all clubs and organizations of the school that are defined in the Morris Community High School Student Handbook.

Rationale: The use of alcohol, tobacco products or illicit drugs can harm a student's physical and mental health, athletic and academic performance, and personal reputation. Use of these items is both illegal and dangerous. The safety and well being of our extra-curricular participants is the top priority of Morris Community High School and its programs. Any misconduct can be reviewed by administration to be deemed a violation.

The conduct of a Morris Community High School extra-curricular participant should be consistent with the mission of the school, and the behavioral policies set forth shall reflect appropriate values and attitudes.

The first time in an individual’s high school career that a student becomes a member of an activity, the Extra-Curricular Code of Conduct becomes active. The Code of Conduct is in effect twelve months of the year, seven days a week, twenty-four hours a day, in and out of season, on and off school grounds until graduation.

Note: All penalties involving the Code of Conduct are cumulative for the tenure of the student’s career at Morris Community High School.

Important: Morris Community High School is not asking students to make sacrifices. Sacrifice implies giving up good things. We are asking our students to do the opposite: live clean, think clean and do things that will make them better people, and well-respected members of their community. With these things in mind, there are certain types of conduct that will not be tolerated from a Morris Community High School extra-curricular participant:

**MAJOR RULE INFRACTIONS**

- The possession, use, purchasing, selling, or distributing of tobacco, alcohol, or controlled substances, and/or drug paraphernalia.
- Criminal acts as defined by state criminal law. Minor traffic violations do not apply.
- Acts of bad conduct; fighting, bullying, sexual harassment, theft, gross misconduct to staff, requiring a student to be suspended out of school for a period of at least (1) day.

Important: Morris Community High School teaches and encourages our students to make good choices and use sound judgment in their everyday lives. Students will be subject to a great many decisions throughout their tenure at MCHS, some based upon peer pressure and peer acceptance. With that in mind, students are discouraged from attending parties/events where illegal alcohol or drugs are present, or being in places where a high amount of peer pressure may be placed upon them. As a role model and representative of Morris Community High School, attendance at illegal activities outlined above may promote the perception that the student condones or enables that type of illegal behavior.

**CONSEQUENCES FOR MAJOR RULE VIOLATIONS**

	<u>Violation</u>	<u>Consequence</u>	<u>Brief</u>
1.	A student violates the E.C.C. one time during his/her high school career.	Level One Suspension	10% or 30 Days
2.	A student violates the E.C.C. a second time during his/her high school career.	Level Two Suspension	50% or 90 Days
3.	A student violates the E.C.C. a third time during his/her high school career.	Level Three Suspension	Calendar Year
4.	A student violates the E.C.C. a fourth time during his/her high school career.	Level Four Suspension	Remainder of High School

**Level One Suspension:** The student will be suspended from all sports/activities they are currently participating in at the time of the infraction for a minimum of 10% of the maximum allowable events/contests for that activity, or 30 calendar days in the case of a year-round activity, beginning with the first competition following notification to the student of the infraction. If the student is not

participating in a sport or activity at the time of the infraction, the suspension will take place during the next sport/activity(s) in which they participate. The student may continue to practice at the coaches/sponsors discretion. If the coach/sponsor requires the student to continue to practice, each unexcused practice will result in a one- contest suspension.

**Level Two Suspension:** The student will be suspended from the sport/activity(s) for 50% of the allowable contests for that activity (rounded up to the nearest whole number), or 90 calendar days in the case of a year-round activity, beginning with the first competition following notification to the student of the infraction. The student will also be required to participate in an intervention program that meets the following criteria:

- The program deals with substance abuse, anger management (in cases warranted), making choices, or problem solving.
- The program is offered by a licensed agency.
- The program is pre-approved by the Principal.
- The student pays the entire cost of the program.
- The student may return to participation in events/contests upon completion of suspension and continued participation or completion of intervention program.
- The agency administering the intervention program must certify, to the Principal, successful completion of the program.

**Level Three Suspension:** The student will be suspended from extra-curricular competition for one calendar year beginning with the date of the Code of Conduct violation.

**Level Four Suspension:** The student will be suspended from all extra-curricular activities for the rest of his/her high school career.

All penalties may be appealed to the Morris Community High School Extra-Curricular Council.

Important: The violation consequences listed in the Extra-Curricular Code of Conduct are MINIMUM requirements students are obligated to meet for successful participation in extracurricular activities at Morris Community High School. Coaches/Sponsors rules must comply with these minimum requirements, but may exceed these rules if they choose. If a coach/sponsor increases their rules to exceed the minimum requirement, these rules will be distributed in writing to every participant. These rules will also be discussed at the coach/sponsors pre-activity meeting with the parents involved in that activity. Copies of these rules and regulations must be filed by the coach/sponsor with the Athletic Director and Principal prior to the start of their season of activity.

## **VIOLATIONS DURING THE OFF-SEASON**

If a student violates the Extra-Curricular Code of Conduct at any time, he/she will be placed on the step determined by previous violations. The penalty for this infraction will take place at the start of the next activity's season/year. A year begins when fall activity/sport practices begin. A year ends the day before the next year begins.

## **CARRY-OVER FROM ONE SEASON TO ANOTHER**

Any penalties for the Code of Conduct violations will carry over from one season/year to another. If a student completes a penalty for one activity but does not successfully complete that activity in good standing, he/she must repeat the penalty in the next activity. If the student serves a percentage of the penalty in one activity but does not complete the penalty before the conclusion of that activity, the remaining percentage of the penalty will carry over to the student's next activity.

## **ENFORCEMENT OF THE EXTRA-CURRICULAR CODE OF CONDUCT**

Coaches, sponsors, teachers, administrators, and/or law enforcement agencies may report any alleged violation of the Extra-Curricular Code of Conduct at any time. Any person from the public may notify school authorities regarding alleged rules violations by a signed letter to the Principal or Athletic Director. A violation must be reported within 30 days from the alleged violation.

## **DETERMINATION OF PENALTY**

After a reported or suspected violation, an initial conference will be held with the student and the athletic director, or another administrator designated by the Principal.

If a violation has been substantiated, the student will be subject to the measures set forth within the Extra-Curricular Code of Conduct.

To determine how many contests/events the student must miss for any violation, the penalty will be based upon the maximum number of contests/events in that particular activity. The total number of contests/events missed will vary with each activity. The coach/sponsor of each activity has a list of how many contests/events must be missed for each of the activities offered at Morris Community High School. If the infraction that the student commits requires him/her to serve an out-of-school suspension, the activity penalty begins on the date of the out-of-school suspension so that contests/events missed while the student is suspended count toward the total number of contests/events the student misses.

## **MORRIS COMMUNITY HIGH SCHOOL EXTRA-CURRICULAR COUNCIL**

The purpose of the Extra-Curricular Council is to consider appeals of alleged major rule infractions. The Council shall:

- Establish if an infraction did occur.
- Establish if the student charged was a party thereto.
- Establish that the student knew what the rules and regulations were.
- Determine appropriate consequences if warranted.

The Extra-Curricular Council shall convene as soon as possible upon receipt of the appeal of an alleged major rule violation decision. The student's parents or guardians shall be notified in writing at least 72 hours prior to the meeting in order to allow parents to attend, if they desire, unless an earlier time is agreed upon in writing by the parent and the chairman of the Extra-Curricular Board (principal). The 72 hours minimum can be waived verbally by mutual consent. The student will be given the opportunity to testify and present evidence on his or her behalf. The conclusions of the Board shall be in writing and a copy sent by mail to the parent/guardian upon completion of the hearing. If a student admits his/her guilt, he/she will not go before the Extra-Curricular Council. A letter will be sent home explaining the situation and the penalty.

## **MEMBERS OF THE COUNCIL**

1. The Principal will preside over the hearing, but will not vote.
2. One additional member of the school administration.
3. Three (3) coaches who are not, and were not, involved with the student in question during the current or previous school year.
4. A teacher, at-large, (who is associated with the extra-curricular program) shall be appointed by the Principal and the Athletic Director.

A minimum of three (3) members must be present to establish a quorum.

## **PROCEDURE OF DUE PROCESS**

"Due process" is a procedure that the courts of law recognize as a necessary part of any rules and regulations. "Due process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines their recourse in the event they feel a wrong decision has been made. The "due process" steps outlined hereafter is the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents will be expected to follow the "due process" steps in the event legal action should be initiated at some later date.

- After a written ruling of ineligibility resulting in suspension from extra-curricular activities has been made by the administration, a student and his/her parents may formally appeal the decision in writing to the Athletic Director or Principal. This appeal must be received within 14 days

of the initial conference between the student and the Athletic Director or other administrator designated by the principal.

- After an appeal has been received, a date for a hearing with the extra-curricular council will be established by the principal or designee such date not later than 10 days following appeal.
- The student will be provided with an opportunity to testify and present the evidence on his/her behalf at the hearing.
- Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his/her parents.
- All rulings of the Extra-Curricular Council are final and may not be appealed.
- The Extra-Curricular Council will make every effort to meet as soon as possible.

## **ONLINE DATABASES FOR HOME USE**

(Morris students/staff only)

### EBSCO

<http://search.epnet.com>

LoginID: s1170215

Password: password

### SIRS

<http://ars.sirs.com>

Login: il0609h

Password: 60450

### Teen Health & Wellness

<http://www.teenhealthandwellness.com>

Login: morrichs

Password: student

### World History

The Modern Era

<http://www.worldhistory.abc-clio.com>

Login: mchsstudent

Password: mchsstudent

### World Geography

<http://www.worldgeography.abc-clio.com>

Login: mchsstudent

Password: mchsstudent

### American History

[www.americanhistory.abc-clio.com](http://www.americanhistory.abc-clio.com)

Login: mchsstudent

Password: mchsstudent

### Issues

[www.issues.abc-clio.com](http://www.issues.abc-clio.com)

Login: mchsstudent

Password: mchsstudent

### Gale Virtual Reference Library

#### Gale Science in Context

#### Gale U.S. History in Context

#### Gale World History in Context

<http://infotrac.galegroup.com/itweb/morrischs>

Password: morrichs

Remote access <http://infotrac.galegroup.com/itweb/morrischs>

Password: remote

## **PARENTS RIGHT-TO-KNOW**

In accordance with ESEA Section 1111 (h)(6) PARENTS RIGHT-TO-KNOW, the Morris Community High School District 101 is notifying every parent of a student in a Title 1 school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree

held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your building principal, Mr. Kelly Hussey, at 815-942-1294.

## **INFORMING PARENTS/GUARDIANS ABOUT OFFENDER COMMUNITY NOTIFICATION LAWS**

To: Parents/Guardians

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry: [www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo)

Frequently Asked Questions Concerning Sex Offenders: [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **M.C.H.S. LOYALTY**

We sing your praises far and wide, dear Morris High.

We love you, for you are our pride, dear Morris High.

MAROON AND WHITE, we'll fling on high throughout the land

And here's to you, we'll ever be true,

For we're a loyal band.

**CHORUS:** Here's to you, Morris High School

As we sing to you our praise

We pledge true to your colors,

As in cheers our voices raise.

RAH!RAH!

Ever loyal in the battle

For we're out to win this game.

We're cheering, yes we're fighting

For our dear old Morris High School

(Repeat chorus faster)

### **FIGHT SONG**

When Maroon and White

Go on the field to fight

Yes, oh Morris, Morris, will.

When the game must be won

We will see that it is done

Yes, oh Morris, Morris, will!

We will fight, fight, fight

We will fight with all our might

Go down the field to the goal  
 We will stand for the right  
 For Maroon and White  
 Yes, oh Morris, Morris, will.

**ALMA MATER**

Far above Illini's waters  
 With the waves of blue,  
 Stands our noble Alma Mater  
 Glorious to view.  
 Lift the chorus, speed it onward  
 Loud her praises tell.  
 Hail to thee, our Alma Mater  
 Morris, Hail to you

**MCHS WRITING RUBRIC**

<b>Criteria</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Basic</b>	<b>Limited or Not Present</b>
<b>Writing Task</b> (response to assigned task)	The writing task is fulfilled	Addresses most parts of the writing task	Addresses some parts of the writing task	Does not address the writing task
<b>Organization</b> (topic sentences, thesis statement, etc.)	Strong organization of ideas	Adequate organization of ideas	Weak organization of ideas	Lacks organization of ideas
<b>Supporting Details</b> (evidence/detail to develop ideas)	Complete, relevant & convincing supporting details	Most of the supporting details are complete, relevant & convincing	Includes support but it is not complete, relevant or convincing	Support severely lacking or non-convincing



<b><i>Mechanics</i></b> (complete sentences, proper grammar and spelling)	Contains few, if any, errors in the mechanics of English	Contains some errors in the mechanics of English (meaning can still be inferred)	Contains several errors in mechanics- may interfere with meaning	Many errors in mechanics- seriously interfere with meaning
<b><i>Format</i></b> (follows guidelines for written or typed work)	Followed all directions	Followed most directions	Followed some directions	Did not follow directions- sloppy, illegible